



**MINUTES OF A MEETING  
OF THE ASSOCIATION OF VANCOUVER ISLAND  
AND COASTAL COMMUNITIES EXECUTIVE  
HELD FRIDAY, DECEMBER 11, 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  
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 9:00 am.

**AGENDA**

On motion by Director Evans, seconded by Past President Jensen,  
That the agenda for the December 11, 2020 meeting be adopted as distributed in the meeting package  
was CARRIED

**MINUTES**

On motion by Director Gisborne, seconded by Director Evans,  
That the minutes of the November 5, 2020 meeting be adopted was CARRIED

**PRESIDENT'S REPORT**

President Morrison welcomed guests Councillor Brian Frenkel, UBCM President and Gary MacIsaac, UBCM Executive Director. He noted that today's meeting had a full agenda, and would be important for making decisions on what the upcoming year would look like. He advised there had been preliminary discussions on the contract with UBCM and this would be an item later in the agenda.

On motion by President Morrison, seconded by Electoral Area Representative Craig,  
That the President's Report be received was CARRIED

**DELEGATION FROM UBCM**

In his role as UBCM President, Councillor Brian Frenkel thanked the AVICC Executive for inviting him to today's meeting. He outlined the history of his local government service, including serving on the NCLGA. Councillor Frenkel discussed the importance of the relationship between the area associations and UBCM as captured in the UBCM flag, and noted there was strong representation on the UBCM Executive from representatives from the AVICC region. Out of the 200 resolutions that the UBCM Resolutions Committee received in 2020, 34 came from AVICC members. Only 3 of those were not endorsed.

Councillor Frenkel discussed the advocacy work that UBCM would be taking on with the new Provincial government, and commented that the first official call of the new Minister of Municipal Affairs, Josie Osborne, was with UBCM. UBCM believes communities are stronger as a unified voice with consistent advocacy. He reviewed the advocacy points UBCM sent to all three parties before the election:

1. Recovery through Infrastructure Stimulus and Investment
2. Support Economic Diversification
3. Public Transit (noting rural and urban perspectives being represented)
4. Internet connectivity across BC
5. UBCM Climate Action Committee
6. Mental Health and Opioid Crisis
7. Anti-Racism Strategy and Inclusiveness

In closing, he reiterated that the unified voice is the most important voice. He noted that individual voices are still important, but when there are splits and cracks in policy areas, it makes it very difficult for the provincial government to understand what the priorities are and can mean a divide and conquer outcome.

Following Councillor Frenkel's presentation, there was an opportunity for a discussion with questions. AVICC Executive members raised questions around: UNDRIP and outreach to indigenous communities; start-up funding inequities between municipalities and electoral areas; future direction on the UBCM's resolutions process; how to ensure we speak as one voice; and dealing with repeat resolutions.

President Morrison commented that there was more pressure for AVICC to increase its advocacy work, and Councillor Frenkel asked that AVICC let UBCM know the kinds of advocacy work being planned. He reiterated that an important goal is to avoid an urban vs. rural divide and a big vs. small community split. He also suggested that UBCM could assist with research around policy work.

Gary MacIsaac commented that UBCM had wished to review the resolutions process with the area associations in 2020, but that review did not occur with the pandemic. UBCM would like to see more rigour around the resolutions, with clear direction and concise, accurate backup to the submissions that focus on facts rather than opinion. He noted the balance UBCM tries to maintain when acting as a grass roots organization as well as an advocacy organization.

President Morrison thanked Councillor Frenkel and Gary MacIsaac for attending and presenting at today's meeting. Councillor Frenkel encouraged the Executive members to contact him at any time with any issues. The delegation left the meeting.

## **FINANCIAL AND ADMINISTRATION**

### **UBCM-AVICC Contract**

President Morrison advised that together he and Past President Jensen had met several times with Glen Brown from UBCM to discuss the contract, and that Liz Cookson had attended the meetings. Progress is being made, but additional time is needed to finalize discussions prior to the contract end on December 31<sup>st</sup> of this year. He commented that negotiations are going very well.

On motion by Past President Jensen, seconded by Director Gisborne,  
That the Executive receive the update from President Morrison at today's meeting, and approve the continuation of the current service agreement between AVICC and UBCM until January 31, 2021 was  
CARRIED

### **Sending Member-to-Member Communication**

Liz Cookson advised that AVICC Executive Policies do not include any provision on whether or not the association will distribute correspondence on behalf of one member to the other members. The AVICC website does have the following statement:

#### ***Member-to-Member Communications***

*AVICC facilitates member-to-member communications via email distribution to our member contacts. Please send requests for member-to-member communications with attachments in PDF format to [avicc@ubcm.ca](mailto:avicc@ubcm.ca).*

*The AVICC Office does not distribute materials related to individual resolutions to the membership. Resolutions with comments from the Resolutions Committee are distributed in the Annual Report and Resolutions Book before each year's convention.*

There was general discussion on how AVICC can help facilitate the distribution of information from individual members without having communications that AVICC sends out on association business becoming ignored as "spam". There was also concern that distribution could imply endorsement or tacit approval, and that sending out information could take up considerable staff time. President Morrison noted that local governments have the same access to the distribution email lists through CivicInfo that AVICC has, and therefore they do not require AVICC's assistance to distribute their information.

President Morrison suggested three of the Executive have a meeting to discuss what might be an appropriate path forward. This group could get together to put together a statement to go on the website that explains "if you have a need to reach out to your fellow members of AVICC, here is a quick and easy link to the information." 2<sup>nd</sup> Vice President Braithwaite, Director Gisborne and Electoral Area Representative Craig offered to meet. Liz Cookson to attend to advise what is and is not possible.

1<sup>st</sup> Vice President Cote commented that she feels strongly that AVICC needs to focus on AVICC business. Any advocacy work, and that includes member-to-member communications, should be up to the individual community to look after their own lobbying work. Many smaller members have limited resources, but AVICC is also limited by staff resources to take on messaging for members.

Past President Jensen advised he shared similar concerns, and that once this communication method is opened up there will be additional requests that will take away from staff's ability to focus on the business of AVICC.

On motion by Past President Jensen, seconded by 2<sup>nd</sup> Vice President Braithwaite,  
That AVICC update the policy on the AVICC website noting that AVICC will not distribute materials on behalf of members to other members, and include a reference to the email distribution lists on CivicInfo was  
CARRIED

### **Fillable Expense Form**

Liz Cookson referred to a new electronic expense form that was included in the meeting package. This is a simpler, fillable form that aims to make submitting expenses quicker and simpler. She will distribute the form as a stand-alone following the meeting for the Executive to complete and return.

On motion by Director Gisborne, seconded by 2<sup>nd</sup> Vice President Braithwaite,  
That the new fillable expense form be adopted for use by the AVICC Executive was

CARRIED

## CONVENTION

### 2021 Convention Decision Points

Liz Cookson noted that she had re-distributed the report that went forward to the November meeting which gave background on the convention planning, and outlined some of the considerations affecting plans for 2021. At the November meeting, the decision was made to cancel the in-person convention, but decisions around the dates, timing, format, length, etc. of a session in 2021 were deferred to December's meeting. The Executive determined in November that AVICC would not send out a call for resolutions, nominations, or proposals for workshops until after the December 11<sup>th</sup> meeting. She advised she had prepared an additional report included in the package that identified the key decision points that needed to be made for the 2021 event.

President Morrison outlined an approach to gathering direction from AVICC members on resolutions and priority issues instead of holding live debate at a convention. This approach was suggested in a discussion with 1<sup>st</sup> Vice President Cote. The proposal was to put out a call for resolutions from the members, framed that since it was such an unusual year, we would have to be concise and focused with what AVICC sends on to UBCM. The resolutions would go to the Executive for review, and then the Executive would repackage and distribute the new and high-priority resolutions to all AVICC local government members.

This approach would give each of the member local governments an opportunity to debate, and then rank and prioritize the resolutions that had been put forward. The local governments would send their debated resolutions back to the Executive to consolidate and pass on to UBCM. This approach would also allow the local governments to discuss the resolutions in a public forum during their Board and Council meetings. The resolutions could be grouped into AVICC region-specific and province-wide.

There was general support for the proposed process. Executive members noted the advantage of getting the resolutions distributed to more members than normally attend the convention, and also showing the need for better background information. Members would have the opportunity to ask more thorough questions about the resolutions from the sponsoring local government, and would have more time for debate. Director Gisborne noted a concern that some Boards or Councils may not recognize the relevance of a resolution to their community without having had the benefit of hearing from the resolution sponsor or interacting with members from other communities.

In response to a question, Liz Cookson advised that the key decision points outlined in her report are impacted by a decision on whether or not there will be live debate at the meeting. All other decisions will flow from that primary decision, including the type of platform that AVICC chooses. The platform will be chosen based on the capabilities that the meeting format requires. President Morrison went around the virtual table to get thoughts from each of the Executive members.

The general feeling was that dealing with the resolutions before the live convention/AGM would mean that the meeting could focus on the business of the AGM as well as possibly additional presentations such as the keynote speaker and an opportunity for the climate initiative representatives to present. There were comments that elected officials are not interested in signing up to full day on-line meetings.

Director Gisborne suggested a platform like [Discord](#) could give members an opportunity to connect with other members 24/7 and chat about resolutions, and distribute additional information between themselves. This would try to replicate the interactions that happen at an in-person event. President Morrison wondered about whether all members would be comfortable with additional technology, and commented that there is a recognition that we won't be able to replicate all that happens at an in-person convention. It would be challenging to manage amendments to the resolutions that might arise in these discussions.

President Morrison suggested that a further meeting would be required to make decisions on the key considerations in the report. Liz Cookson commented that AVICC could go ahead before another meeting with a Call for Resolutions, and could let members know that AVICC is reviewing how the resolutions will be debated at a future date. There was discussion around what the deadline should be in order to allow enough time for Boards and Councils to meet, and for the Executive to receive back and review the debated resolutions in order to pass them on to UBCM by mid-May. The timing for the convention was considered, with a recognition that the timing of the resolutions is affected by the convention if the decision is made to discuss the resolutions live at the convention.

On motion by 1<sup>st</sup> Vice President Cote, seconded by Past President Jensen,  
THAT AVICC send out a call for resolutions as soon as possible with a deadline of Friday, February 26<sup>th</sup> was  
CARRIED

Liz Cookson noted that normally the Call for Resolutions goes out along with the Call for Nominations. Under AVICC bylaws, the Executive continues until the next AGM. The Executive discussed options for the timing of the election, and the importance of stability during a difficult time. Executive members expressed a desire to continue serving in their current positions. Liz Cookson noted that the 2022 Convention is scheduled for early April, and a delayed election in 2021 would shorten the length of the term for the 2021/2022 Executive. Following discussion, direction was to issue the usual call for nominations once the date for the AGM has been established.

#### **Additional Sponsorship Authorization**

Liz Cookson advised that the Executive approved the 2021 sponsorships at the November meeting. There was interest from Coast Capital Savings to be added as a potential sponsor. Under the sponsorship policy, this would require Executive approval. In addition, the current sponsorship categories will need to be amended where they relate to networking events that would not occur at an on-line event.

On motion by Director Evans, seconded by Electoral Area Representative Craig,  
THAT Coast Capital Savings be approved as a potential sponsor of AVICC's 2021 Convention was  
CARRIED

#### **NEXT EXECUTIVE MEETING**

On motion by Director Hall, seconded by 1<sup>st</sup> Vice President Cote,  
That the next meeting be set for 9 am to noon on Friday, January 8, 2021 was  
CARRIED

#### **POLICY**

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

Liz Cookson recapped the history of the Special Committee on Solid Waste Management as set out in the report distributed with the package. She noted that there are three sub-groups that meet as part of the

Special Committee, and it has been a large time commitment for AVICC, particularly as there are many meetings leading up to the AVICC Convention. Time spent on this Special Committee takes time away from time that can be spent on other advocacy work.

President Morrison noted that the Special Committee is held in high regard and has achieved lasting outcomes, but at this point needs a refresh and new Terms of Reference to be approved by the Executive. Resolutions have gone forward to members at each convention from the AVICC Executive asking for support to continue the Special Committee. These resolutions have been routinely endorsed each year.

1<sup>st</sup> Vice President Cote commented that there will also be requests coming to AVICC for support from the climate change initiative, but that has not gone to the members for endorsement yet.

Director Evans commented that AVICC takes direction from the membership through resolutions, and we need members to let us know their priorities. Should AVICC go out to the members to ask, or wait to hear what they would like the Association to tackle recognizing the financial implications and resources needed?

Electoral Area Representative Craig noted that she supports the continuation of the Special Committee, and that AVICC has been doing ad hoc advocacy on several policy issues through letter writing as requested. How should advocacy requests be formalized without specific direction from the members at convention? Liz Cookson suggested that AVICC could hold a separate policy or strategy meeting to discuss the role of the Association, and how to get direction from the membership while communicating that there will be increased costs and member fees with an increased role.

President Morrison advised he would bring forward a written President's Report on policy work and advocacy by the Association to discuss at the January meeting.

**ADJOURNMENT**

At 12:30 pm, on motion by Director Hall, seconded by 1<sup>st</sup> Vice President Cote, that the meeting be adjourned was

CARRIED

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Ian Morrison  
President

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Liz Cookson  
Secretary-Treasurer