



**MINUTES OF A MEETING
OF THE ASSOCIATION OF VANCOUVER ISLAND
AND COASTAL COMMUNITIES EXECUTIVE
HELD FRIDAY, JUNE 24, 2022
BY ZOOM**

IN ATTENDANCE: Director Penny Cote, Alberni-Clayoquot RD, President
Councillor Ben Geselbracht, City of Nanaimo, 1st Vice President
Director Vanessa Craig, RD of Nanaimo, 2nd 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

President Cote called the meeting to order at 9:05 am.

AGENDA

On motion by EA Representative McMahon, seconded by 1st Vice President Geselbracht,
That the agenda for the June 24, 2022 meeting be adopted was CARRIED

MINUTES

On motion by Past President Morrison, seconded by 2nd Vice President Craig,
That the minutes of the May 6, 2022 meeting be adopted was CARRIED

On motion by Director Fowler, seconded by 2nd Vice President Craig,
That the minutes of the June 16, 2022 special meeting to discuss staffing and the AVICC-UBCM service
agreement be adopted was CARRIED

PRESIDENT'S REPORT

President Cote provided an update on the consultations with UBCM on the replacement staffing for Liz Cookson whose last day with AVICC was June 10th. President Cote referred to the meeting held on June 2nd between the Table Officers and Glen Brown, UBCM General Manager, Victoria Operations; the meeting with the full Executive and Liz Cookson on June 16th; and her phone call as President with Glen Brown on June 20th to confirm the three options for staffing that AVICC would like UBCM to prepare cost estimates for.

President Cote also advised that the sub-committee on advocacy met on June 1st and that she would give a verbal update on the discussion as part of item 5(a) later in the agenda. Finally she advised she had been contacted by Brad McRae of Western Forest Products to discuss opportunities for the company to address AVICC members.

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

FINANCIAL AND ADMINISTRATION

Dues Status Report

Liz Cookson advised the report on dues for 2022 was provided for information. Invoices for 2022 member dues were mailed out in April following the AGM. No members have advised they will not be renewing membership, however there are a few outstanding accounts. She will follow up on the outstanding accounts and advise AVICC of any issues with collections.

On motion by Director St-Pierre, seconded by Director Fowler,
That the dues status report be received for information was

CARRIED

Interim Financials to May 31, 2022

Liz Cookson reviewed the interim financials to May 31, noting that these do not include transactions that occurred in June, including payment for Audio Visual and for the Fairmont Empress. The convention is projected to return a net profit of approximately \$43,000 exceeding the projected profit in the budget of \$24,440. She advised that there are two amounts specified in the financials that are earmarked for special purposes. These are for (i) reconciliation work (\$44,665) (left over from the 1999/2000 Treaty Advisory Committee) and (ii) for the Special Committee on Solid Waste Management (\$12,374). In response to a question from 1st Vice President Geselbracht, Liz Cookson advised that the funds held at the Municipal Finance Authority are fully liquid. She noted that AVICC's financial position is strong, and net assets have doubled since 2015.

On motion by Director St-Pierre, seconded by Past President Morrison,
That the report on interim financials to May 31, 2022 be received for information was

CARRIED

Auditor for 2022

Liz Cookson reviewed the history of AVICC's relationship with KPMG, including the quotes received in 2018 for an alternative auditor and for holding audits every two years instead of annually. The 2018 quotes also looked at reducing the level of audit to a notice to reader or an engagement letter rather than a full audit. She advised that a review of the minutes showed that AVICC had also sought quotes on alternatives to KPMG as the audit provider in 2009/2010.

Past President Morrison commented that the Executive had been unanimous after the review in 2018 to continue with full annual audits using KPMG, and that there is an expectation from the membership for annual audits. There was discussion on whether a change in the relationship would be prudent due to the length of KPMG's involvement, and that a fresh set of eyes would be warranted.

On motion by Past President Morrison, seconded by Director Hall,
That KPMG be appointed as the auditor for 2022 was

CARRIED

On motion by Past President Morrison, seconded by Director Hall,
That a process for consideration of a new auditor be undertaken by the next Executive for the 2023 audit was

CARRIED

Financial Practices Update

Liz Cookson advised that she had updated the financial practices report previously requested by the Executive, and it was included in the package for the benefit of new Executive members and to provide an opportunity for questions.

On motion by Director Hall, seconded by 2nd Vice President Craig,
That the updated financial practices report be received was

CARRIED

On motion by Past President Morrison, seconded by Director Fowler,
That staff be directed to investigate the option for electronic transfers for bill payments rather than
cheques and report back at a future Executive meeting was

CARRIED

AVICC – UBCM Contract Update

Liz Cookson passed on comments received the previous evening from Glen Brown regarding the AVICC-UBCM service agreement contract. She advised she had forwarded a copy of the minutes prepared by President Cote of the June 16th meeting to Glen Brown for comment.

Glen Brown's comments clarified that the current contract was negotiated with Past President Morrison and former Executive Committee member Carl Jensen, and it did reflect the current duties being provided by UBCM. The contract was approved by the Executive in January 2021. The Executive was advised in January 2021 that the job description would be amended to be consistent with the revised contract so that it reflected the higher level of service being provided, and that this would likely result in higher costs for AVICC. As of June 2022 the job description has not yet been updated to reflect the higher level of work performed in the contract signed in January 2021, and still reflects an administrative position. AVICC has been receiving a higher level of service than the costs reflected in the contract.

Mr. Brown outlined three options for service based on his understanding of direction received from President Cote on their June 20th phone call. If these are not the options that AVICC wishes to pursue he should be advised as soon as possible as there is a desire to move ahead with the job posting. The options decided in the phone call between Mr. Brown and President Cote were:

1. The status quo – this would not have any changes to the services currently in the UBCM-AVICC service agreement, but said service agreement would be updated to reflect the outcomes of the UBCM internal classification review. It would also move the FTE allotment from .83 to 1.00.
2. Updated service agreement/job description that removes event planning, provided at 1.00 FTE.
3. Updated job description and AVICC becoming the employer.

He further advised that, for all options, UBCM has no capacity to provide a physical office space. However, UBCM could still provide office support if and when needed – servers, physical file storage, printing, boardrooms, etc. This would be reflected in a reduction to the current \$600/month change.

Currently, UBCM also provides financial operations support at no charge to AVICC. This support has not been valued (calculated) in the past, but is worth noting and calculating to support future decisions by either AVICC or UBCM.

Liz Cookson noted that AVICC has hired event assistance in the past, and that this has been organized by AVICC staff and was not a UBCM responsibility. Event assistance could include logistics such as arrangements for facilities, audio visual, catering, and trade show set up. AVICC should keep the functions of resolutions procedures and management, election procedures and management, speaking notes, AGM operation, and sponsor relationships with the AVICC staff person.

President Cote requested that Executive members email her with any comments or questions about the proposed staffing options.

CONVENTION

2023 Convention Planning Update

Liz Cookson reviewed the planning in place for the 2023 convention in Nanaimo, including that support from the two host communities has been reconfirmed. Nanaimo was originally selected as the location for the convention in 2020 with host community support, and this has been rescheduled as a result of the pandemic.

She noted that she had discussed the hotel contracts with President Cote. While these were normally an operational matter, she had sought confirmation from President Cote that she could sign on behalf of AVICC given that she was no longer on staff. This had been confirmed by President Cote, and was further confirmed by Executive members at the June 24th meeting.

The Executive discussed potential keynote speakers and sessions for 2023. Gregor Robertson and Josie Osborne were identified as possible speakers. President Cote requested the Executive members email her with suggestions of keynote speakers with links to online presentations, and that this would be discussed at the next meeting of the Executive on August 5th.

On motion by Director St-Pierre, seconded by 2nd Vice President Craig,
That the report on planning for the 2023 Convention be received was

CARRIED

Hybrid Convention

There was general discussion by Executive members on options and desirability of a virtual add on to the in person convention format. A high level cost estimate had been provided by Encore, the usual AV provider for AVICC conventions. Liz Cookson confirmed that either Encore or the inhouse AV provider at the Vancouver Island Conference Centre could provide AV services in Nanaimo, and that the new staff person for AVICC could direct either firm to provide additional AV to provide a hybrid option based on direction from the Executive.

On motion by EA Representative McMahon, seconded by Past President Morrison,
That the report on considerations and incremental costs for a hybrid convention be received was

CARRIED

AVICC Lunch at UBCM Convention

Liz Cookson reviewed the proposed program for the Wednesday AVICC lunch held during the UBCM convention. The program would include greetings from the Premier (if he accepted the invitation), invitation from the 2023 host community representatives, and an opportunity for candidates for UBCM from the AVICC region to give a candidate speech.

On motion by Past President Morrison, seconded by 2nd Vice President Craig,
That the proposed program for the AVICC lunch at the UBCM Convention be approved was

CARRIED

POLICY

Report out from Sub-committee on Advocacy and Education Workshops

President Cote reviewed the discussion held on June 1st with the sub-committee made up of herself, 2nd Vice President Craig, Director Fowler and EA Representative McMahon. The Executive supported holding

an on-line education session in July, and possibly a second in the first two weeks of September prior to the UBCM convention. Potential topics were election preparation and identifying topics related to resolutions that came out of the 2022 convention.

Liz Cookson left the meeting at the scheduled end time of 12:00 pm.

On motion by Past President Morrison, seconded by 2nd Vice President Craig,
That the verbal report on the sub-committee on advocacy and education workshops be received for information was CARRIED

Update on Southern Resident Killer Whale Indigenous and Multi-Stakeholder Advisory Group

2nd Vice President Craig is AVICC’s representative on the Southern Resident Killer Whale Indigenous and Multi-Stakeholder Advisory Group. She provided an update to the Executive on the activities of the Group, and regulations in place for boaters and fishers in 2022.

On motion by 2nd Vice President Craig, seconded by Director Fowler,
That the update from 2nd Vice President Craig on the Southern Resident Killer Whale Indigenous and Multi-Stakeholder Advisory Group be received and posted to the AVICC website was CARRIED

NEXT MEETING

The next meeting of the Executive is set for August 6th from 9 am to noon to be held by Zoom.

ADJOURNMENT

At 12:15 pm, on motion by Past President Morrison, seconded by Director Fowler
That the meeting be adjourned was CARRIED