



**MINUTES OF A MEETING  
OF THE ASSOCIATION OF VANCOUVER ISLAND  
AND COASTAL COMMUNITIES EXECUTIVE  
HELD FRIDAY, MAY 6, 2022  
BY ZOOM**

**IN ATTENDANCE:** Director Penny Cote, Alberni-Clayoquot RD, President  
Councillor Ben Geselbracht, City of Nanaimo, 1<sup>st</sup> Vice President  
Director Vanessa Craig, RD of Nanaimo, 2<sup>nd</sup> Vice President  
Director Ian Morrison, Cowichan Valley RD, Past President  
Director Donna McMahon, Sunshine Coast RD, Electoral Area Representative  
Councillor Sarah Fowler, Village of Tahsis, Director at Large  
Director Travis Hall, Central Coast RD, Director at Large  
Councillor Tony St-Pierre, District of Sooke, Director at Large

**STAFF ATTENDANCE:** Liz Cookson, Executive Director

President Cote called the meeting to order at 9:00 am. She welcomed the new and returning members of the 2022/2023 Executive Committee, followed by a round of introductions of all Executive members.

**AGENDA**

On motion by Past President Morrison, seconded by Director Hall,  
That the agenda for the May 6, 2022 meeting be adopted was CARRIED

**MINUTES**

On motion by Director St-Pierre, seconded by Past President Morrison,  
That the minutes of the March 31, 2022 meeting be adopted was CARRIED

**PRESIDENT'S REPORT**

President Cote said she was excited about getting started with the new term now that Covid was in the rear view mirror. She was looking forward to working with the Executive and to determining how to implement the direction on advocacy that came from members at the 2022 Convention.

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

**FINANCIAL AND ADMINISTRATION**

**2022/2023 Meeting Schedule**

Liz Cookson reviewed the proposed meeting schedule that was based on meeting dates from previous years. Meeting dates are scheduled around annual requirements such as setting a deadline for resolutions and the call for nominations, reviewing convention proposals, reviewing financial statements, approving the budget, and setting member dues.

The budget for 2022 approved at the January 28th meeting was based on the Executive continuing to meet exclusively using Zoom. This was to save travel time, the cost of travel and catering, and to reduce environmental impacts.

2<sup>nd</sup> Vice President Craig advised that the Vancouver Island Regional Library had a meeting schedule for December 9<sup>th</sup>, and the Executive moved the meeting proposed for that date back one week to December 16<sup>th</sup>. The proposed meeting schedule was:

- 9:00 am – 12 pm, Friday, June 24, 2022
- 9:00 am – 12 pm, Friday, August 5, 2022
- 9:00 am – 12 pm, Friday, October 28, 2022
- 9:00 am – 12 pm, Friday, December 16, 2022
- 9:00 am – 12 pm, Friday, January 13, 2023
- 9:00 am – 12 pm, Friday, March 17, 2023
- 12:00 pm – 3:00 pm, Thursday, April 13, 2023 (onsite at the 2023 Convention)

On motion by Past President Morrison, seconded by 2<sup>nd</sup> Vice President Craig,  
That the proposed meeting schedule as amended be approved was

CARRIED

### **Signing Officers**

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 two signatures from any of the approved signing authorities.

On motion by Past President Morrison, seconded by Director St-Pierre,  
That the incoming President, the Past President, the AVICC Executive Director, the UBCM Chief Financial Officer, and the UBCM General Manager, Victoria Operations be the designated signing officers for the 2022/2023 term was

CARRIED

### **Orientation Discussion and Questions**

President Cote advised that she had been asked if there would be an orientation session, so had added this item to the agenda to give new members an opportunity to ask questions about how the Association operated and the role of the Executive. Materials had been sent to the new members including Executive responsibilities, the AVICC Bylaws, and the Executive Policies.

In response to a question about the impact on the Executive of the upcoming local government election in October, Liz Cookson confirmed that Committee members are required to be elected officials. Therefore, in the event that existing members are not re-elected or choose not to run, the Executive would put out a call for interest to serve on the Executive to the members, review the submissions, and appoint members to fill the roles until the next election at the April 2023 AGM.

She advised that there could not be an appointment for a table officer position, and in that case there would be an additional Director at Large.

On motion by Director St-Pierre, seconded by Director Fowler,  
That the discussion on orientations be received was

CARRIED

## CONVENTION

### Convention Evaluations and Future Planning

Liz Cookson reviewed the financial results from the Convention. She advised that not all invoices had been received to date, but it appears that the Convention will generate \$10,000 more than the projected budget. This was due largely to increased sponsorship and trade show revenue. Delegate attendance was higher than projected. She commented that after two years without an in-person convention it had been difficult to estimate what the attendance would be, and the returning support from sponsors and exhibitors.

The evaluations from attendees were very positive, with the 2022 Convention receiving the highest rating since evaluations started being tracked in 2009. Delegates expressed sincere thanks for the opportunity to meet again in person in a comfortable environment, and particularly valued the opportunities to network in social and business settings.

The Executive discussed the complimentary trade show booths provided to community groups, and the donations to charity in lieu of physical speaker gifts. In response to a question about historical data on attendance by individual local governments, Liz Cookson advised that attendance varies from year to year depending on the location, and that historical attendance in total was provided annually to the Executive.

The Executive considered the option to hold hybrid conventions to increase access for more remote members and for those who don't wish to attend in person. President Cote advised this had been previously investigated, and that there are large additional costs associated with the technical support and platform required to support a virtual option on top of the costs for the in-person convention.

The Executive discussed some of the options for a hybrid convention, including whether or not all concurrent sessions would be broadcast or only the main sessions in the ballroom; whether voting in the elections would be available to all members or continue to be available only to registered delegates; if voting on resolutions would be restricted to in-person delegates or extended to all members; how slow internet would affect the ability of rural and remote communities to participate in the broadcasts, resolution debate and voting; and the impact of lower attendance on sponsorship and trade show exhibitors.

Liz Cookson asked for direction on which options the Executive would like to see in order to prepare a cost estimate. General direction was to focus on a virtual option from the main ballroom only, and base the estimate specifically on the facilities in the conference centre in Nanaimo. Liz Cookson advised the Executive that the question wasn't only whether the conference centre would have the ability to allow members to join virtually, but how much they would charge for AVICC to use the facilities. The equipment is a separate cost to the cost of the virtual platform delegates would be using to sign in, and possibly the platform that Telus supplied for free as part of their sponsorship in 2020 could be available.

On motion by Past President Morrison, seconded by 2<sup>nd</sup> Vice President Craig,  
That staff be directed to research and prepare a report on the implications and costs of putting a hybrid format forward for the 2023 Convention in Nanaimo was CARRIED

Liz Cookson advised that she was in the process of finalizing the room blocks for hotels in Nanaimo, and that some will require a commitment to a certain number of rooms that AVICC becomes financially responsible for. She said she had concerns about committing to hotel rooms if attendance figures were going to be impacted by moving to a hybrid format. She also advised that the new Marriott hotel in Nanaimo has had its opening date moved back now to December 2022, and that if it gets delayed further

that could be a problem if AVICC does not hold enough rooms at the other hotels. She is discussing options with the other hotels to manage this.

On motion by Past President Morrison, seconded by 2<sup>nd</sup> Vice President Craig,  
That the report on the 2022 Convention financials and evaluations be received;

That no changes be made to the timing of the convention that would affect the contract to be finalized with the Vancouver Island Conference Centre; and

That the Executive defer a decision on future conventions in small communities pending a report on holding future hybrid conventions was CARRIED

## **POLICY**

### **Advocacy Direction from 2022 Convention: Next Steps**

President Cote reviewed the direction received from members at the 2022 Convention through Executive Resolution ER1 “Determining AVICC’s Advocacy Role”. Following the presentation by the Executive and the discussion with members during the session, the members went on to endorse the Executive Resolution. ER1 provides the following direction to AVICC:

- continue with the Association’s core advocacy work
- continue to provide and expand its role in acting as a ‘facilitator’ or ‘advocacy incubator’ for regional initiatives that would benefit from more dialogue and education in consultation with membership’s requests
- do not have AVICC-led committees, do not develop policy papers, and do not operate programs

The diagram and the report from Tracy Lorensen included with ER1 referred to the increasing costs associated with each additional level of advocacy. In response to a question from President Cote, Liz Cookson advised that \$5,000 had been set aside in the 2022 budget for advocacy work. The cost of online sessions would be minimal, for example increasing the capacity of AVICC’s Zoom licence. Sponsors and government officials would present with no charge, additional facilitators or consultants could be hired if desired.

*Past President Morrison left the meeting.*

The Executive considered whether to offer educational sessions as well as advocacy sessions, and discussed an initial session to find out from members what type of sessions they would be interested in. Potential sessions discussed were MOTI approvals, the resolutions process, how to write joint resolutions on common issues, the upcoming local government election, collaborating with LGLA on educational offerings (concern about charge per course), education to inform advocacy, and open space sessions to identify shared issues. Executive members commented that AVICC should not be moving outside of the Association’s policy mandate from members, and should focus on areas that reflect policy as previously endorsed by members through the resolutions process. AVICC could choose topics that reflect policy issues specific to the region where there hasn’t been much movement.

President Cote raised the issue of the AVICC Special Committee on Solid Waste Management, and that it does not fit with the direction from members on AVICC-led committees, so a decision needed to be made on its future. 1<sup>st</sup> Vice President Geselbracht advised that he was a member of the Special Committee representing the Regional District of Nanaimo. He noted that through ER1, AVICC has come to the conclusion that the Association won’t be facilitating this kind of committee going forward, but that there

is still a lot of interest from regional districts on information sharing and collaborating on solid waste issues. 1<sup>st</sup> Vice President Geselbracht suggested a potential way to wrap up the Special Committee would be to have a convening workshop to connect people and garner interest levels.

A general invitation could go out to regional districts for elected officials and staff, and AVICC could facilitate a discussion on whether some form of collaboration is worthwhile, what it could potentially look like, and who would be responsible for maintaining it. If there is a decision within that group to take on a regular region-wide discussion, then members would need to take that on. The similarity to an open space approach was noted where discussions bring interested parties together and those that are motivated to do more will go forward with action. If members aren't willing to take on the work that is an indicator of interest level. 1<sup>st</sup> Vice President Geselbracht offered to develop an agenda for the session, and will discuss with Liz Cookson what such a session could look like, and to bring that back to the June 24<sup>th</sup> meeting of the Executive with the intention of holding the session later in the summer or early fall.

On motion by Director St-Pierre, seconded by Director Hall,  
That the report on advocacy be received, and that the Executive discuss and determine advocacy initiatives for the 2022/2023 term in keeping with the levels of advocacy approved by the membership, including the cessation of the AVICC Special Committee on Solid Waste Management was CARRIED

The Executive set up a sub-committee to discuss lunch and learn topics and to put together a list for the Executive's consideration at the June 24<sup>th</sup> meeting. The sub-committee would be made up of President Cote, 2<sup>nd</sup> Vice President Craig, Director Fowler and EA Representative McMahon.

**Update on AMAC for Shellfish and Nomination**

Liz Cookson provided background on the DFOs Aquaculture Management Advisory Committee for Shellfish. UBCM had lobbied for two local government representatives, one from AVICC and one from NCLGA. She advised that Director Daniel Arbour from Comox Valley RD is the current representative for AVICC, and that under the new terms of reference his three year term has ended. The next meeting will be held in October 22, and the DFO's suggestion was that Director Arbour's nomination be extended until the October meeting, and then AVICC could put out a call for new nominations following the local government election once newly elected officials are in place.

On motion by 1<sup>st</sup> Vice President Geselbracht, seconded by Director St-Pierre,  
That the update from Director Arbour on the activities of the AMAC for Shellfish be received, that Director Arbour's appointment be continued to include the next meeting in October 2022, and that AVICC will put out a call for a renewed appointment following the local government election in October was CARRIED

**NEXT MEETING**

The next meeting of the Executive is set for June 24<sup>th</sup> from 9 am to noon to be held by Zoom.

**ADJOURNMENT**

At 11:30 am, on motion by Director Hall, seconded by Director St-Pierre,  
That the meeting be adjourned was CARRIED

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Penny Cote  
President

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Liz Cookson  
Executive Director