



**MINUTES OF A MEETING
OF THE ASSOCIATION OF VANCOUVER ISLAND
AND COASTAL COMMUNITIES EXECUTIVE
HELD FRIDAY, AUGUST 13, 2021
BY ZOOM**

IN ATTENDANCE: Director Ian Morrison, Cowichan Valley RD, President
Director Penny Cote, Alberni-Clayoquot RD, 1st Vice President
Councillor Ben Geselbracht, City of Nanaimo, 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, Executive Director

President Morrison called the meeting to order at 9:00 am, and welcomed the members of the 2021/2022 Executive Committee.

AGENDA

On motion by Director Gisborne, seconded by 1st Vice President Cote,
That the agenda for the August 13, 2021 meeting be adopted as presented was **CARRIED**

MINUTES

On motion by EA Representative Craig, seconded by Director Evans,
That the minutes of the May 17, 2021 meeting be adopted was **CARRIED**

PRESIDENT'S REPORT

President Morrison updated the Executive on the briefing he received from FLNRORD on the Forest and Range Practices Act, and the two webinars with Mayors and Chairs in the AVICC region on Modernizing Forest Policy. This topic will be the subject of a workshop at the UBCM virtual convention in September.

President Morrison referred to the request from the BC Honours and Awards Secretariat for nominations for the Medal of Good Citizenship. President Morrison asked Executive members to disseminate this information to encourage nominations for people in their communities.

President Morrison also spoke on the issue of advocacy, and referred to his report in the Annual Report on this topic.

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

FINANCIAL AND ADMINISTRATION

2021/22 Meeting Schedule

Liz Cookson reviewed the typical meeting schedule followed by the AVICC Executive, and referred to the proposed schedule outlining the usual activities at each meeting.

On motion by Director Gisborne, seconded by Past President Jensen,
That the proposed schedule for meetings of the 2021/2022 AVICC Executive be approved was
CARRIED

The Executive members indicated that they would like to take up UBCM's offer to provide them with a briefing on the report going forward to the September convention as a policy paper prepared by the UBCM Select Committee on Local Government Finance. Liz Cookson will identify dates when UBCM representatives will be available for a briefing, and then circulate options to Executive members to set a meeting date.

Signing Officers Update

Liz Cookson advised that signing authorities are approved each year by resolution of the Executive 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 Executive Director, UBCM CFO and the UBCM General Manager, Victoria Operations was also added to the signing authorities.

On motion by Director Evans, seconded by EA Representative Craig,
That the 2021-22 President (Ian Morrison), Past President (Carl Jensen), Executive Director (Liz Cookson), UBCM Chief Financial Officer (Kathleen Spalek) and UBCM General Manager, Victoria Operations (Glen Brown) be the designated signing officers for the 2021-22 term.

Member Dues Update

Liz Cookson reviewed the report on 2021 AVICC member dues. She noted that dues are based on population level with four bands – less than 5,000, 5,000-15,000, 15,000-30,000 and over 30,000. There is also a minimum amount set based on a population of about 1,815 that in 2021 translated to \$245. Of the 53 AVICC members, 11 members (21% of members) pay the minimum dues amount of \$245. In response to questions she advised that AVICC's dues are roughly at the mid to low range of the other area associations. Previous reports to the Executive have explained that each area association calculates their fees differently, with different population bands and some included a component of assessed value in their calculation.

Past President Jensen referred to the letters sent out in spring of 2020 inviting first nations within the AVICC region to join. He noted that there was little response, and timing with the pandemic may have been part of that. He suggested that the current president resend the letters later this year. President Morrison asked staff to make a note of that suggestion.

On motion by Director Gisborne, seconded by 1st Vice President Cote,
That the report on 2021 Member Dues be received for information was
CARRIED

Director Evans temporarily left the meeting for another commitment.

Appointment of 2021 Auditor

Liz Cookson provided background on the Executive's previous decision to continue holding an annual full audit to provide audited financial statements to the membership in the annual report.

On motion by 1st Vice President Cote, seconded by Past President Jensen,
That KPMG be appointed as auditors for the 2021 financial year was

CARRIED

EA Representative Craig and Director Hall commented that it would be good practice to get quotes from other audit firms. The Executive determined that a five year period from the last review in 2019 would be appropriate.

Interim Financials to June 30, 2021

Liz Cookson reviewed the interim financials distributed with the meeting package. She noted that the financials do not reflect some of the adjustments that will get made at year-end, e.g. recognizing deferred revenue and expenses from the balance sheet. She advised that AVICC was in a better financial position than budgeted due largely to higher than expected attendance at the virtual convention, and the sponsorship by Telus of the virtual convention platform for a saving in the order of \$25,000 to \$30,000 compared to quotes received from virtual convention providers.

On motion by Director Gisborne, seconded by EA Representative Craig,
That the report be received was

CARRIED

CONVENTION

2021 Convention Review

Liz Cookson reviewed the results of the evaluation survey as well as the comments received on the day. Normally the survey is used to help with planning of future conventions, but it may be less helpful this year as AVICC is hopeful that next year's convention will not be held in a virtual format. There were some learnings on how the technical side could be improved at a virtual event, largely relating to requiring that all speakers participate in the technical checks and practice sessions without exceptions.

President Morrison commented that he had received many congratulations on the success of the event, and felt that the program and speakers were very high calibre. Members had expressed appreciation for the opportunity to vote on every resolution, and to be able to vote in their own time. One member was disappointed to have missed the voting as they did not read the material until the day of the convention when they realized the voting was complete. They have been advised of all the emails and notices sent out to delegates and to the local governments in the weeks leading up to the event that outlined the program and the times and procedures for voting.

On motion by Past President Jensen, seconded by Director Gisborne,
That the report be received was

CARRIED

2022 Convention Planning

Liz Cookson reviewed the report on planning for the 2022 Convention. The Convention will be held in Victoria at the conference centre, and is scheduled a bit earlier than usual from April 1 to April 3. She reviewed plans for the trade show and involvement of community groups, the welcome reception, hotels, catering, possible workshops, first nations involvement and the keynote speaker.

Director Evans rejoined the meeting.

President Morrison asked for a survey to be sent out asking Executive Committee members to identify their top 3 keynote speakers and also asking for suggestions for workshops.

On motion by Director Evans, seconded by EA Representative Craig,
That the report be received was

CARRIED

POLICY

Resolutions: CARIP; De-Centralizing Forest Management; Climate Leadership; Funding Small Communities

Liz Cookson provided a verbal update on resolutions that are regional in nature or that had been referred to the AVICC Executive. The text of these resolutions with the comments of the Resolutions Committee were distributed prior to the meeting on August 13th. The CARIP resolution of the AVICC Executive was included in UBCM's C Block as UBCM Executive had put forward their own resolution on this topic so no further action was required by AVICC.

The District of North Cowichan's resolution requested that AVICC call on the Province of British Columbia to establish a de-centralized forest management model for Vancouver Island and the Coast that will empower local people in decision-making, and, as a first step, appoint a Forester General for the region who will undertake the actions specified in the resolution. This resolution was going to go to the UBCM convention, but was recently withdrawn, so AVICC could now take forward the direction of AVICC members.

The resolution on climate leadership endorses a workshop to be held at the 2022 convention. This will be incorporated in convention planning.

The resolutions dealing with funding for small communities will be going forward to UBCM, and AVICC can move forward on these resolutions after the outcome of the UBCM convention.

On motion by 2nd Vice President Geselbracht, seconded by Past President Jensen,
That AVICC send a letter to the Province of BC advocating for the appointment of a Forester General with actions specified in the resolution from the District of North Cowichan as endorsed by AVICC members at the 2021 virtual convention was

CARRIED

Asset Management Workshop for Members

Liz Cookson referred to her report on a request from Asset Management BC to provide a "Lunch and Learn" webinar for AVICC members at no cost. Asset Management BC has received funding from FCM for asset management training for local government staff and elected officials. The Executive felt that this would be better presented for newly elected members following the next election.

On motion by Past President Jensen, seconded by Director Gisborne,
That the request from Asset Management BC to present a webinar to AVICC members be accepted for current elected officials if funding is still available, and that AVICC recommend that AMBC look to the start of the new term for a webinar or a session at LGLA was

CARRIED.

AVICC Special Committee on Solid Waste Management

On motion by 2nd Vice President Geselbracht, seconded by Director Evans,

That the discussion on a framework for advocacy and the AVICC Special Committee on Solid Waste be referred to the next Executive Committee meeting to be scheduled prior to the UBCM Convention was
CARRIED.

NEXT MEETING

The next meeting will be scheduled prior to the UBCM Convention and will include a presentation from representatives from the UBCM Select Committee on Local Government Finance on the report on local government finance going forward to UBCM members at the September virtual convention.

ADJOURNMENT

At 11:10 am, on motion by Past President Jensen, seconded by Director Hall,
that the meeting be adjourned was
CARRIED

Ian Morrison
President

Liz Cookson
Executive Director