



**MINUTES OF A MEETING
OF THE ASSOCIATION OF VANCOUVER ISLAND
AND COASTAL COMMUNITIES EXECUTIVE
on FRIDAY, February 3, 2023, 9:00 a.m.
Held electronically via Zoom**

IN ATTENDANCE: Director Penny Cote, Alberni-Clayoquot RD, President
Councillor Ben Geselbracht, City of Nanaimo, 1st Vice President
Director Vanessa Craig, RD of Nanaimo, 2nd Vice President
Director Ian Morrison, Cowichan Valley RD, Past President
Director Donna McMahon, Sunshine Coast RD, Electoral Area Representative
Councillor Sarah Fowler, Village of Tahsis, Director at Large
Director Travis Hall, Central Coast RD, Director at Large
Councillor Tony St-Pierre, District of Sooke, Director at Large

STAFF ATTENDANCE: Theresa Dennison, AVICC Executive Coordinator

President Cote called the meeting to order at 9:03 a.m.

1. ADOPTION OF AGENDA AND MINUTES

a. AGENDA

On motion by 2nd Vice President Craig, seconded by EA Representative McMahon
THAT the agenda for the February 3rd, 2023 meeting be adopted was CARRIED

b. MINUTES

On motion by Director St-Pierre, seconded by 2nd Vice President Craig
THAT the minutes of the January 13, 2023 meeting be adopted was CARRIED

2. PRESIDENT'S REPORT

a. AVICC President's Verbal Report

President Cote shared that she attended the 3-day "Breathe & Weave Dialogue Session" as a representative of the UBCM Health & Social Development Committee. The conference was very beneficial, meaningful and in-depth, and representatives of all BC health sectors were in attendance. There were many great speakers that would potentially be great to have at the AVICC or UBCM conventions, covering topics such as transportation, housing, and healthcare. There was also significant First Nations participation. President Cote attended virtually, but it would have been great to participate in person. There was some discussion about local government policies, but the summit did not focus on what local governments could do to achieve some of the provincial mandates relating to health and housing. There were some great sessions that "unpacked" the subject matters through breakouts, plenaries, and focus groups.

President Cote also attended the Rural Reflections Sessions hosted by the University of BC, that provided information and facilitated conversations about rural area health providers and panels. She will send out a report when it comes in from the organizers. There was great First Nations representation, and the entire program included the lens of reconciliation throughout. There were many great speakers that would potentially be great to have at the AVICC or UBCM conventions.

President Cote has also registered for the Ocean Protection Plan Dialogue Forum- that is taking place February 22 and 23, 2023. She will also be in attendance, along with most of the AVICC Executive at the Local Government Leadership Academy Elected Officials Seminar Series for the AVICC region taking place February 15-17, 2023 in Nanaimo.

There are many conferences and engagement opportunities scheduled in the coming months and AVICC Executive Coordinator will send out a list to the AVICC Executive after the meeting.

President Cote also mentioned that she has had numerous conversations with the Executive Coordinator regarding the upcoming 2023 AVICC AGM & Convention, and that planning is well-underway.

On motion by 2nd Vice President Craig, seconded by EA Representative McMahon
THAT the President's Report be received was

CARRIED

3. FINANCIAL AND ADMINISTRATION

a. Interim Year-End Financial Statements

Theresa Dennison provided the interim year-end financial statements for AVICC for 2022, along with a report outlining the anticipated final year-end financial numbers. It was noted that there are a few remaining adjustments that will be made but that the reports provide a clear picture of the Association's 2022 financial position. The annual audit is underway, and full year audited financials will be presented by the KPMG Auditor on March 17th, 2023. The Association is anticipating to show a profit of \$47,040 for 2022 and is in a strong financial position to move forward.

The AVICC Executive requested an update on sponsors be provided. There was a discussion about the change to the AVICC Sponsorship Policy that no longer permits speaking opportunities to non-government agencies at our convention. This decision impacted two of our sponsors including TELUS, who declined participation this year, and Fortis, who reduced their contribution. In addition, Vancouver Island University declined participation, and BC Hydro reduced their contribution for unrelated reasons. The BC Dairy Association was approved as an additional sponsor at the December 2022 AVICC meeting. The anticipated sponsorship amount for 2023 is \$72,500, compared to last year, which is reflected in the interim year-end financial statements as \$89,691. It should be noted that there were three exhibitors coded as sponsors in 2022, and that this number is likely closer to \$84,000 once adjustments have been made, with the final amounts to be reflected in the final financial statements once the audit is complete.

The AVICC Executive requested that staff include a question on the questionnaire about our sponsorship policy and that staff present the draft convention questionnaire for 2023 at the AVICC Executive meeting on March 17, 2023.

On motion by Past President Morrison, seconded by 1st Vice President Geselbracht
THAT the report on the Association of Vancouver Island and Coastal Communities 2022 interim year-end financial statements be received was

CARRIED

4. CONVENTION

a. 2023 Convention Planning Update and Brochure

Theresa Dennison provided a report regarding the 2023 AVICC AGM & Convention for review and approval of the Executive, that included a draft of the brochure. Convention planning

details, including the Keynote Speaker, sessions, the format for the convention, registration fees, the banquet, the voting processes and other details were discussed at the December 16th, 2022 and January 13th, 2023 AVICC Executive meetings. Registration for the convention is scheduled to take place by February 10th, 2023, and the brochure will be attached to the registration information. The convention program will be published in March, with a note that it is subject to change up until immediately before the convention.

There are several items for consideration that are included in the brochure and program that would benefit from approval and direction from the AVICC Executive including the pre-convention program, including the “Mayors and Chairs Forum”, the “Electoral Area Directors Forum”, and the “Legislative Reform Initiative” workshop, as well as the timing for the elections.

Staff requested direction and approval from the AVICC Executive on the following relating to the “Mayors & Chairs Forum”:

- The session is open to Mayors, Regional District Chairs, and First Nations leaders- should the title of the session be changed to include “Chiefs”?
- The session format:
 - Should AVICC Staff approach the City of Nanaimo Mayor Krog and Regional District of Nanaimo Chair Craig to facilitate the session?
 - Should there be a “theme” for this session, or should the registered participants be asked to submit topics of interest in advance of the convention? We could also consider making this forum an “Open Space” conversation where participants suggest topics of the conversation at the forum.

It was discussed that there may be value in creating a theme for the session. 2nd Vice President Craig, who is also the Regional District of Nanaimo Chair, has spoken to City of Nanaimo Mayor Krog and recommended that we allow the two of them to come up with a format. People enjoyed the forum last year where they facilitated a “round-table” session relating to the pandemic, and shared their related experiences. There was support for Chair Craig and Mayor Krog to work together to create a broad topic for the session.

There was also support for changing the name to the “Chairs Mayors & Chiefs Forum”, as most First Nations communities view their significance as structurally “above” local governments. There are many new Mayors and Chairs as a result of the 2022 Civic Elections, and it was determined that it was important to keep the subject matter of a broad nature, with an environment that encourages the newly-elected Mayors and Chairs to develop mentoring relationships with experienced Mayors, Chairs and First Nations leaders.

On motion by Past President Morrison, seconded by Director St-Pierre
THAT the “*Mayors & Chairs Forum*” session be renamed the “*Chiefs, Mayors and Chairs Forum*”;
and

THAT the AVICC Executive direct staff to reach out to City of Nanaimo Staff to invite Mayor Krog to co-facilitate the “*Chiefs, Mayors and Chairs Forum*” with Regional District of Nanaimo Chair Craig and to determine theme for the forum was CARRIED

Staff was also seeking direction on whether to continue with the same format for the “*Electoral Area Directors Forum*” from 2022, where the registrants submitted items for discussion in advance of the session, or whether there is a preference to run this session as an “Open Space”,

where topics are suggested by participants at the forum session. In the past, it worked well to solicit for topics, but not to formalize it to allow for open conversation. EA Representative McMahon suggested that she plans to have conversations about the format at the LGLA EOS in February, to get an opinion on what EA Directors want. A suggestion was made that due to all of the new EA Directors resulting from the 2022 Civic Elections, that it may be a good idea to talk about “serious pitfalls to avoid as EA Directors” and make it a mentoring opportunity. It was suggested that this may not necessarily be a theme for the session but something that would be of value within the session. Another potential theme included providing support for elected officials, with a focus on how elected officials should take care of themselves, providing information on the resources available. It will be beneficial to identify how many terms attendees have been in office to encourage mentorship relationships. There may be value in suggesting two or three topics ahead of time.

On motion by Past President Morrison, seconded by Director Fowler
THAT the “EA Directors Forum” session be facilitated by EA Representative McMahon, and that staff work with her to develop topics for conversation was CARRIED

Director Hall joined the meeting at 9:50 a.m.

Staff requested direction on the timing of the *Legislative Reform Initiative* session, as well as direction on whether it should be recorded. Historically this session was held at 9:00 a.m. on the Friday before convention opens. At a previous meeting, the AVICC Executive identified that it may be better to hold this session later to allow more travel time for delegates to get to Nanaimo to attend.

It was also recommended that there may be value in recording the session. If it is recorded, should the recording be go on the web-site or to be available for distribution to members on request? It was suggested that attendees may not be as comfortable sharing if they knew it was being recorded. This topic is no longer of a confidential nature, and has been brought to the Province and made more public.

2nd Vice President Craig has had conversations with Regional District of Nanaimo (RDN), CAO Douglas Holmes and RDN Vice-Chair Brown, and the idea is to get as many people involved in the conversation as possible. Because of the early timing of the session, some may not be able to register. If the decision is made not to record the session, it is important that thorough meeting notes be taken at the session so that the information can be shared with regional districts. The early timing may cause delegates to be required to stay an additional night, thus increasing their costs.

The AVICC Executive expressed that local governments are not familiar with where we are in the process, and what next steps may be. It was recommended that perhaps Don Lidstone could provide an update to the Executive. It was discussed that at this time, the initiative seems very “local” and needs to find traction. How do we get this initiative up to the Provincial level? The Province is aware that it is happening, but what are next steps to initiate action? The intent outlined in the session proposal is to provide an update to returning and new elected officials.

A recommendation was made that we should not charge for this session to remove some of the financial barriers for attendance. In 2022 the cost of the session was \$40.

On motion by 2nd Vice President Craig, seconded by Director St-Pierre
THAT the *Legislative Reform Initiative* session be confirmed for 9:30am on Friday, April 14th and
that the session be offered at no charge was CARRIED

On motion by Director St-Pierre, seconded by 2nd Vice President Craig
THAT meeting notes are taken at the session and that the notes be made available was CARRIED

There was a 10 minute break @ 10:20 a.m.

At the January 13, 2023 Executive meeting, it was determined that candidate speeches for the 2023/24 AVICC Executive election would be done online only, and that for nominations off the floor, that we would provide an opportunity for candidates to record speeches from the convention to be posted online as soon as they were available. The timing of the Nominating Committee reports, the nominations from the floor, and the actual elections that were followed in 2022 would not allow enough time for candidates nominated from the floor to record and submit their speeches to staff, and for staff to post the speeches to the website.

Staff proposed a revised schedule for elections in their report that allowed additional time for members to record candidate speeches, while still allowing nominations after the results of the previous part of the election were announced by the Nominating Committee Chair.

It is important that at the delegates lunch, that the nominations off the floor are identified. It is important to ensure that the schedule allows for an equitable AVICC Executive election for all positions, including Table Officers, Directors at Large, and Electoral Area Representatives.

On motion by Director Hall, seconded by EA Representative McMahon
THAT the proposed 2023/24 AVICC Executive election schedule as identified in the Executive Coordinator's February 3, 2023 report on 2023 Convention planning be approved with the following changes:

- the Nomination Committee report #3 take place at 8:35 a.m. on Sunday
- the voting for Electoral Area Representative take place from 9:00am-11:00am; and

THAT candidate speech videos be accepted in advance for nominations from the floor was CARRIED

Theresa Dennison also provided a verbal update on the two plenary sessions recommended by the AVICC Executive, including the *"Indigenous Relationships with Local Government"* session and the *"Emergency Management and the Increasing Impact on our Communities"* session. She has been working with members of the AVICC Executive to identify panelists, and update the session outlines.

There was a discussion about First Nations participation in our opening and closing ceremonies. Theresa Dennison confirmed that the City of Nanaimo is communicating with the Snuneymuxw to confirm the level of participation, to welcome the AVICC to gather on their traditional territories, and that it is up to the Snuneymuxw to invite the Qualicum and Snaw-naw-as First Nations.

There was a conversation about the nature of the acknowledgement at the beginning of the meeting, and that if there were members of the regional Indigenous communities in attendance

that there should be an acknowledgement. It was discussed as to whether there should be a land acknowledgement done every time someone speaks? Director Hall expressed that for a lot of Indigenous Peoples, it is common practice to do an acknowledgement each time; in terms of relationship building it is important. Different Indigenous communities have different approaches to this and it may be good to leave it open.

b. 2024 Convention Host City Confirmation

At the October 28, 2022 AVICC Executive meeting, there was a discussion regarding the host-city options for 2024. It was determined that since convention attendance has been increasing to 300 or more people, that it had become necessary to host our convention in either Victoria or Nanaimo, as all other communities in our region are unable to accommodate that number of delegates. AVICC Staff has been working with Victoria Conference Centre (VCC) staff to secure the dates that have been tentatively held for our convention April 12-14, 2024. At the January 26, 2023 City of Victoria Committee of the Whole meeting, City of Victoria Mayor Alto presented a Council Member Motion on the subject that is included as Attachment 4(b1). The motion was approved on consent as follows:

That Council:

- 1. Approve the City as host of the Association of Vancouver Island and Coastal Communities (AVICC) AGM and Convention in 2024;*
- 2. Approve an in-kind contribution of up to \$28,000 for room rental at the Victoria Conference Centre with a request AVICC to establish a room contribution to offset a portion of the operational costs;*
- 3. Approve a cash contribution of up to \$1000 for services required outside of the meeting room rental; and*
- 4. For the Mayor to write a letter to municipalities within the Greater Victoria Region and request a cash contribution of up to \$500 to support the cost for services, provide study tour ideas or workshops and become a partner host of the (AVICC) AGM and Convention in 2024.*

On motion by EA Representative McMahon, seconded by 2nd Vice President Craig
THAT the report on 2023 Convention Host City Confirmation be received for information; and

THAT the Executive direct staff to work with the Victoria Conference Centre and the City of Victoria to confirm the 2024 AVICC AGM & Convention in Victoria was CARRIED

The AVICC Executive has a conversation about the need to brainstorm ideas on how to involve other member communities in our convention planning and participation, now that hosting our convention outside of Nanaimo or Victoria may no longer be possible. There was general support for Mayor Alto's motion to involve the other municipalities within the Capital Regional District in the planning for 2024, including potential study-tours, and other ways to highlight the neighbouring member communities in the region.

5. Next Meeting

The next meeting of the AVICC Executive is set for March 17, 2023 from 9:00 a.m. to 12:00 p.m. by Zoom

ADJOURNMENT

At 11:19 a.m. on motion by Director St-Pierre, seconded by Director Fowler

THAT the meeting be adjourned was CARRIED