



**MINUTES OF A MEETING  
OF THE ASSOCIATION OF VANCOUVER ISLAND  
AND COASTAL COMMUNITIES EXECUTIVE  
on FRIDAY, June 16<sup>th</sup>, 2023, 9:00 a.m.  
Held electronically via Zoom**

**IN ATTENDANCE:** Director Penny Cote, Alberni-Clayoquot RD, President  
Councillor Ben Geselbracht, City of Nanaimo, 1<sup>st</sup> Vice President  
Director Vanessa Craig, RD of Nanaimo, 2<sup>nd</sup> Vice President  
Director Donna McMahon, Sunshine Coast RD, Electoral Area Representative  
Councillor Sarah Fowler, Village of Tahsis, Director at Large  
Councillor Janet Dorward, District of Port Hardy, Director at Large  
Director Travis Hall, Central Coast RD, Director at Large

**ABSENT:** Director Ian Morrison, Cowichan Valley RD, Past President

**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 Director Fowler, seconded by EA Representative McMahon  
THAT the agenda for the June 16th, 2023 meeting be adopted was CARRIED

**b. MINUTES**

There were two clerical errors noted.  
On motion by Past President Morrison and Director Fowler  
THAT the minutes of the May 12<sup>th</sup>, 2023 meeting be adopted was CARRIED

**2. PRESIDENT'S REPORT**

President Cote provided an update on a meeting with Glen Brown, Past President Morrison, and Theresa Dennison about transition and the staff contract. A meeting will be arranged with the Table Officers to review the contract and it will be shared with the Executive prior to next meeting.

As the AVICC representative on the UBCM Executive Committee, President Cote participated in a session with Bonnie Henry on mental health, with an emphasis on how social media is impacting mental wellness. President Cote will send out a summary report once available. At the session, it was acknowledged that the system is overwhelmed; there are not enough professionals that do an appropriate amount of assessment and treatment of mental health issues. The issue is nation-wide and the relates to the entire medical system being under-staffed. There are ways that AVICC could assist, by putting out positive messages with language to our members.

A discussion was had about potential lunch and learn topics. Staff was asked to start an informal list to share with the Executive later this year with suggestions for topics. Topics such as mental health, solid waste, self-care, social media, legislative review, "how to say no" when residents are demanding services were identified in the conversation.

On motion by EA Representative McMahon, seconded by Director Fowler  
THAT the President's Report be received was

CARRIED

### **3. FINANCIAL AND ADMINISTRATION**

#### **a. Membership Dues Status Report**

Theresa Dennison presented a report that provided an update on the 2023 AVICC membership dues. Membership were advised at the 2023 AVICC AGM that there was a 5% increase for this year, which was the same increase approved in 2022. The minimum fee for communities with small populations was increased from \$350 to \$375. The total membership dues for 2023 is \$111,663. To date, 98% of the dues have been collected.

On motion by Director Fowler, seconded by 1<sup>st</sup> Vice President Geselbracht  
THAT the report on 2023 membership dues be received was

CARRIED

#### **b. Interim Financials to May 31, 2023**

Theresa Dennison presented a report that included the interim financial statements to May 31, 2023. The current projection for the Convention revenues is anticipated to be \$59,447, which is \$15,813 more than the budgeted \$43,634. The difference is due to lower staffing charges, and other lower-than-anticipated expenses. AVICC budgets with profits from convention offsetting losses from general operations for a net zero budget.

It was reported that there are two reserve funds sitting with AVICC. The Treaty Advisory Committee (TAC) funds can be used for reconciliation initiatives. At the 2023 Convention, \$7097 was used to fund the keynote speaker and Indigenous Chief participation, with \$37,567 remaining in the fund.

There is also \$12,374 in contributions from regional districts being held by AVICC that is restricted for the activities of the Special Committee on Solid Waste Management. At the January 13, 2023 AVICC Executive Meeting, the AVICC Executive determined that we ask the participating regional districts what they would like to see as a next step for distribution of these funds. An email has been sent to participating Regional Districts to set up a meeting at the end of June to discuss next steps. There are two recommended options on how these funds can be used:

- To fund a transition of the AVICC Special Committee on Solid Waste Management to a member led committee
- AVICC can return the funds to the regional districts that participated on the committee based on the funding formula

An updated 2023 budget was presented that includes updated figures for dues and convention revenues, interest and staff salary and benefits. The Association is currently forecasting to have a \$16,482 surplus this year. This budget will be adjusted again once the costs associated with AVICC's transition away from UBCM have been confirmed.

AVICC's investment options would be presented at a meeting post-transition, including Municipal Finance Authority, and traditional investments, such as GICs.

On motion by Janet Donna  
THAT the report on Interim Financials to May 31, 2023 be received was

CARRIED

**c. Appointment of and Auditor**

At the May 12, 2023 meeting, the AVICC Executive directed staff to reach out to KPMG to confirm the annual 2023 audit. KPMG has confirmed that the cost for 2023 will be \$10,500.

On motion by 1<sup>st</sup> Vice president Geselbracht, seconded by EA Representative McMahon

THAT KPMG be appointed as auditors for the 2023 financial year; and  
THAT staff obtain comparative quotes for the 2024 financial year was CARRIED

**d. Financial Practices Update**

Theresa Dennison provided an updated report on financial practices report that is presented annually as per Executive direction. The report on current practices was included in the package for the benefit of new Executive members and to provide an opportunity for questions. It was noted that these processes would be adjusted post-transition, and that this report should be used as a reference when the Executive discusses the transition.

On motion by Director Hall, seconded by 2nd Vice President Craig,  
THAT the updated financial practices report be received was CARRIED

There are some initiatives for AVICC to help move forward some initiatives such as Legislative reform- could we use some of our surplus to fund these initiatives- engagement will be required- could we help? We should discuss how to use the surplus for the betterment of the communities. Discussions on using the surplus should happen post-transition. Theresa can bring a conversation to the July meeting, on how to use the money to support the conversation that will have at UBCM. After the session at UBCM there will be a lot of further information presented but we want to ensure that we bring leg reform to the forefront at UBCM. Ben will see if there is anything we can do to help?

**e. Transition Considerations**

Theresa Dennison presented a report that provided background and considerations for the August 1, 2023 AVICC transition away from UBCM. The previous contract for staff services between AVICC and UBCM has been terminated effective July 31, 2023. The report Included a draft transition budget and actions for Executive consideration and approval. The Executive reviewed each item on the proposed transition budget and action items.

The ongoing annual administrative costs to operate the Association, (not including staff wages or convention-related expenses) post-transition have been estimated at \$26,246. Under the current contract with UBCM for office space, AVICC was paying \$19,350 annually. The estimated additional cost to run the Association post-transition is \$6,896 more than the cost under the UBCM contract. It was identified that we do not need storage until 2024, which reduces this amount o \$5,396 for 2023. Taking into account that as of August 1, 2023 there are 5 months remaining in the year, this additional cost will be approximately \$2,248 to the end of the year. The one-time costs of transition are estimated at \$5,502. The total additional expenses resulting from the transition for 2023 are estimated at \$7,750.

On motion by 1<sup>st</sup> Vice President Geselbracht, seconded by Director McMahon  
THAT the AVICC Executive approve the proposed transition budget presented at the June 16, 2023 meeting as presented was CARRIED

There are several other actions identified that do not have a budgetary impact, but will need to take place prior to transition. Some of these actions require Executive approval or would benefit from additional direction.

On motion by EA Representative McMahon, seconded by Director Dorward  
THAT the UBCM General Manager remain as a signatory on the AVICC Coast Capital chequing account until a banking RFP has been completed or dual approval Electronic Fund Transfers are possible and meet the needs of the organization; and

THAT email approval by the President or Past President be required for the UBCM General Manager to sign physical cheques after August 1, 2023 was CARRIED

On motion by Director Dorward, seconded by Director Fowler  
THAT the AVICC President, Past President, and Executive Coordinator be made authorized signatories on the Association of Vancouver Island and Coastal Communities' Municipal Finance Authority of BC accounts was CARRIED

On motion by 1<sup>st</sup> Vice President Geselbracht, seconded by Director Fowler  
THAT the Municipal Pension Board of Trustees be requested to declare, effective August 1, 2023, the provisions of the Municipal Pension Plan Rules to apply to all employees of the Association of Vancouver Island and Coastal Communities under subsection 2(1)(c) of the Municipal Pension Plan Rules, and the employee eligibility rules as set out in section 3 of the Municipal Pension Plan Rules are to apply to those employees; and

THAT the Association of Vancouver Island and Coastal Communities Executive Coordinator be authorized to complete and sign the Municipal Pension Plan Employer Enrolment Application on behalf of the Association of Vancouver Island and Coastal Communities was CARRIED

On motion by Director Fowler, seconded by Director Dorward  
THAT the Executive authorize staff to apply for a Visa Desjardins Credit card with a \$5000 limit was CARRIED

There was also a conversation about the updated employment contract for the Executive Coordinator. President Cote and Past President Morrison met with Theresa Dennison and Glen Brown to conduct a UBCM 6-month performance review, and discussed next steps for the Executive Coordinator's employment contract with AVICC. The Table Officers would meet, and then the agreement would be circulated to the rest of the Executive for review and approval at the next meeting.

Theresa Dennison also discussed the research done to date regarding a Business Continuity Plan and a Disaster Recovery Plan. On the advice of the Municipal Insurance Association of BC, it was recommended that this work take place post-transition, once the updated business processes have been confirmed.

On motion by 1<sup>st</sup> Vice President Geselbracht, seconded by Director Fowler  
THAT staff be directed to proceed with actioning the items listed in the in the approved AVICC Transition Budget, and in the "Transition Actions: No Cost" table provided with the Executive Coordinator's June 16, 2023 report; and

THAT the report be received for information was

CARRIED

The meeting took a recess from 10:24- 10:40am.

#### 4. CONVENTION

##### a. 2023 UBCM Convention Planning

As in past years, AVICC will host a luncheon at the UBCM Convention on Wednesday, September 20th. UBCM sets the location and the cost that is intended to cover the cost of lunch, gratuities, taxes and incidentals. Any special requests (e.g. additional AV) by the Area Association are an additional cost. The proposed agenda was shared and there was a conversation about inviting provincial representation to address the delegates at the luncheon.

The Executive noted that first the Premier would be invited. If he is unavailable, the following representatives could be invited to address the AVICC delegates in-person at the UBCM luncheon:

- Hon. Ravi Kahlon, Minister of Housing, MLA Delta North
- Hon. Murray Rankin, Minister of Indigenous Relations and Reconciliation, MLA Oak Bay-Gordon Head
- Hon. Rob Fleming, Minister of Transportation and Infrastructure, MLA Victoria-Swan Lake
- Hon. Nathan Cullen,
- Hon. Josie Osborne, Minister of Energy, Mines, and Low Carbon Innovation, MLA Mid Island-Pacific Rim
- Hon. Sheila Malcolmson, Minister of Social Development and Poverty Reduction, MLA Nanaimo
- Roly Russell, MLA Boundary-Similkameen
- Nicholas Simons, MLA Powell River-Sunshine Coast

On motion by 1<sup>st</sup> Vice President Geselbracht, seconded by Director Fowler

THAT the proposed program for the 2023 AVICC Lunch on September 20th at the 2023 UBCM Convention be approved; and

THAT the Executive direct staff to work with President identify provincial representatives to address the delegates at the 2023 AVICC Lunch at the 2023 AVICC Convention was CARRIED

On motion by Director Dorward, seconded by EA Representative McMahon

THAT the Executive direct staff to work with President Cote coordinate meeting requests with the sponsor communities of the endorsed regional resolutions with Minister Cullen for R3, Minister Heyman for R4, Minister Bailey for R5 ; and

THAT Aaron Stone ICET be contacted regarding R5 for meetings at the 2023 UBCM Convention.

There was a conversation about Theresa Dennison's attendance at UBCM. In previous years, as a UBCM employee contracted to AVICC, UBCM would pay for travel and accommodation expenses for the previous Executive Coordinator, who would also receive complimentary registration. In September, AVICC's Executive Coordinator would no longer be a UBCM Employee, and AVICC would be required to pay for the travel expenses, accommodation, and registration fees, should the Executive want AVICC staff to attend the UBCM convention. This expense was not included in the approved budget, as it is a cost that was not previously included as an AVICC expense.

On motion by Director Fowler, seconded by EA Representative McMahon  
THAT expenses for Theresa Dennison to attend the UBCM convention including registration,  
accommodation and travel expenses be approved was CARRIED

**b. 2024 AVICC AGM & Convention Planning**

Theresa Dennison presented a report updating the Executive on the status of the 2024 AVICC AGM & Convention planning. The 2024 Convention will take place in Victoria and the host community and venue have been confirmed. The venue can support the Island Good program.

The host community typically arranges study tours for the Convention. For 2024, AVICC will reach out to the municipalities in the Greater Victoria Area for recommendations, but the Executive could also make recommendations. CFB Esquimalt was suggested as a possible study tour. In addition, the Executive discussed opportunities for the delegates to network with member representatives from different communities that they may not have met before. Ideas such as a scavenger hunt and assigned partners for tour participants. It was also recommended that we support smaller communities who can't host by allowing them space in the trade show.

On motion by Director Dorward, seconded by Director Fowler  
THAT the 2024 AVICC AGM & Convention follow the same basic format as the  
2022 AVICC AGM & Convention was CARRIED

Theresa Dennison also shared the proposed accommodation contracts with the Executive for approval.

On motion by Director Fowler, seconded by Electoral Area Representative McMahon  
THAT the AVICC Executive authorize staff to sign the hotel accommodation agreements as  
proposed in the report on 2024 Convention planning shared at the June 16, 2023 AVICC  
Executive meeting was CARRIED

The option was presented to host the annual banquet in either the Empress Crystal Ballroom, or the main plenary space at the Victoria Convention Centre. The costs are less, and the logistics are simpler if the banquet is hosted at the Empress Crystal Ballroom, as the rental fee is waived due to the accommodation commitment at the Fairmont Empress.

On motion by Director Fowler, seconded by Director Hall  
THAT the 2024 AVICC AGM & Convention Banquet be held in the Fairmont Empress Ballroom  
was CARRIED

Executive Members were provided with background information, and asked to provide suggestions for Keynote Speakers. The following suggestions were made:

- Miles Richardson, Former Chief Commissioner Miles Richardson
- Johanna Wagstaffe, CBC meteorologist, Author
- Jeff Lehman, former Mayor of Barrie
- Diane Kalen-Sukra, retired City Manager, Author
- John Jack, Huu-ay-uu First Nations Chief Councillor, Alberni-Clayoquot Regional District Chairperson
- Khelsilem (Dustin Rivers), Squamish Nation Councillor

A discussion took place about hybrid convention options. The costs are prohibitive and the logistics are complicated to host a fully Hybrid convention. The total cost for A/V, including video recording and editing will be \$48K. Without video recording the cost would be \$35K.

Video recording sessions is a relatively affordable way to take a small step towards making the sessions more accessible. A decision would have to be made regarding charging a fee to view the videos, or posting them as an advocacy initiative, or as a lunch-and-learn presentation. The decision about the specifics could be made at a future date. It was noted that speakers will have to sign off.

On motion by EA Representative McMahon, seconded by Director Fowler  
THAT the AVICC Executive direct staff to confirm video recording the sessions in the main plenary space for the 2024 AVICC AGM & Convention was CARRIED

On motion by Director Fowler, seconded by EA Representative McMahon  
THAT the meeting be extended to 12:30pm was CARRIED

Director Hall left the meeting at 12:05pm

It was noted that AVICC should survey the members who don't attend the convention to see why they don't attend, to ensure that the correct steps are taken towards inclusivity. It would be useful to identify the barriers to participation including costs, travel time, work commitments, personal commitments, lack of support from the rest of council, etc prior to making decisions.

On motion by Director Dorward, Seconded by Director Fowler  
THAT staff be directed to develop a survey to all members to determine the barriers in place for those who don't attend convention and bring it to the July 24<sup>th</sup> meeting for direction was CARRIED

Upon review of the AVICC Policies, staff confirmed that there are no barriers to allowing all member elected officials to vote in the AVICC Executive Election. The process would include communication through staff to all members, requesting that those who are not able to attend the convention in person that wanted to be added to the electors list, reach out to AVICC staff with an email address so that they can access their voting credentials. The elections would take place using the Simply Voting application on a computer, smart phone or tablet. Nominations from the floor would be added to the ballot prior to the time of the election.

Motion EA Representative McMahon, seconded by Director Fowler  
THAT all AVICC members are eligible to vote in the AVICC Executive Election was CARRIED

On motion by 1<sup>st</sup> Vice President Geselbracht, seconded by EA Representative McMahon  
THAT the report be received for information for the Executive and staff to use in setting direction for the 2024 Convention was CARRIED

## 5. POLICY

### a. OPP Dialogue Forum External Advisory Committee

In November 2022, Transport Canada reached out to the Association of Vancouver Island and Coastal Communities to request participation in their Dialogue Forum External Advisory

Committee. The Committee met twice, in December 2022 and January 2023 to discuss the upcoming OPP Dialogue Forum, which took place February 21-23, 2023 both virtually, and in-person in Vancouver. The December Committee meeting was attended by President Cote, and the January Committee meeting was attended by Past President Morrison and Theresa Dennison. The “What We Heard” report for the February Forum is still being finalized.

The Fall 2023 OPP Dialogue Forum is happening Nov. 1-3, 2023, and this Forum will be entirely virtual. Planning is underway and Transport Canada is setting up OPP Dialogue Forum External Advisory Committee to provide input on the proposed agenda. Transport Canada anticipates the Committee will meet twice virtually, once in late July and once in September, approximately 90 minutes each meeting, dates to be determined. The Committee will consist of representatives from industry, provincial and municipal governments, First Nations, NGOs, and academics. They are currently in the process of deciding who to invite to participate in this Committee, and they would like to invite someone to represent AVICC and provide input and insight from the coastal communities’ perspective. Staff has requested that avicc@ubcm.ca remain on their mailing list for updates.

On motion by 1<sup>st</sup> Vice President Geselbracht , seconded by EA Representative McMahon  
THAT Director Fowler be identified to participate on the Oceans Protection Plan Dialogue Forum External Advisory Committee was CARRIED

**b. Salish Sea Strategy- Joint Planning Committee Update**

At the May 12, 2023 Executive Meeting, 2<sup>nd</sup> Vice President Craig was appointed to represent AVICC on the Salish Sea Strategy- Joint Planning Committee. A meeting was held on May 24, and the minutes and materials from this meeting were shared with the Executive. 2<sup>nd</sup> Vice President Craig reported that the initial meeting included planning for the committee itself, and that she is looking forward to seeing the process unfold.

On motion by Director Fowler, seconded by EA Representative McMahon  
THAT the report on the Oceans Protection Plan Salish Sea Strategy Initiative- Joint Planning Committee be received was CARRIED

**c. Regional Resolutions Verbal Update**

Theresa Dennison shared that letters had been sent to the provincial and federal governments, conveying the endorsed regional resolutions that would not be forwarded to UBCM for debate at their convention due to their regionally-specific nature. These letters were also posted on the AVICC website.

**6. Next Meeting**

The next meeting of the AVICC Executive is set for Monday July 24, 2023 at 9:00 a.m. to be held via Zoom

**ADJOURNMENT**

At 12:37pm on motion by 2<sup>nd</sup> Vice President Craig, seconded by 1<sup>st</sup> Vice president Geselbracht  
THAT the meeting be adjourned was CARRIED