



**MINUTES OF A MEETING  
OF THE ASSOCIATION OF VANCOUVER ISLAND  
AND COASTAL COMMUNITIES EXECUTIVE  
HELD THURSDAY, NOVEMBER 5, 2020  
BY ZOOM**

**IN ATTENDANCE:** Director Ian Morrison, Cowichan Valley RD, President  
Director Penny Cote, Alberni-Clayoquot RD, 1<sup>st</sup> Vice President  
Councillor Hazel Braithwaite, District of Oak Bay, 2<sup>nd</sup> Vice President  
Councillor Carl Jensen, District of Central Saanich, Past President  
Director Vanessa Craig, RD of Nanaimo, Electoral Area Representative (by phone)  
Councillor Colleen Evans, City of Campbell River, Director at Large  
Director Mark Gisborne, qathet RD, Director at Large  
Director Travis Hall, Central Coast RD, Director at Large

**STAFF ATTENDANCE:** Liz Cookson, Secretary-Treasurer

President Morrison called the meeting to order at 2:40 pm. He welcomed members of the new 2020/21 Committee, followed by a round-table of introductions.

**AGENDA**

On motion by Director Evans, seconded by 1<sup>st</sup> Vice President Cote,  
That the agenda for the November 5, 2020 meeting be adopted as distributed in the meeting package was  
CARRIED

**MINUTES**

On motion by 2<sup>nd</sup> Vice President Braithwaite, seconded by Past President Jensen,  
That the minutes of the June 19, 2020 meeting be adopted was  
CARRIED

**PRESIDENT'S REPORT**

President Morrison said he was looking forward to working with the new Executive in the coming term. He noted that AVICC is a member driven organization, in service to members, and the Executive should look for ways to continue to be relevant to the membership. Since delegates were not able to meet in person at a convention in 2020, and might not be able to gather in 2021 as well, AVICC could consider other ways to promote communication and sharing of ideas between AVICC communities. AVICC could ask members to send in their priority issues where the Association could act as an advocate on their behalf. President Morrison asked the other Executive members to think about issues in their own areas that AVICC could consider, and called on Past President Jensen for input.

Past President Jensen referred to some of the policy work that AVICC had done that was driven by our members, such as the BC Ferries review, the Island Corridor Foundation analysis, and promoting social procurement. He noted that AVICC had received this policy direction from members at our annual convention, and supported the approach of going out to AVICC members for priorities instead of the usual process of receiving resolutions to determine advocacy work.

On motion by Past President Jensen, seconded by Director Evans,  
That the President's Report be received was  
CARRIED

## **FINANCIAL AND ADMINISTRATION**

### **Signing Authorities**

Liz Cookson advised that signing authorities are approved each year by resolution of the Executive at the meeting following the AGM. Documentation is then filed with AVICC's bank, Coast Capital Savings. Cheques written on the AVICC account require any two signatures from the approved signing authorities.

The signing authorities are specified by role, and have usually included the President, Past President, AVICC Secretary-Treasurer, and UBCM CFO. In 2016 the UBCM General Manager, Victoria Operations was also added to the signing authorities.

In the 2018-19 term, then 1<sup>st</sup> Vice President Jensen was added to provide a local Executive Committee signing authority since he worked in Victoria near the AVICC office. Now that staff are working from home during the pandemic, current 2<sup>nd</sup> Vice President Braithwaite has offered to be a signing authority as she lives in the same municipality as the Secretary-Treasurer.

On motion by 1<sup>st</sup> Vice President Cote, seconded by Past President Jensen,  
That the 2020-21 President (Ian Morrison), Past President (Carl Jensen), 2<sup>nd</sup> Vice President (Hazel Braithwaite), AVICC Secretary-Treasurer (Liz Cookson), UBCM Chief Financial Officer (Kathleen Spalek) and UBCM General Manager, Victoria Operations (Glen Brown) be the designated signing officers for the 2020-21 term was CARRIED

### **2020/21 Executive Meeting Schedule**

Liz Cookson advised that the Executive normally sets the meeting schedule for the upcoming term at the first meeting following the AGM. Usually there are a mix of in-person and remote meetings, however with the pandemic and financial considerations the proposed schedule is based on having all meetings held remotely.

The meeting schedule for the previous term was attached to the report, as well as a draft schedule for 2020/21 based on a 2021 Convention being held as scheduled April 16-18. The timing and format of the 2021 Convention would be covered later in the agenda, and would have an impact on the preferred meeting times.

On motion by Past President Jensen, seconded by 1<sup>st</sup> Vice President Cote,  
That the next meeting of the Executive be scheduled for Friday, December 11<sup>th</sup> from 9 to 11 am, and that the Executive review the schedule for future meetings on December 11<sup>th</sup> was CARRIED

### **Interim Financial Statements**

Liz Cookson provided an interim report on the Association's finances to September 30, 2020, and referred to the financial statements provided in the package. She advised that overall revenues and expenses are on target with the amended budget for 2020 as approved by the Executive at the April meeting. This amended budget reflected projected changes in operations resulting from the pandemic.

Staff noted that meeting expenses are lower than estimated since the Executive has been meeting remotely rather than in-person. She also advised that the interim financials do not reflect adjustments and recategorizations that are made with the auditors at the end of the full year. For example, an expense for Tetra Tech consultants is currently shown on the P&L, but will actually be paid out of funds that were

collected from the regional districts participating on the AVICC Special Committee on Solid Waste Management.

Staff explained that the amounts included in the pre-paid expenses on the balance sheet related to deposits for the 2021 and 2022 Conventions. In response to a question from Director Hall, staff provided background on the funds shown on the balance sheet that remained from the 2000 Treaty Advisory Commission process that had been released by the Ministry in 2019.

The Executive discussed member dues for 2021. Staff advised that determining the rates usually happens at the January meeting at the same time that the budget is approved and registration fees are set. The 2021 budget has not been drafted yet as it will be impacted by decisions around the format of a 2021 Convention.

On motion by 2<sup>nd</sup> Vice President Braithwaite, seconded by 1<sup>st</sup> Vice President Cote, That the report on the interim financial statements to September 30, 2020 be received for information, and that the Executive consider any dues increase and registration fees once decisions have been made on the format and timing of a 2021 Convention was CARRIED

## **CONVENTION**

### **2021 Convention Planning Considerations**

Liz Cookson referred to her report that outlined options and considerations around the 2021 AGM and Convention given the ongoing pandemic and restrictions on in-person events. The report reviewed financial impacts, outlined future hosting commitments including the contract for the 2022 Convention in Victoria, and noted the plans of other local government organizations and area associations for their 2021 workshops and conventions.

After discussion, the Executive members agreed unanimously that an in-person AGM and Convention could not be held in Nanaimo in mid-April. They noted that an early decision needed to be made given the considerable lead up planning time required, a desire to respect the time of elected officials and staff in the host communities, and the need to provide certainty to members, the conference centre and the hotels.

The Executive did not feel that a hybrid convention with some delegates attending in-person and some attending remotely would be desirable. Liz Cookson noted that the Provincial Health Officer had just rescinded the ability to hold in-person gatherings of up to 50 people in the Vancouver Coastal and Fraser Health regions, and that this could be extended to Island Health. There could be financial exposure to the Association if any in-person portion was planned, and then had to be cancelled at short notice. The Executive discussed whether members would be less willing to gather in large groups going forward, and if the pandemic could affect the future structure of the Convention. The Association may need to avoid smaller communities with smaller meeting rooms for some time.

The Executive deferred determining the format and timing for the 2021 AGM and Convention to the December 11<sup>th</sup> meeting. AVICC would not send out a call for resolutions, or nominations, or proposals for workshops until after the December 11<sup>th</sup> meeting.

There was general discussion on what options could be used to gather input from members on their issues and priorities if a resolution session was not held. The challenges in holding an effective live resolution debate remotely were discussed. Feedback on the process from the UBCM Convention will not be

considered by the UBCM Resolutions Committee until February, 2021. AVICC has tried to be consistent with the resolutions processes followed by UBCM but any changes made to the UBCM 2021 resolutions process will come too late for an April AGM and Convention.

Staff advised that the difficulty would not be in going out and getting input from the members, but on getting feedback from the rest of the members on a proposal from one member. Resolutions could be posted and voted on remotely without debate. Director Gisborne suggested the pandemic could provide new ways to debate resolutions, including possibly having discussions in separate chat rooms. There would need to be an even playing field with all members having the ability to access the discussions if they were held at times outside of the convention.

Director Hall and Electoral Area Representative Craig both expressed concern that issues important to local governments were losing focus with the provincial and federal governments during the pandemic. They emphasized the importance of bringing members' concerns to the other levels of government for action.

Liz Cookson was asked if she would prefer a resolution summarizing the decisions from the discussion, or if the decisions could be taken as direction from the Executive. She said she could take the decisions from the Executive as direction, and that next steps would be confirmed with President Morrison.

President Morrison summarized the key decisions from the discussion:

1. It is clear that AVICC will not hold an in-person meeting in Nanaimo in 2021, and that AVICC will talk to the Nanaimo host communities about moving the Convention to 2023.
2. The Executive will defer a decision on the format and timing of a convention or other event to the December 11<sup>th</sup> meeting, including potentially a resolutions session and an election for Executive positions.
3. AVICC will not put out a call for resolutions yet, and will discuss a method and deadline for gathering input at the December meeting.
4. The 2022 AGM and Convention will continue to be held in Victoria at the Victoria Conference Centre.
5. Staff to let members know that even though the in-person Convention is cancelled, the Executive wants to continue to serve AVICC members, and is looking at options for gathering priorities from members and for a virtual convention.

### **Resolutions and Nominations Deadline**

The Executive directed staff to bring this item back to the December meeting for review after a decision is made on the format and timing of a 2021 Convention.

### **Sponsorship Policy**

Liz Cookson referred to AVICC's sponsorship policy included in the report on 2021 sponsorships and trade show exhibitors. The Executive Policies require that the Executive approve the sponsorships annually. A decision about options for a virtual trade show was deferred to the December meeting.

Directors Gisborne and Evans commented that AVICC should be thinking about how the Association can help sponsors to reach the members given the restrictions on in-person meetings during the pandemic.

On motion by Director Evans, seconded by 2<sup>nd</sup> Vice President Braithwaite,  
THAT all previously approved 2019 and 2020 sponsors be approved and invited to continue their sponsorships in the coming year was CARRIED

In response to a question from 1<sup>st</sup> Vice President Cote, staff advised that additional sponsorships could be confirmed with the approval of the Executive Committee under the policies.

## **POLICY**

### **Aquaculture IMAB and Technical Groups**

Liz Cookson updated the Executive on the status of the DFO aquaculture groups with AVICC representatives. Director Daniel Arbour is the representative on the Aquaculture Management Advisory Committee (AMAC) for Shellfish, and would be sending a briefing of the meeting held last week. The AMAC for Finfish has not met for several years now.

The Indigenous and Multi-stakeholder Advisory Body (IMAB) engagement process was considered to be completed with the final meeting held on June 15<sup>th</sup> and the closure of IMAB comments on the Technical Working Group reports on August 8<sup>th</sup>. The summary of the engagement process and the Technical Working Group reports will be posted on Fisheries and Oceans Canada's website. DFO staff advised that members could expect to see a formal response to the recommendations that were provided via the process later this year.

On motion by 1<sup>st</sup> Vice President Cote, seconded by Past President Jensen,  
That AVICC will send a letter to former Mayor Josie Osborne and Director Daniel Arbour thanking them for representing AVICC on the DFO's aquaculture groups was CARRIED

### **AVICC Special Committee on Solid Waste Management**

At the Special Committee's meeting in March, the future of the Special Committee was discussed, and the regional district representatives expressed their desire to continue and refresh the Committee's strategic direction. The next meeting was planned for November, and members were to be asked to bring relevant issues they are looking at for 2021 AVICC convention resolutions to that session for coordinated advocacy. With Covid-19, the meeting date to have the discussion on refreshing the terms of reference and strategic direction was postponed.

Liz Cookson advised that updated terms of reference the Special Committee will need to be approved by the Executive. The RD CAOs who have been most involved with the Special Committee believe should be a distinction between operational work at the staff level and advocacy work at the political level. They recommended having the person who is the AVICC representative to the Special Committee be the Chair.

President Morrison advised he would work with Liz Cookson to review the future of the Special Committee, and to bring this item back for discussion with the Executive at the December meeting.

**ADJOURNMENT**

At 4:20 pm, on motion by Director Hall, seconded by 2<sup>nd</sup> Vice President Braithwaite, that the meeting be adjourned was

CARRIED

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Ian Morrison  
President

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Liz Cookson  
Secretary-Treasurer