



**MINUTES OF A MEETING
OF THE ASSOCIATION OF VANCOUVER ISLAND
AND COASTAL COMMUNITIES EXECUTIVE
HELD FRIDAY, JANUARY 29, 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
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

REGRETS: Councillor Carl Jensen, District of Central Saanich, Past President

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 January 29, 2021 meeting be adopted as distributed in the meeting package was
CARRIED

MINUTES

On motion by Director Evans, seconded by Director Hall,
That the minutes of the January 8, 2021 meeting be adopted was
CARRIED

PRESIDENT'S REPORT

President Morrison advised that the service agreement between AVICC and UBCM as discussed at the January 8th meeting has now been signed.

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

2021 Budget, Member Dues, Registration Fees

Liz Cookson reviewed the assumptions used to prepare the draft budget for the Executive's consideration. The key assumptions included: the Executive would continue to meet virtually so would not incur travel expenses; there would be no increase to the rates for member dues; a registration fee for the virtual convention would be set at \$150; reduced delegate registration numbers were possible for the

convention; there would be no live voting at the convention; on-line voting would be conducted through purchase of a software licence; a virtual meeting format with technical speaker support would be used; sponsorship revenue would be lower than previous years; and there would not be any change in the level of advocacy work carried out by AVICC.

Following discussion around the issues affecting the convention budget and the overall budget, the Executive confirmed the assumptions used to prepare the draft budget with the exception of the convention registration fee which was reduced to \$99. The Executive recognized that this could mean a deficit for 2021 and the need to draw on reserves, however they felt it was important to ensure the 2021 AGM and Convention was affordable and gave members the opportunity to connect with each other.

Liz Cookson advised that moving to a new virtual format made it difficult to confidently estimate the number of registrations and the impact on sponsorship revenue so the budget was based on a conservative scenario with less revenue from sponsors and registrations. She will review virtual platforms for the convention.

On motion by Director Gisborne, seconded by 2nd Vice President Braithwaite,
That the report on the proposed 2021 budget be received; and

That the Executive approve the 2021 budget with no increase in the rates for member dues and a \$99 registration fee for the convention for AVICC members.

Documenting Financial Practices

As requested at the January 8th meeting, the financial practices report presented to the Executive in June, 2020 was redistributed for the information of new members. This report documents the financial practices followed by AVICC including signing authorities for cheques and credit cards, book-keeping procedures, and the use of the short-term and long-term bank accounts.

On motion by EA Representative Craig, seconded by Director Evans,
That the report documenting AVICC's financial practices be received, and

That the 2020 report that documented financial practices be updated as appropriate, and be distributed annually at the meeting of the Executive when the audit plan is presented for approval was CARRIED

Staff was also directed to consider an orientation package for new members that would include the financial practices report. Currently members receive a document with expectations for Executive members, the current bylaws, and the current Executive Policies. These documents as well as the minutes of the Executive meetings are available on the AVICC website.

CONVENTION

2021 Convention Program

Liz Cookson reviewed her report on the usual program followed at AVICC conventions, and referred to the draft program for 2020 that was included with the meeting package. She asked for direction from the Executive on items to include in the 2021 virtual program.

The Executive confirmed that the Premier, Minister of Municipal Affairs, and UBCM President should be invited to address delegates. The leader of the BC Liberals and leader of the BC Greens should also be invited to give brief remarks in the range of 5-10 minutes, and potentially these could be pre-recorded.

The Executive confirmed that there should again be a first nations greeting, and this would likely be from the Cowichan Tribes as President Morrison and staff could base the virtual session from the Cowichan Valley RD office.

The Executive further confirmed that the keynote speaker previously selected for the 2020 Convention – Joe Roberts – who would present in the afternoon. Potential panels and workshops were discussed, with recognition that the length and number available would be affected by the number of provincial leaders available to speak. Concurrent workshops will not be held, meaning all sessions will be plenary sessions.

The Executive discussed potential workshops with a preference for panels with time for a Q&A from delegates. If sessions were pre-recorded the panelists could come back for a live Q&A. Topics considered included: a presentation from the Vancouver Island and Coastal Communities Climate Leadership Plan Steering Committee as was planned for the 2020 convention; a workshop on the Province's UNDRIP legislation and reconciliation; and a panel on Coping with COVID that could include mental wellness checks, social impacts, and supports for surviving and thriving. A session related to the keynote speaker on housing, homelessness, addiction and mental illness was suggested to build on the keynote rather than his session being a stand-alone not connected to other sessions. The Executive also discussed the importance of economic recovery, and potentially weaving this through all the other workshops.

The Executive discussed ways to recognize the sponsors given the reduced length of the virtual convention. Opportunities considered were: thanking the sponsors in the speaking notes throughout the day; sponsor logos on the screen; links to sponsor sites or break out rooms that did not conflict with the program sessions; and including sponsor information and links in the information sent out to the delegates. 1st Vice President Cote suggested door prizes from the sponsors to be announced during the program, with entry possibly tied to delegate visits to the sponsor pages.

The Executive encouraged having musical breaks with pre-recorded music from local musicians. Director Evans suggested Laverne Henderson from the Wei Wai Kum could be invited to sing O Canada.

Staff was given direction to prepare a draft program for review at the March 12th Executive meeting aiming for three workshops in addition to the keynote speaker, AGM session, Premier, Minister and leaders of the other parties.

Nominations Deadline

The Executive confirmed there would be an election held in conjunction with the convention, and that a call for nominations should go out.

On motion by 1st Vice President Cote, seconded by Director Gisborne,
That the Executive approve a deadline for the call for nominations of March 26, 2021, and

That the Executive confirm that there will not be any nominations from the floor at the virtual AGM, was
CARRIED

There was discussion around whether it would be appropriate to include a message from the Past President as Chair of the Nominating Committee advising that due to the 2020 AGM being held later than usual, the current Executive would not have served a full year by May 28th, and the current members were interested in staying on for another term.

On motion by Director Hall, seconded by Director Gisborne,
That the call for nominations include a factual statement from Past President Jensen that as the 2020 AGM was held later than usual, the current Executive will have served 8 months out of the usual one-to-two-year term was CARRIED

Resolutions Process

The Executive considered the proposed schedule for reviewing resolutions, and the method of voting by members on the resolutions.

On motion by Director Gisborne, seconded by 2nd Vice President Braithwaite,
That AVICC continue the current practice of requiring members to be registered for the AGM and Convention in order to vote on resolutions which is consistent with UBCM practice was CARRIED

POLICY

Executive Resolution on Advocacy Role

This item was deferred to discussion at the March 12th meeting. President Morrison will work with staff to prepare material to distribute to the Executive including past advocacy practices. The Executive will consider whether to bring forward an Executive Resolution and package for discussion with the members covering what members would like to see from AVICC in terms of advocacy. The package would include information on the costs to members of increased advocacy in certain areas, and the trade-offs in not being able to do work in other areas.

NEXT MEETING

The Executive had previously set a date for the next meeting for March 12th from 9 am to noon. After discussion, a further meeting date was set for April 16th from 9 am to noon.

ADJOURNMENT

At 12:30 pm, 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