

## Request for Decision

File No: lhk 007 002

**Date** April 23, 2025  
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**Subject** Meetings with Cabinet Ministers at UBCM

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### REQUEST

Determine topics to be discussed with Cabinet Ministers during the UBCM Annual Convention.

### OPTIONS

1. THAT the following meetings be scheduled in conjunction with the 2025 UBCM Convention:

Topic:\_\_\_\_\_ Minister:\_\_\_\_\_

### BACKGROUND/ANALYSIS

Provincial Cabinet Ministers and staff will be available to meet with local governments during the annual convention in September. The deadline to request meetings is undetermined at this time.

Since a very short amount of time is allotted for these meetings (10-15 minutes), please consider the following points when determining the meetings to schedule.

1. Topics should be specific and have a specific request attached to them. This information will be submitted when requesting the meeting so that the Minister's staff has an opportunity to prepare appropriate briefing notes.
2. The Board Chair generally leads the discussion but may introduce the topic and then turn it over to a specific Director to provide the details.
3. Due to the limited space in the meeting rooms, the number of Directors designated to attend each of the meetings will be limited to those directly affected by the topic being discussed.