



**MINUTES OF A MEETING
OF THE ASSOCIATION OF VANCOUVER ISLAND
AND COASTAL COMMUNITIES EXECUTIVE
HELD FRIDAY, JANUARY 13, 2023, 9:00 am
Held electronically via 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: Theresa Dennison, AVICC Executive Coordinator

President Cote called the meeting to order at 9:06 a.m.

1. ADOPTION OF AGENDA AND MINUTES

a. AGENDA

On motion by Director Hall seconded by Director St-Pierre
THAT the agenda for the January 13, 2023 meeting be adopted was CARRIED

b. MINUTES

On motion by 2nd Vice President Craig, seconded by Director St-Pierre
THAT the minutes of the December 16, 2022 meeting be adopted was CARRIED

2. PRESIDENT'S REPORT

a. AVICC President's Verbal Report

President Cote asked Past President Morrison to share information about the Oceans Protection Plan Dialogue Forum agenda advisory committee meeting that took place on January 10, 2023. The forum is taking place in February 2022, and Transport Canada is planning a very fulsome agenda, and the event will be held both in-person and virtually. They are trying to create linkages between the Federal Government/OPP to the Province and local governments- dealing with many topics relevant to the oceans. They asked the advisory committee for input on potential rapporteurs for the end of each day that can observe and listen, and report out their perspectives on what they heard at the forum. Travis agreed that we can forward his name to the organizers as a potential rapporteur representative for AVICC.

Staff was directed to send contact info for all AVICC Executive to the OPP Dialogue Forum organizers. After the forum, it may be beneficial to have someone come and speak to it at an AVICC Executive meeting.

On motion by Past President Morrison, seconded by Director St-Pierre
THAT the President's Report be received was CARRIED

b. Bus Service Concerns

President Cote shared a communication between herself and Minister Josie Osborne, MLA-Mid Island-Pacific Rim, regarding the discontinued bus service from the rural communities located West and North on Vancouver Island. As of January 1, 2023, the “Wheels for Wellness” program has ceased service to the West Coast- this service provided reliable, cost-effective transportation for residents requiring non-emergency medical care in the southeastern part of Vancouver Island. There is not currently a program in place that provides transportation for residents who need transportation to Nanaimo or Victoria from these rural communities, nor is there a public transit system in place. In the short-term, the Province is working with the private sector to provide a short-term solution, and Minister Osborne has indicated that longer-term solutions will require more collaboration and work. Minister Osborne has indicated that she has been in communication with Rob Fleming, Minister of Transportation, regarding this issue. Recently Island Link announced that it will be providing a partial service starting at the end of the month, but this is not a long term or consistent solution.

Director Fowler joined at 9:22 am.

MLA Osborne has indicated that she has committed to provide Minister Fleming with more details, and then the work can begin to explore next steps. She has also recommended that AVICC report out that the Province is aware of the issue, and that there is a great level of interest to find a short-term and longer-term solution. There may be value in AVICC submitting a resolution. The Health Network has integrated transportation into their session proposal for our convention. When we are looking at bus services, we are looking at traditional models. It was also noted that it would be good to know if it’s possible to offer cellular service in remote highways for safety reasons. It was recommended that the Health Network session at our convention touch on items like rideshare in remote communities. Communities are so different from one another, and it is important to acknowledge that the need varies between communities. Ridership on busses declined due to COVID, and then never returned to pre-COVID levels. To solve this issue of bus service from a municipal level, the costs are extremely high, which makes it impossible. Is it our role to facilitate a discussion. There are already a lot of cars in communities, so rideshare is likely a more viable solution, but it relies on volunteered time and location/distance of the required transportation service. The Health Network in Alberni-Clayoquot did a lot of research on options and costs, and have sent it to the federal and provincial governments, but there have been no concrete solutions.

Director Hall expressed that he would reach out to UBCIC to discuss transportation safety in Indigenous communities.

On motion by Past President Morrison, seconded by Director Fowler
THAT the report on bus service concerns be received;

THAT the AVICC Executive direct staff to work with President Cote to send out a communication to members requesting stories and input about rural transportation issues to share with Minister Osborne; and

THAT AVICC set up a meeting with MLA Osborne, MLA Babchuk and Minister Fleming to discuss the stories submitted was CARRIED

There was a discussion about a more organized approach to advocacy and that we further this discussion after the 2023 convention. There should be a discussion about developing an advocacy policy that references resolutions to ensure that the advocacy issues are supported by membership.

The Executive took a break from 9:54 am-10:03 am.

3. CONVENTION

a. 2023 AVICC Convention- Program Planning

Theresa Dennison provided a report on program planning for the 2023 AVICC AGM & Convention, requesting that decisions and direction be provided regarding the program. At the December 16, 2022 meeting, the AVICC Executive provided their initial feedback on the session proposals submitted by the December 9th deadline, and directed staff to conduct further research on several proposed sessions. This report provided the results of the research and session development conducted by staff.

Within the proposed program, there are 3 plenary sessions, and 6-8 workshop sessions that need to be identified.

The Executive identified the following proposals to be confirmed as plenary sessions:

- *Indigenous Relationships with Local Governments* for the **Sunday Morning Plenary** session. We should ensure that we touch on the treaty system, including existing modern treaties, the difference between reconciliation and treaty, and other issues that may be discussed- including what can be spoken about and what cannot. The interpretation about reconciliation is different between communities. The session would focus on the break-down of communications between indigenous communities and local governments. Local governments should be there for Canadian citizens, indigenous or not. Ensure that we start with an introduction. The CVRD has a good example of positive working relationships with Indigenous Communities. Staff was directed to work with Travis on the title.
- *Managing Emergencies – Increasing impacts on Regional Districts* for the **Friday Afternoon Plenary** session. It was recommended that we research what Courtney Kirk from CCRD has done to create an emergency management plan within the region between province, local government, and First Nations communities
- *Traditional and Social Media Tips and Tricks for Electeds* for the **Saturday Morning Breakfast Plenary**
- *Three Emerging Risks Affecting Every Local Government Today* was identified as a potential back-up Plenary Session

It was recommended that we communicate that delegates divide and succeed; if there are multiple delegates from the same organization we should recommend that they attend different concurrent sessions. This can be communicated through the President's report, the brochure and the communications about registration. Ensure that Legislative reform session is available to as many delegates as possible, and recorded if possible.

The Executive identified the following Concurrent Sessions to take place on the Saturday afternoon:

- *Three Emerging Risks Affecting Every Local Government Today*
- *Growing New Farms on Vancouver Island*
- *Regional Collaboration in the Decade of Climate Action*- staff to work with CEA to

investigate if the Regional District of Nanaimo/ Comox Valley regional District proposal could be incorporated as a positive example.

- *The Evolving Role of Municipalities in Community Health*- staff to ensure that there is an “open space” component and that we include transportation challenges for rural residents
- *Attainable Housing Inspiration from Vancouver Island Communities*
- *Top 5 misconceptions about public libraries - what you need to know about their real impact!*- staff to work with the session organizer to update the title/topic to make it more provocative to attract those who aren’t aware of the impacts our libraries have on our communities, as well as the required costs.

On motion by Director Fowler, seconded by 2nd Vice President Craig

THAT the draft program be endorsed in principle with flexibility for the Executive Coordinator to adjust session timing based on responses from the session proponents; and

THAT the AVICC Executive direct staff to confirm the following pre-convention sessions for the 2023 AVICC AGM and Convention:

- a. The “Legislative Reform Initiative: Building the Case” proposal that was submitted by the Regional District of Nanaimo to be confirmed as a two-hour session for the Friday morning workshop session;
- b. The “Community Amenity Tour” proposed by the City of Nanaimo be confirmed for a Friday morning tour; and
- c. The “Tour of the Greater Nanaimo Pollution Control Centre” proposed by the Regional District of Nanaimo be confirmed for a Friday morning tour was CARRIED

On motion by Director Hall, seconded by 2nd Vice President Craig

THAT the AVICC Executive direct staff to confirm the following plenary sessions for the 2023 AVICC AGM and Convention:

- a. *Managing Emergencies – Increasing impacts on Regional Districts* for the Friday afternoon plenary session;
- b. *Traditional and Social Media Tips and Tricks for Electeds* for the Saturday morning breakfast plenary session;
- c. *Overview of Property Assessment & 2023 Assessment Roll* 15 minute session for the Saturday delegates lunch;
- d. *Indigenous Relationships with Local Governments* for the Sunday morning plenary session, to take place *before* the final resolutions session; and
- e. *Three Emerging Risks Affecting Every Local Government Today* as a back-up plenary session was CARRIED

On motion by Past President Morrison seconded by 2nd Vice President Craig

THAT the AVICC Executive direct staff to confirm the concurrent workshop sessions based on the feedback at the meeting, as well as input and availability for the Saturday afternoon of the 2023 AVICC AGM and Convention was CARRIED

b. 2023 Convention Planning Update and Decisions

Theresa Dennison presented a report that updated the AVICC Executive on the items for the convention, not relating to the program. She indicated that we are expecting the registration to be similar to last year. The convention budget and a conversation about registration fees will be

included later in the meeting. Updates were provided regarding provincial and local First Nation representation, the tradeshow, and the banquet.

Starting last year, AVICC provided a donation to a charity recommended by the host community in lieu of speaker gifts, and staff have indicated that this practice will continue for 2023. There was a discussion about delegate prize draws, and that last year, due to economic hardships, the host community did not reach out to local businesses for prize donations. Sponsors will be given an opportunity to provide door prizes.

There was a conversation about the AVICC elections, and staff advised that voting would be done electronically, as it was in 2022. Previous to 2020, candidates provided speeches in-person at the convention. In 2021 and 2022, candidates recorded speeches to be posted online in advance of the convention. There was a discussion about candidate speeches, and that the recorded candidate speeches were well received, potentially offering the off-the-floor nominations to record and post speeches on the website on the day they are nominated. There are people who are unable or uncomfortable recording speeches, but the in-person speeches are historically not well attended.

It was discussed whether the nominations for all of the positions should happen on the Friday afternoon or Saturday morning, to allow time for off-the-floor noms to record their speeches? When the Nominating Committee chair does his report he can explain the process. It was determined that we should leave the program status-quo to allow those not elected as table officers to be nominated as Directors.

Some of the Executive expressed that the online speeches are not the same as presenting in person. We will review the process again for next year.

On motion by Past President Morrison, seconded by Director St-Pierre
THAT the election is held electronically and candidate speeches be delivered online for the 2023 convention and that nominations from the floor be encouraged to record a speech to be posted online during convention was CARRIED

There was a conversation about offering communities booths at the trade show, starting in 2024. This should be mentioned in the President's report. It is important to meet in person for convention, but now that attendance has outgrown many communities in the region, perhaps they would like to be offered an opportunity to showcase their communities at the trade show.

Voting for the resolutions sessions was discussed. Staff spoke to UBCM staff about any research they have done regarding online voting for resolutions. Their clicker system failed at the 2022 UBCM convention, and they ended up hand votes and standing votes. UBCM has investigated replacing the existing clicker system, or renting a clicker system for next year, and the cost for those options is prohibitive. The online system that we use for our elections can also be used for resolution voting at an additional cost, although there are several risks and implications associated with this option. Voting members would have to have their own devices, or we would have to have some on-hand available for those who do not. There is always the risk that a device isn't working properly, or that a user is not familiar with similar technology, and since the app would only be used for resolutions where the vote is close, there would be a delay as staff entered the resolution into the system.

On motion by past President Morrison, seconded by EA Representative McMahon
 That voting on resolutions be conducted with voting cards and standing votes when necessary
 was CARRIED

On motion by Director St-Pierre, seconded by Director Fowler
 THAT AVICC hire the band "Time Well Wasted" for the banquet at the 2023 convention was
 CARRIED

On motion by Director Fowler seconded by EA Representative McMahon,
 THAT the convention update report be received for information was CARRIED

4. FINANCIAL

a. Proposed 2023 Budget

Theresa Dennison provided a report and draft 2023 budget for consideration by the AVICC Executive. She indicated that an interim year-end report would be provided at the February meeting, and that the association is in a good position financially.

She reviewed the process AVICC follows to prepare budgets: the budget is set so that profits from the convention offset losses from general operations for a net zero budget. Costs related to the website, Executive meetings, and the UBCM contract (Executive Director's position, office space, postage, phones, supplies, etc.) are recorded against general operations rather than against the convention. The key drivers of the budget are the convention registration fees, member dues, sponsorship revenue, costs of holding the convention in a particular community, and any extra advocacy work anticipated for the year. In addition, since AVICC will be moving away from UBCM in August 2023, there were estimated expenditures associated with the transition, and operational costs that were previously included in the UBCM contract.

Theresa Dennison reviewed the assumptions used to prepare the draft budget. The key assumptions included:

CONVENTION RELATED ASSUMPTIONS:

- With the removal of speaking opportunities for "group 2" and "group 3" sponsors, and the limit on number of trade show booths in the space, sponsorship revenue is anticipated to be lower than in 2022 at an estimated \$69,000 including trade show revenue.
- Registration is anticipated to remain the same as in 2022 at 300 delegates
- A \$30 increase in conference registration from last year (including \$20 for business sessions, and \$10 for the banquet)
- Resolutions voting by hand-vote and standing-vote
- We continue the practice of not printing the Annual Report and Resolutions Package
- That AVICC Staff can hire an event coordinator to assist onsite at the event, and in the days leading up to the event
- That the Keynote Speaker be funded through the TAC Reserve Fund

GENERAL BUDGET ASSUMPTIONS:

- A 5% member dues increase, and an increase for minimum dues level from \$350 to \$375
- That the Executive meet twice in person and 5 times virtually per year
- The "UBCM Contract" line was used to reflect staff compensation only
- That items like phone, email services, software, printing, bookkeeping/accounting, office supplies, postage, and data storage be included in the budget in light of the transition
- That there is no change in the level of planned advocacy work as what was anticipated

for 2022.

Concerns were expressed about increasing dues for membership fees due to the fact that we show a net profit due to convention. It was also pointed out that we are transitioning away from UBCM in August, and that there are many estimated and potential unanticipated costs associated with the transition. It was determined that an increase in membership fees is warranted, as we are still one of the most affordable area associations. There was general support for the budget, as there are so many unknowns with transition

The meeting was extended by the Executive to 12:30pm.

On motion by Past President Morrison, seconded by Director Fowler
THAT the report on the budget be received, and the 2023 budget be approved was CARRIED

b. 2022 Audit Plan

Theresa Dennison referred to the audit plan prepared by KPMG that was distributed with the meeting package. Materiality is based on projected total revenues and will be finalized using total revenues as of December 31, 2022 once the year-end closing process has been completed. KPMG advised of a fee increase from \$6,500 to \$10,000 for 2022.

Theresa Dennison advised that at the March 17th Executive meeting the KPMG representative will join the meeting to review the audit outcomes and answer questions. If satisfied, the Executive will receive the audit findings report, and approve the audited financial statements for distribution to the membership.

On motion by Past President Morrison, seconded by Director St-Pierre
THAT the report on the 2022 financial audit and the audit plan prepared by KPMG be received;
and

THAT the Executive Committee members confirm they are aware of the six questions of inquiry laid out in the audit plan, and were encouraged to contact the auditors directly with any questions on the inquiries was CARRIED

5. POLICY/ ADVOCACY

a. AVICC Special Committee on Solid Waste Management

At the December 2022 Executive meeting, Theresa Dennison provided background information on the AVICC Special Committee on Solid Waste Management (the Committee) that was established in 2015. This item was tabled until the January meeting, and staff included the same information in this meeting's agenda package.

The Terms of Reference for the Committee require that the term is extended annually, and since the term was not extended beyond 2021, the Committee no longer exists. This is consistent with the direction provided by membership that was endorsed by resolution at the 2022 AVICC AGM and Convention, to "...not take on the roles of: lead/organizer for committee work and initiatives..."

The funding model for the Committee included contributions from each participating Regional District, and was calculated with a \$500 flat contribution, as well as a contribution based on the % of waste disposed by each Regional District. The final contributions were made in the summer

of 2019, with a total contribution amount of \$12,500. AVICC is currently holding \$12,374 in reserved contributions from participating regional districts that is restricted for the activities of the Special Committee on Solid Waste Management. There are two options on how these funds could be used:

1. To fund workshops to help transition this committee to a member led committee; or
2. returned to the regional districts that participated on the committee based on the funding formula.

There was a conversation that recommended that we ask the participating Regional Districts what they would like to see as a next step for distribution of these funds. 1st Vice President Geselbracht suggested that we host a meeting to discuss the future of a member-led committee and what to do with the reserve funds.

On motion by 2nd Vice President Craig, seconded by Director Fowler
THAT the AVICC Executive receive this report for information; and

THAT the Executive direct staff to work with 1st Vice President Geselbracht to arrange a follow up meeting with participating Regional District staff and elected officials to discuss the Special Committee on Solid Waste Management reserve funds was CARRIED

6. Next Meeting

The next meeting of the Executive is set for February 3, 2023 from 9:00 a.m. to 12:00 p.m. by Zoom

ADJOURNMENT

At 12:28 on motion by Director St-Pierre, seconded by Director Fowler
THAT the meeting be adjourned was

CARRIED