

From: [Victoria McKean](#)
To: [Dan Horan](#); [Sarah Holloway](#)
Subject: FW: 2025 UBCM Convention – Provincial Appointment Book & MACC Staff Meeting Request Process
Date: May-30-25 12:55:57 PM
Attachments: [2025 UBCM Convention Provincial Appointment Book.pdf](#)
Importance: High

Copy of correspondence sent to:

- Mayor and Council
- Dan Horan, CAO
- Sarah Holloway, Deputy Corporate Officer

Victoria McKean, (She/Her)

Committee Coordinator

Township of Esquimalt | Corporate Services

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From: IGRS UBCM Meeting Requests IGRS:EX [REDACTED]
Sent: May-30-25 9:21 AM
Subject: 2025 UBCM Convention – Provincial Appointment Book & MACC Staff Meeting Request Process
Importance: High

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2025 UBCM Convention: September 22 – 26, 2025, Victoria, B.C.

This message is for all Union of BC Municipalities (UBCM) Members.

Further to the May 30, 2025 letter from the Honourable Premier David Eby, regarding the 2025 UBCM Convention, I am pleased to provide information on requesting meetings with Ministry, Agency, Commission, and Corporation (MACC) staff, and have attached the **2025 Provincial Appointment Book** to guide you in requesting meetings with the Province at Convention.

To request MACC Staff Meetings, please complete the online form:

Online Form: [REDACTED]

Invitation code: [REDACTED] (case sensitive)

Deadline: Wednesday, August 20, 2025

Confirmations regarding MACC staff meeting requests will be communicated by September 17 to the contacts identified on your meeting request form.

Requests for meetings with MACC staff can also be made onsite at the Provincial Appointment Desk during Convention at the following location:

Monday, September 22 – Thursday, September 25

Fairmont Empress Hotel, Lower Lobby Level, Foyer

8:30 am – 4:00 pm

Please note that MACC staff availability during Convention may be limited.

If you have any questions, please contact, Casey Cathcart, MACC Staff Meeting Coordinator by phone at [REDACTED], or by email at:

[REDACTED]

As contact information is provided by CivicInfo BC, please ensure the contact information for your organization is updated regularly to receive all communications.

Thank you.

Birgit Schmidt, Director

IGRS UBCM Convention Lead

Local Government Relations

Intergovernmental Relations Secretariat

(T) [REDACTED] | [REDACTED]