



**MINUTES OF A MEETING
OF THE ASSOCIATION OF VANCOUVER ISLAND
AND COASTAL COMMUNITIES EXECUTIVE
HELD FRIDAY, JANUARY 8, 2021
BY ZOOM**

IN ATTENDANCE: Director Ian Morrison, Cowichan Valley RD, President
Director Penny Cote, Alberni-Clayoquot RD, 1st Vice President
Councillor Hazel Braithwaite, District of Oak Bay, 2nd 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 9:05 am.

AGENDA

On motion by 1st Vice President Cote, seconded by EA Representative Craig,
That the agenda for the January 8, 2021 meeting be adopted as distributed in the meeting package was
CARRIED

MINUTES

On motion by Director Evans, seconded by 2nd Vice President Braithwaite,
That the minutes of the December 11, 2020 meeting be adopted was
CARRIED

PRESIDENT'S REPORT

President Morrison read from his written report distributed to the Executive on January 6th:

We have a responsibility to shepherd our organization through the COVID-19 pandemic, and to emerge prepared to return to a new normal for our members. I am confident we have the Executive to take on this task, and where we can, innovate and enhance the value of AVICC to our members.

Based on our call for resolutions and our discussion in December, I have done some preliminary research on delivering a responsive "Resolutions Process" to our members. I believe that based on our work today, we can provide a valuable and enhanced system to members, that will increase "resolutions" transparency for our members, and as an added benefit, public transparency too.

My principal commitment at our last meeting, was to work on and report back today, about the question of AVICC's advocacy and the work and future of our solid waste initiative. It is clear our members view AVICC as a logical place to begin specific advocacy initiatives that have broad and common impacts on our region.

I put the question to you, "How might we be an agency of advocacy for members, and do it effectively, efficiently, and meaningfully?"

I believe AVICC has delivered excellent advocacy work product in the past. Examples include the Island Corridor Foundation, Social Procurement, and Solid Waste. While these noted are different, lessons were learned from them all. Let's discuss those lessons (format, resourcing, timeframes) today and it would be my suggestion we come forward with a resolution that would provide members with a suggested framework for AVICC advocacy initiatives in the future, or not.

On the future of our Solid Waste Management Special Committee, I think there exists at least a couple of perspectives on this group's future. There are some funds available for some annual data updates and reporting out to our membership. The working group has determined an annual meeting by staff can maintain and update the project work done to date. I understand that we have members seeking to reinvigorate the committee and initiate new ideas, may wish to meet more frequently, and to have a more established presence.

I want to encourage you to bring forth your thoughts and feelings when we discuss this later in the agenda. There may be some that think this Committee's work should draw to a close. I'm not certain it's necessarily our job to decide about the future of this Special Committee, or it may be. I will rely on your wisdom and discussion today. I would suggest we should provide thoughtful and concrete options for our members to consider and perhaps vote on at an upcoming AGM/convention.

There were no questions on the President's report. President Morrison noted that the issue of advocacy was included later on the agenda for discussion.

On motion by President Morrison, seconded by 2nd Vice President Braithwaite,
That the President's Report be received as presented was

CARRIED

FINANCIAL AND ADMINISTRATION

UBCM-AVICC Contract for Services

President Morrison introduced Glen Brown, UBCM General Manager, Victoria Operations who was attending to brief the Executive on the proposed new service contract between AVICC and UBCM. The new contract had been prepared in consultation with President Morrison and Past President Jensen to replace the contract due to expire at the end of January. Mr. Brown advised he would outline the key changes in the contract, and answer questions from the Executive.

On motion by EA Representative Craig, seconded by Director Gisborne,

That the Executive meeting move to an in-camera session in order to discuss the AVICC UBCM contract for services was

CARRIED

The Secretary-Treasurer left the meeting for the discussion, and returned when the Executive moved out of the in-camera session.

On motion by President Morrison, seconded by 2nd Vice President Braithwaite,

That the Executive approve the contract for services between AVICC and UBCM that was distributed with the meeting package to cover the period from February 1, 2021 to December 31, 2025 was

CARRIED

President Morrison thanked Glen Brown for his assistance with the service agreement, and for attending the meeting. Glen Brown left the meeting.

2020 Audit Plan

Liz Cookson referred to the audit plan prepared by KPMG that was distributed with the meeting package. The plan notes that the cancellation of the 2020 in-person convention has impacted the Association's finances, and affects the parameters for the audit.

Liz Cookson advised that at a future Executive meeting (usually in March), the KPMG representative will join the meeting to review the audit outcomes and answer questions. If satisfied, the Executive will receive the audit findings report, and approve the audited financial statements for distribution to the membership. She further noted that the Executive had recently looked into alternatives to an annual full audit, including having a notice to reader instead, or an audit every second year. Quotes were also sought from smaller firms. After review, the Executive had determined to continue with an annual audit by KPMG.

EA Representative Craig suggested that the report on AVICC financial practices prepared in 2020 be circulated along with the audit findings at the March meeting as background. Director Evans requested that KPMG provide an explanation of how the materiality definition used in the audit plan affects the audit. Director Hall asked how long KPMG had been AVICC's auditor. EA Representative Craig asked if there were different people from KPMG who had worked on the AVICC audits over the years. Liz Cookson replied that KPMG had been the auditors before she started in 2015, and that there have been different partners, engagement managers and senior accountants involved over the years.

On motion by Director Gisborne, seconded by Past President Jensen,
That the report on the 2020 financial audit and the audit plan prepared by KPMG be received, and

THAT the Executive Committee members confirm they are aware of the five questions of inquiry laid out in the audit plan, and were encouraged to contact the auditors directly with any questions on the inquiries was CARRIED

Interim Financial Statements to December 31, 2020 and 2021 Budget Considerations

Liz Cookson noted that normally at the January meeting the Executive would approve the convention registration fees, convention budget and full budget including any increase to member dues. The registration fees affect the convention budget, and the convention budget feeds in to the overall budget.

Since there are significant decisions outstanding on the 2021 convention that will affect revenues and costs, she advised she was unable to prepare a draft budget. At the November 5, 2020 meeting the Executive had determined it would not consider any increase to member dues and registration fees until decisions had been made on the format and timing of a 2021 Convention.

Liz Cookson recommended returning to the budget considerations after the discussion of the convention decision points later in the agenda. She advised that the interim financial statements require some accounting adjustments before they are presented as audited statements in March. For example, most of the sponsorship revenue currently shown in the interim financials needs to be applied to the 2021 convention, and overstates revenues. She noted that the report included background on previous registration fees, comparable registration fees charged by the other area associations, the history of sponsorship revenue collected, and a history of member dues increases.

On motion by Past President Jensen, seconded by 2nd Vice President Braithwaite,
That the report on the interim financial statements to December 31, 2020 and 2021 Budget Considerations
be received was CARRIED

CONVENTION

2021 Convention Decision Points

Liz Cookson noted that she had re-distributed the reports that went forward to the November and December meetings that provided background on convention planning. The reports outlined some of the considerations what would impact plans for a virtual meeting in 2021, and the key decision points that needed to be resolved in order to move forward with planning. One of the most important decisions identified is whether or not there will be live resolution debate, as that will drive decisions made on timing and the platform selected.

President Morrison reiterated that the Executive is responsible for looking after the Association, and shepherding AVICC through this difficult period. He commented on the importance of getting input from members and maintaining the Association's financial health. Delivering a resolutions process similar to the event put on at UBCM would not be affordable for AVICC, but AVICC can look at other ways to get feedback on the resolutions submitted so they can be passed on to UBCM. He recapped the proposal he presented at the December meeting for resolutions that would give local governments an option to vote on the resolutions at their public meetings, and then the AVICC Executive would compile the votes and forward them on to UBCM.

There was general discussion on considerations for the resolutions process including: options for debating and voting on resolution; how to encourage members to only submit new resolutions; asking members to recognize the challenges of meeting in a pandemic year, and focus on their most important resolutions instead of submitting a large number; ensuring enough time for the councils and boards to schedule a review of resolutions in their meeting schedules; encouraging local government staff to research and report on the resolutions received before they go to their elected officials; consideration of the cost this would place on local governments; the difficulty in dealing with amendments to resolutions once they have been distributed; and the tie-in to the UBCM June 30th deadline and process.

There was also general discussion on the key decision points around the format of the convention. These included what time of year the meeting could be held; whether it would be held during the week or weekend; should it be held over multiple days or on a single day; the length of the convention; the type of software platform used for the convention; and whether the business of an AGM would be conducted at this meeting.

On motion by 1st Vice President Cote, seconded by 2nd Vice President Braithwaite,
THAT an AGM and Convention be held as a one-day virtual session on Friday, May 28th was CARRIED

President Morrison asked for availability on holding another meeting later in the month to discuss outstanding items. A meeting was set for Friday, January 29th from 9 am to noon.

The discussion of the budget, registration fees, and member dues was deferred to consideration at the January 29th meeting. Staff was given direction to prepare a convention budget that takes the costs of individual voting by members into consideration. Staff was also directed to contact the keynote speaker to determine his availability for the new date, and to send out a notice advising members of the change in date.

The Executive set a further meeting for March 12th to review the resolutions received, while recognizing that the comments from UBCM will not have been received by that meeting. The UBCM comments normally identify if a resolution is supported by existing UBCM policy, and give background on when the policy in the resolution has previously been debated. The Executive determined to focus on regional resolutions at the March 12th meeting.

Additional Sponsorship Authorization

Liz Cookson referred to her report on sponsorships that was previously distributed at the December 11 meeting. The report advised that current sponsorship categories will need to be amended where they relate to networking events that could not occur at a virtual event.

On motion by 1st Vice President Cote, seconded by 2nd Vice President Braithwaite, THAT staff be authorized to determine an appropriate sponsorship for potential new sponsor Coast Capital Savings as well as for the other approved sponsors as required by the move to a virtual convention was

CARRIED

Call for Nominations – Election Timing

This item was deferred to the January 29th meeting.

POLICY

Advocacy Work and AVICC Special Committee on Solid Waste Management

President Morrison referred to the President's report that he read at the start of the meeting, and commented that there were some important points he wanted to raise about advocacy. He advised that he was hearing that there would be a resolution for more advocacy work coming to the Association. He commented that AVICC has done good work in the past, and is seen as a natural place to be an incubator for some of the work being done in the region.

He credited previous Executive Committees for keeping AVICC membership dues and convention registration fees low, and felt that members receive great value from the Association. He noted AVICC is lucky to have the relationship it does with UBCM, with additional support from time to time.

In order to take on more advocacy AVICC will need resources, a time line, and a template format for how AVICC could enter into specific advocacy roles. There are questions around whether AVICC appoints Executive representatives to the groups, whether user fees are charged for the work, and whether AVICC can apply for any grants to assist in this regard. He advised that the issue of resources had come up in the discussions on the AVICC UBCM contract for services, with limits on the level and extent of work that the staff contracted from UBCM could take on within the contract terms. Additional work would be at an additional cost to the Association.

President Morrison commented that he was not going to go into depth around the special committee on solid waste management today. He asked members of the Executive to "put on their thinking caps" and start considering the three issues he'd raised – resources, time lines, format – and how they should be addressed by AVICC. With the efforts of past Executive Committees, the AVICC is in a good financial position now, but it's not clear if there is a mandate for this organization to be subsidizing any special advocacy issues.

There are questions of what kind of framework AVICC could put before members, for example “we’re open for business and this is how we’re going to do it”, or maybe “we aren’t in a position to go down this road at this point.” Possibly the Association could take on an issue for one or two years, and then focus on another. There is a recognition that time spent in one area takes away from the Association’s capacity to focus on other areas, and representing all members is part of AVICC’s mandate.

For discussion at the January 29th meeting: is there a resolution that the AVICC Executive could bring forward to the members proposing “if we’re going to become advocates, this is how we think we could be effective as an advocacy organization, this is what it would look like, and this is what it is going to cost members.”

ADJOURNMENT

At 12:20 pm, on motion by Director Hall, seconded by 2nd Vice President Braithwaite, that the meeting be adjourned was

CARRIED

Ian Morrison
President

Liz Cookson
Secretary-Treasurer