



**MINUTES OF A MEETING
OF THE ASSOCIATION OF VANCOUVER ISLAND
AND COASTAL COMMUNITIES EXECUTIVE
HELD FRIDAY, MARCH 12, 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 EA Representative Craig, seconded by Director Gisborne,
That the agenda for the March 12, 2021 meeting be adopted as distributed in the meeting package was
CARRIED

MINUTES

On motion by EA Representative Craig, seconded by Director Gisborne,
That the minutes of the January 8, 2021 meeting be adopted was
CARRIED

PRESIDENT'S REPORT

President Morrison advised he would be calling rest breaks throughout the meeting, and hoped to get through the meeting in a timely manner. In response to a question from EA Representative Craig about the request from the Province for the AVICC President to participate in the Police review, President Morrison said he would like to cover this as part of the discussion on AVICC advocacy later in the agenda.

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

FINANCIAL AND ADMINISTRATION

DELEGATION – 2020 Audit – Liette Bates-Eamer and Winnie Tam, KPMG

Ms. Liette Bates-Eamer and Ms. Winnie Tam from KPMG joined the meeting to review the 2020 Audited Financial Statements and to present the Audit Findings Report. Ms. Bates-Eamer advised that the financial

statements present fairly in all respects, and that KPMG was again able to provide a clean, unqualified opinion.

Ms. Bates-Eamer noted that the cancellation of the in-person convention in 2020 meant that the operating statement was quite different for 2020, and impacted their normal analytics process of comparing from year to year. The balance sheet remained similar. She commented that about \$20,000 of 2020 sponsorships were being rolled over to 2021, and that there was a note in the financial statement regarding the impact of COVID.

Ms. Bates-Eamer also commented that the level of materiality had been reduced to \$3,000 for 2020 from \$6,000 in 2019, and that KPMG had been able to review the full chart of accounts. As a going concern, she noted that AVICC had a healthy bucket of unrestricted equity going into the future.

President Morrison asked the Executive if there were any questions about the audit. Hearing none, he thanked the KPMG representatives for presenting the audit report,

On motion by 1st Vice President Cote, seconded by 2nd Vice President Braithwaite,
That the KPMG Audit Findings Report be received and the Draft Financial Statements of the Association of Vancouver Island and Coastal Communities, Year Ended December 31, 2020 as provided by KPMG be approved;

That President Morrison and Past President Jensen sign on behalf of the Board, and

That the financial statements be distributed to the membership ahead of the Annual General Meeting was
CARRIED

The representatives from KPMG left the meeting.

RESOLUTIONS

2021 Draft Resolutions Received without Comments

Liz Cookson advised that normally the Executive does not receive the resolutions at this stage. Normally when the resolutions come before the Executive, they have been reviewed by UBCM staff who prepare comments and draft recommendations on each resolution. The Executive had asked to receive the resolutions without commentary at this March meeting with the intention of focussing on regional resolutions that would likely not be addressed at the UBCM Convention. She had highlighted in the report for the Executive's attention the resolutions that would likely be deemed regional in nature.

At the April meeting the Executive will meet as the Resolutions Committee to review and endorse the comments and recommendations. The UBCM Executive Director will be joining that meeting.

A large number of resolutions was received for 2021 despite the request to members to recognize the limitations of meeting virtually and focus on the most important issues. At this point it is not clear how many of the resolutions received reflect existing policy and can be grouped into an "endorse" block (meaning they won't need to be voted on individually). She reminded the Executive of the process followed by UBCM in 2020 where they introduced an additional "not endorse" block. The Executive will confirm the resolutions process to be followed at the April meeting once the comments and grouping of the resolutions are processed by UBCM.

Liz Cookson noted that there was a separate document attached that showed the background information received from the members on each resolution. This was something AVICC had added as a requirement as previously some member local governments could not explain their resolutions to UBCM staff when preparing their comments, and some were factually incorrect. Several local governments did not comply with the 3-page maximum that members were requested to submit, and some did not submit a backgrounder. She asked for direction from the Executive on whether or not they wished to review the background information criteria. She reminded the Executive that AVICC is the only association that asks for the backgrounders, and that UBCM does not request this.

There was general discussion around the format of the background information. The Executive preferred the clear and succinct three-page maximum backgrounder, and felt that additional information could be included in links to other reports. Liz Cookson advised that most resolutions come in right on the deadline, and there is not an opportunity to go back to the sponsor local government for clarification before turning them around to go to UBCM staff for their review.

The Executive discussed the UBCM resolutions database that provides information on whether topics in the resolutions had previously been submitted, and also details what the provincial and federal responses had been to those resolutions. The Call for Resolutions and the reminder had directed AVICC members to the database as a resource. Sometimes when resolutions are not endorsed and are resubmitted, they do subsequently get endorsed as thinking on a topic has evolved. An example of this was resolutions around cannabis.

There was more discussion about the importance and usefulness of the backgrounder, and that the onus is on the members to prepare and submit this. There was recognition that it could take a significant amount of staff time to be following up with non-compliant local governments. The Executive noted that the resolutions and background had already been submitted to UBCM, but that additional information could still be sent to UBCM policy staff to help in their preparation of the comments. The goal is to ensure that resolutions are clear, factually correct, and allow UBCM to advocate effectively with other levels of government and agencies involved in the resolutions.

There was concern about rejecting resolutions because they did not comply with the criteria. Particularly in a COVID year. AVICC has made progress in the last couple of years in collecting better information from the members, and next year will continue to push for improved quality in the resolutions. Liz Cookson was given direction to follow up with local governments where possible to see if additional information can be collected. She noted this is part of the usual process of working with the member local governments once UBCM starts reviewing the resolutions, and asking for clarification, suggested amendments, additional information. AVICC would not drop a resolution from the Resolutions Package or make significant amendments without consulting with the sponsor local government.

On motion by Director Gisborne, seconded by Past President Jensen,
That the report on the draft 2021 Resolutions without comments and recommendations be received.

AVICC Advocacy Work

President Morrison introduced the report on advocacy noting that there are two broad levels of advocacy work where AVICC has received requests for its involvement, input or a letter of support. The first level covers instances when AVICC is approached to give short or one-off input on issues. The second level is when AVICC is asked to take on longer-term policy work that that could have significant financial and staffing impacts including potentially hiring a consultant or consultants to conduct a review or operate a program.

Level 1: Beginning with the first level of requests for providing short-term input on a topic, President Morrison cited an example as the recent request for the President to give input on the provincial review on reforming the police act. He commented that the President may not have expertise on some of these topics, and regardless of whether or not he or she feels informed enough to provide input, there is a question on the appropriateness of giving input when there is no specific direction from the membership through previous resolutions. He noted that some requests are time sensitive and are asking for an answer prior to the next Executive meeting impacting the ability of consulting with the full Executive.

AVICC policy states that the President is the recognized spokesperson for the AVICC, and all media inquiries that are seeking the official position or reaction of AVICC are to be referred to the President. However, this policy does not cover situations where there is not clear direction or consensus on an issue from the membership. AVICC takes direction from resolutions passed at the Convention, but former resolutions do not cover all eventualities, especially for emerging issues.

The Executive had a general discussion and exchange of ideas on how AVICC should respond to such requests. Considerations included: AVICC reflects a broad and diverse collection of members; those members do not necessarily have the same opinion on an issue; where there is prior policy direction from members AVICC could provide input; how recent do the resolutions need to be to reflect current policy directing, citing the shift in member direction on topics such as cannabis legalisation; not wanting to be offside with member direction; minimizing the risk to the organization; not providing support to one group without understanding the impact on other groups; and the need to acknowledge receiving the request but don't necessarily need to provide input.

On motion by 1st Vice President Cote, seconded by Director Gisborne,
That staff be directed to draft a policy to bring back to the Executive for consideration at an upcoming meeting that reflects the discussion at today's meeting on day-to-day advocacy responses.

Level 2: AVICC has also responded to requests from the membership for longer-term policy advocacy. These have generally come through resolutions passed by the membership at the annual convention, so reflect the wishes of a majority of members. Examples of this are the Island Corridor Foundation (ICF) review, BC Ferries fares review, and the establishment of the Special Committee on Solid Waste Management.

This kind of work usually has a significant financial impact, and that has not always been clearly stated in resolutions brought forward. With the ICF piece an Executive member spoke to the resolution from the floor to advise members that there would be costs associated with the work that could impact member dues. The establishment of the Solid Waste Management special committee came from a resolution of the Executive, but did not have any dollar value attached to it. Similarly, the request from some members for AVICC to run a social procurement hub did not identify financial impact. AVICC has not been an organization that operates programs, and is not staffed or funded for this purpose. The issue is ensuring that members do not give support without being informed of the cost to the Association, and the trade-offs that spending time and money in one area would mean for work in other areas.

The Executive had a general discussion and exchange of ideas on how AVICC should respond to requests for long-term significant advocacy pieces. The discussion included the following points: the scope needs to be clearly defined and resourced; there must be guidelines for how the work would be done and how it would be funded; members must understand that some pieces of work may have to be funded through a surcharge and may require additional resources such as consultants; if the membership says they want

a piece of work, the Executive needs to be able to identify how the project will be run, the fiscal resources required, the source of the funding, and setting aside project funds in a specific reserve; some specifics may not be known at the time that a resolution comes forward (e.g. didn't know full cost of the ICF review at time of convention); some projects may only be specific/of interest to some communities, and those local governments could pay into the committee's operations; what is the role of AVICC in facilitating small groups that are not relevant to membership as a whole; inter-regional groups could organize themselves to work together as they are doing already, e.g. mid-island transportation; there should be a framework to determine whether projects fit within AVICC priority focus areas; and should AVICC be reactive or proactive by responding to requests, or by asking members what their priority issues are.

President Morrison and Past President Jensen confirmed that it is not in the Secretary-Treasurer's job description to execute special initiative advocacy projects. If AVICC is going to take on special advocacy, this will require additional resources, and there will be a cost associated with the work.

On motion by President Morrison, seconded by Director Gisborne,
That a sub-committee of the President, Past President and 1st Vice President work together to draft a preliminary advocacy framework for consideration at the next Executive meeting for potential presentation at the AGM as an Executive Resolution.

President Morrison requested Executive members who are not on the sub-committee to send any suggestions for the advocacy piece directly to him.

On motion by 2nd Vice President Braithwaite, seconded by Director Gisborne,
That the report on advocacy options by AVICC be received.

CONVENTION

2021 Draft Program and Convention Platform

Liz Cookson reviewed her report on the draft program and on the convention platform. She advised that she had worked with 2nd Vice President Braithwaite to identify speakers for the workshops that had been discussed with the Executive at the January meeting. The speakers for each workshop had been contacted, and were confirmed with the exception of Minister Rankin.

In terms of the platform, the cost of the virtual platform and technical support had increased substantially from the earlier quote. She advised she had spoken to the organizers of the Climate Summit in November, and they had explained how they had run the entire Summit through Zoom and break-out rooms. She also informed the Executive that Telus was providing the virtual platform for the Lower Mainland LGA as they had done for the CivX forum in the Fall. Staff's recommendation was for AVICC to contact Telus to see if they would provide a platform for AVICC's AGM and Convention, and if not, that AVICC use Zoom for the convention format. One downside of Zoom is that there would be no option for a virtual trade show or sponsor promotion, and this could impact sponsorship levels.

The Executive discussed options for break-out rooms, and staff will confirm the functionality for social sessions in the latest Zoom updates. The Executive confirmed that there will not be live voting during the Convention.

On motion by 2nd Vice President Braithwaite, seconded by EA Representative Craig,
That the report on 2021 Convention Program and Virtual Program be received.

POLICY

DFO Southern Resident Killer Whales Advisory Committee Appointee

On motion by Director Gisborne, seconded by 1st Vice President Cote,
That EA Representative Craig be appointed as AVICC’s representative to the DFO’s Resident Killer Whales
Advisory Committee was CARRIED

CORRESPONDENCE

On motion by 1st Vice President Cote, seconded by Director Gisborne,
That the correspondence from Island Mayors on Fire Emergency Equipment Funding for Rural
Communities be received was CARRIED

NEXT MEETING

A meeting date for April 16th from 9 am to noon had been set at the March 12th meeting.

ADJOURNMENT

At 11:45 am, on motion by Director Gisborne, seconded by 2nd Vice President Braithwaite,
that the meeting be adjourned was CARRIED

Ian Morrison
President

Liz Cookson
Secretary-Treasurer