



**MINUTES OF A MEETING  
OF THE ASSOCIATION OF VANCOUVER ISLAND  
AND COASTAL COMMUNITIES EXECUTIVE  
on FRIDAY, March 17th, 2023, 9:00 a.m.  
Held electronically via 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

**ABSENT:** 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 9:05 a.m.

**1. ADOPTION OF AGENDA AND MINUTES**

**a. AGENDA**

President Cote suggested the following amendment to the agenda

- Add a delegation to item 6(a) on the agenda. Jordan Brears, A/Manager, Oceans Protection Plan, Pacific Regional Engagement Team, Transport Canada, has offered to provide a presentation to the AVICC Executive to support the information provided about the Salish Sea Strategy Initiative; and
- Move the President's Report to later in the meeting.

On motion by Director Hall seconded by 2<sup>nd</sup> Vice President Craig  
THAT the agenda for the March 17, 2023 meeting be adopted as amended was **CARRIED**

**b. MINUTES**

On motion by 2<sup>nd</sup> Vice President Craig seconded by Past President Morrison  
THAT the minutes of the February 3, 2023 meeting be adopted was **CARRIED**

**2. FINANCIAL AND ADMINISTRATION**

**a. 2022 Audited Financial Statements**

**DELEGATION – 2022 Audit – Liette Bates-Eamer, Partner, KPMG**

Ms. Liette Bates-Eamer, Audit Engagement Partner from KPMG joined the meeting to review the 2022 Audited Financial Statements and present the Audit Findings Report. She advised that the financial statements present fairly in all respects, and that KPMG was again able to provide a clean, unqualified opinion. Once approved, we will be in a position to sign the balance sheet, and representation letter. The report included a list of all of the adjustments that have been made; the audit did not identify anything that was left uncorrected.

The Executive asked about standards for non-profit societies that show a surplus, and for advice on what is appropriate for AVICC to have in savings and investments. KPMG recommended that  
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it was important to note that when there are surpluses, that we specify what the Board or Committee has decided to do with the additional money. It is important to have these discussions and make a plan to spend the funds. It is recommended that non-profits have a certain amount of funds available in savings/investments, such as an operating contingency fund; the Executive should determine an appropriate amount. Consideration should be given to level of risk in an organization. Perhaps for AVICC it would make sense to have enough in savings to operate without revenue for a year, or to run a convention without sponsors, but this is a conversation that should be had by the Executive.

On motion by 1<sup>st</sup> Vice President Geselbracht, seconded by Director Hall  
THAT the KPMG Audit Findings Report be received and the Draft Financial Statements of the Association of Vancouver Island and Coastal Communities, Year Ended December 31, 2022 as provided by KPMG be approved;

THAT President Cote and Past President Morrison sign on behalf of the Board, and

THAT the financial statements be brought forward to the membership at the Annual General Meeting was CARRIED

### 3. RESOLUTIONS

#### a. 2023 Resolutions Received with UBCM Comments

President Cote welcomed UBCM Executive Director, Gary Maclsaac to the meeting, and thanked him for joining to assist with the discussion on the 2023 resolutions.

Theresa Dennison advised that the Executive is meeting as the Resolutions Committee, and can amend the comments and recommendations provided by UBCM policy staff before endorsing the resolutions that will go forward for consideration by AVICC members. The resolutions in Part 2- Section A, the Endorse block, reflect previous UBCM policy, and the comments provide information on whether the issue covered in the resolution has come forward to UBCM previously, and what the decision of the UBCM membership was when previously considered. Resolutions in Part 2- Section B, the not endorse or no recommendation block, are resolutions that aren't consistent with current policy (not endorse) or resolutions on new issues so that the members can decide the outcome by debate and vote (no recommendation).

There were a number of resolutions submitted that were regional in nature, a third section – Part 3- was created this year, and it is up to the AVICC Resolutions Committee to determine a recommendation for those resolutions. UBCM has included the history and policy information in the comments for those resolutions and has indicated that if the resolutions remain as written and are endorsed, they will not be forwarded to UBCM for consideration or action. Instead, they would remain with AVICC where they may be actioned. For these resolutions, the AVICC Resolutions Committee has a few options:

- Provide a recommendation of endorse, not endorse, or no recommendation to the resolutions as they are written. They would then remain in “Part 3- Regional Resolutions” and be grouped in the appropriate sections based on the recommendation.
- Suggest an amendment to the resolution that makes it non-regionally specific, and make the recommendation of “Endorse with proposed amendment”. It should be noted that the Resolutions Committee can only amend a resolution if they are recommending “endorse”. If this happens, the resolution will be moved out of the “Regional Resolutions” section, and into Part 2- Section A for consideration by membership. If

AVICC membership endorses the resolution with the proposed amendment, it would then be submitted to UBCM for consideration

Mr. MacIsaac provided an overview of the process UBCM follows to arrive at the comments and recommendations. Resolutions that reflect current UBCM policy typically have a recommendation to endorse. Resolutions on new issues typically have no recommendation and the membership decides the outcome by debate and vote. If there are policy implications, for example, things that the members should consider before voting, those will be noted in the comments. The Executive reviewed the resolutions with a focus on whether the recommendations were accurate and were supported by the Executive.

Director Hall left the meeting at 9:36am and returned at 10:15am.

On motion by EA Representative McMahon seconded by 2<sup>nd</sup> Vice President Craig THAT the Resolutions Committee recommendation for resolution #32: "Enable Electronic Attendance at Conventions" be changed to "no recommendation"; and

THAT information be added to the comments about research that has been conducted by AVICC staff regarding the possibility of holding a Hybrid convention was CARRIED  
(Past President Morrison and President Cote opposed)

On motion by EA Representative McMahon seconded by Past President Morrison THAT the Resolutions Committee recommendation for resolution #33: "Vancouver Island Health Attraction and Retention" be changed to "endorse with proposed amendment" and be removed from the regionally-specific group; and

THAT the title be changed to "BC Health Attraction and Retention"; and  
THAT the following amendment be to the enactment clause be proposed:

"Therefore be it resolved that AVICC and UBCM request that the Province of BC continue to support ~~Vancouver Island Health~~ **Regional Health Authorities** by increasing the health budget for nursing and physicians attraction and retention, as well as including opportunities for all other emerging health care providers, such as physician assistants."

was CARRIED

President Cote thanked Mr. MacIsaac for his participation in the meeting.

Mr. MacIsaac left the meeting at 10:47am.

On motion by 1<sup>st</sup> Vice President Geselbracht, seconded by 2<sup>nd</sup> Vice President Craig THAT the Resolutions Committee recommendation for resolution #34: "Vancouver Island Housing Plan - Responding to the Homelessness Crisis" be changed to "no recommendation"; and  
and  
THAT comments be added that indicate that we have noted that this resolution does not include Regional District Chairs, that this has been identified as a provincial issue and that the UBCM Housing Summit outcome is unknown at this time and that should this resolution be endorsed as written, AVICC cannot direct UBCM was CARRIED  
(Past President Morrison opposed)

On motion by 1<sup>st</sup> Vice President Geselbracht, seconded by EA Representative McMahon THAT the recommendation for resolution #35: "Provision of Energy for Commercial Agriculture" be changed to "no recommendation" was CARRIED

On motion by 2<sup>nd</sup> Vice President Craig, seconded by Director Fowler

THAT the Resolutions Committee recommendation for resolution #36: "Planning Tools for Habitat Protection" be changed to "endorse with proposed amendment" and be removed from the regionally-specific group; and

THAT the following amendment be to the enactment clause be proposed"

"Therefore be it resolved that ~~AVICC~~ **UBCM** request the provincial government establish a working committee, with local government representation to establish a comprehensive set of urban planning and development guidelines that align with the Kunming-Montreal Global Biodiversity Framework's goals and targets, and recommendations to implement this framework to regulate development at the local level in ~~AVICC~~ **UBCM** member communities and combat the loss of natural habitat ~~on Vancouver Island in BC~~, with a goal of protecting 30% of natural environment and coastline."; and

THAT comments be added to indicate that if the resolution is endorsed as originally written, that the requested meeting facilitation is beyond the scope of AVICC's advocacy objectives, and AVICC staff's capacity, other than making a written request to the Province was CARRIED

On motion by 2<sup>nd</sup> Vice President Craig, seconded by EA Representative McMahon

THAT the committee make the recommendation of "endorse" for resolution #37: "Watershed Security Strategy and Fund" was CARRIED

On motion by 2<sup>nd</sup> Vice President Craig, seconded by Director Fowler

THAT the committee make the recommendation of "endorse" for resolution #38: "E&N Land Grant Biodiversity and Restoration" was CARRIED

On motion by 2<sup>nd</sup> Vice President Craig, seconded by Director Fowler

THAT the committee make the recommendation of "endorse" for resolution #39: "Recapitalization of Island Coastal Economic Trust" was CARRIED

On motion by Director Fowler, seconded by 2<sup>nd</sup> Vice President Craig

THAT the following amendments be made to the 2023 AVICC Resolutions Book:

1. "Part 1- Referred Resolutions" be removed from the Book, and that resolution #1: "Expansion of the Recycling Regulation to Include Industrial, Commercial and Institutional Packaging and Printed Paper Recyclable" be moved to "Part 2 Section A" with a note in the comments that it was referred as a late resolution from UBCM;
2. The first sentence of the proposed amendment for the enactment clause for resolution #2: "BC Emergency Health Services/Demands on Local Governments" be "*Therefore be it resolved that the AVICC **and** UBCM urge the Ministry of Health...*"
3. Comments be added to resolution #31: "Fossil Fuel Corporate Sponsorship of UBCM and AVICC" that indicate the potential impact on the AVICC convention should membership wish to remove Fossil Fuel sponsorship;
4. "Part 3- Regional Resolutions" be moved to the beginning of the Book, to be renamed "Part 1- Regional Resolutions"; and

THAT the resolutions in the Resolutions Book be re-numbered according to the changes made by the AVICC Resolutions Committee at the March 17, 2023 meeting was CARRIED

On motion by Director Fowler, seconded by 2<sup>nd</sup> Vice President Craig  
THAT the resolutions be brought forward to the membership at the Annual General Meeting as  
amended was CARRIED

#### 4. CONVENTION

##### a. 2023 Convention Update and Draft Program

Theresa Dennison shared an update on the progress of planning for the 2023 AVICC AGM & Convention, including a draft program, which will be shared with members after the meeting. The program remains in draft status until shortly prior to the convention to allow for modifications due to speaker availability and potential emergent issues.

There are several items that would benefit from Executive direction, including Provincial Speakers, Resolution Session logistics, a possible sponsorship change request, the speaker gift donation charity, and the Delegate Evaluation Form.

##### **Provincial Speakers**

Invitations were sent to Premier David Eby and Minister of Municipal Affairs, Anne Kang, to address our delegates as part of the convention program. Premier Eby is unavailable to attend, and Minister Kang's staff are currently checking her availability. Minister of Social Development and Poverty Reduction, Sheila Malcolmson, who is also the MLA for Nanaimo, has indicated that she will be attending our convention, and has enquired about speaking opportunities.

On motion by Director Fowler, seconded by 2<sup>nd</sup> Vice President Craig  
THAT Minister Sheila Malcolmson be invited to address the delegates at the 2023 AVICC AGM & Convention was CARRIED

##### **Resolution Session Logistics and Executive Participation**

A review of the resolutions submitted by members was conducted earlier in the meeting. There are three 45-minute resolutions sessions taking place on the Saturday and Sunday mornings of the convention. An outline of the proposed schedule for Executive participation was provided for consideration.

In addition, members of the Executive are asked to attend the various sessions, to ensure there is an Executive presence at all sessions, and to introduce the panelists or speaker. Staff is requesting that if there are specific sessions in the program that the members of the Executive would like to attend, that they email this information to staff.

On motion by EA Representative McMahon seconded by 2<sup>nd</sup> Vice President Craig  
THAT the process for the resolutions sessions be confirmed as outlined in the Convention Update Report provided by the Executive Coordinator was CARRIED

##### **Potential Sponsorship Name Change**

Shaw Communications has been a valued sponsor at the AVICC convention for many years. Rogers Communications and Shaw Communications are currently in the process of a business merger, with a deadline of the end of March, at which point Rogers would acquire Shaw. This would mean that the sponsorship commitment for the 2023 AVICC Convention would be coming from Rogers Communications instead of Shaw Communications. The AVICC Sponsorship policy requires that the Executive approve any for-profit sponsors each year, and the majority of these

approvals, including an approval for Shaw Communications, were provided at the October 28, 2022 meeting.

On motion by 2<sup>nd</sup> Vice President Craig, seconded by Director Hall  
THAT Rogers Communications Inc. be approved as a new sponsor, replacing Shaw Communications for the 2023 AVICC AGM & Convention if requested was CARRIED

### **Speaker Gift Donation Charity**

At the January 13, 2023 Executive Meeting, the Executive decided that AVICC make donations to charities, recommended by the host city, in lieu of presenting physical speaker gifts for the 2023 convention. In 2022, \$600 was donated on behalf of our speakers. Staff approached the City of Nanaimo and the Regional District of Nanaimo to determine a suitable local charity to receive this donation. Both the City and RDN have recommended that funds be donated to the “Loaves & Fishes Food Bank”. This organization, based in Nanaimo, was established as an independent charity in 1996, and provides food to community members in need from Nanaimo to Port Hardy.

The Executive would like to increase the donation to \$100 per speaker. The City of Nanaimo and Regional District of Nanaimo provide this donation on behalf of AVICC as part of their Host Community commitment. The Executive directed staff to have this conversation with staff at the Host Communities. In addition it was recommended that we offer Loaves and Fishes the opportunity to provide information and accept donations (via QR code or web-site link) at the convention.

On motion by Director Fowler, seconded by EA Representative McMahon  
THAT Loaves and Fishes be approved to receive a donation in lieu of Speaker Gifts for the 2023 AVICC AGM & Convention was CARRIED

### **Delegate Evaluation Form**

Historically, the delegate evaluation form is distributed to delegates on Sunday morning, and delegates are asked to complete the form, and place it in designated boxes located at the registration desk. These forms are used for the Grand Prize Draw at the end of the convention, which has been confirmed as a prize pack from BC Ferries. At the February 3, 2023 Executive Meeting, staff was asked to add a question about the AVICC Sponsorship Policy to the Delegate Evaluation Form, and to bring a draft of this form for consideration at the March 17<sup>th</sup> meeting. The draft of the 2023 Delegate Evaluation Form was provided.

On motion by 2<sup>nd</sup> Vice President Craig, seconded by EA Representative McMahon  
THAT the 2023 Delegate Evaluation Form be approved as presented with the Executive Coordinator’s March 17, 2023 report including the following revisions:

- (a) That the language on the form indicates that the survey is restricted to AVICC member elected officials
- (b) That the question be changed from “...recommendations to changes to this policy” to “...comments regarding this policy” was CARRIED

The Executive recommended that we mention the Evaluation Form in the President’s address, and throughout the convention.

On motion by Director Fowler seconded by EA Representative McMahon  
THAT the Convention Update report be received was CARRIED

## 5. ADVOCACY

### a. Intro Discussion of the Oceans Protection Plan Salish Sea Strategy Initiative

**DELEGATION- Jordan Brears, A/Manager, OPP Pacific Regional Engagement Team, Transport Canada**

President Cote welcomed Jordan Brears, from the Oceans Protection Plan (OPP) Branch of Transport Canada, and thanked him for making the time to present information about the Salish Sea Strategy (SSS) Initiative with the AVICC Executive. Mr. Brears shared a presentation that provided information about the history of the OPP noting that it was launched in November 2016 for an 5-year term, and that it was recently extended for an additional 9 years, supported by federal funding. One of the new initiatives that is part of this 9-year extension is the Salish Sea Strategy. The intended outcomes of the SSS include building awareness of existing work, enhancing collective efforts and cohesion among partners, and providing the opportunity for engagement. To meet these outcomes, the plan is to establish a Joint Planning Committee, to deliver two conferences in the next 4 years, and to develop a formal linking mechanism that will link regional concerns with existing work.

The inaugural meeting of the Joint Planning Committee on March 28 and the intent is to hold monthly meetings. Once the Committee has been formed, a Terms of Reference will be developed by the group to inform the purpose and direction of the Committee, as well as the initiative itself.

The Executive asked specific questions and brought up several points regarding coastal response strategies in their communities, the Shipping Act update, Ballast Water, Invasive Species, and the need for collaboration. Mr. Brears invited the Executive to reach out to him directly for assistance in answering some of these questions.

The Executive asked for more information about the details of OPP's request. It was confirmed that there is interest in having AVICC provide support with communications out to AVICC members, and to provide representation on the Joint Planning Committee. The Initiative is currently in the early stages, and further opportunities have yet to be identified. The goal is to create a base level of understanding across the region, and to inform stakeholder decision making processes. They will provide an opportunity for stakeholders to inform the OPP SSS Initiative and other work. There is a lot of work taking place that isn't directly in the purview of OPP but directly impacts and overlaps the work. One of the intents of this initiative is to create efficiencies within this work.

AVICC is uniquely positioned to be of a benefit to our members for initiatives like this by providing communication and engagement opportunities. It was identified that including one AVICC member on the Committee isn't completely representative of the region, but the Committee also needs to be manageable. Through Transport Canada, there is capacity grant funding for participation and travel to these initiatives.

Director Hall left the meeting at 12:59pm.

On motion by Director Fowler, seconded by EA Representative McMahon  
THAT the report Oceans Protection Plan Salish Sea Strategy Initiative be received was CARRIED

President Cote thanked Mr. Brears and indicated that the AVICC Executive would have further discussion at a subsequent meeting about appointment to the committee. The Executive acknowledged that the current Executive members that represent coastal communities are not located on the Salish Sea . Staff was asked to look at past practice regarding the appointment of members that do not sit on the AVICC Executive to external committees.

## **6. PRESIDENT’S REPORT- MOVED TO AFTER RESOLUTIONS**

### **a. AVICC President’s Verbal Report**

President Cote shared that she has had a busy month of meetings and conferences. She attended the Local Government Leadership Academy Elected Officials Seminar Series for AVICC in Nanaimo in February, and then the following day, she attended UBCM Executive meetings, with Minister of Municipal Affairs, Anne Kang, in attendance. She has worked with Staff to send out invites to the convention, and can confirm that other convention planning matters are well underway.

### **b. Creative Economy Conversations**

President Cote and Theresa Dennison presented a report that provides an update regarding a meeting they attended on February 21, 2023 with an organization called “Creative Coast” to discuss AVICC’s collaboration on an ongoing Creative Economy Initiative. This organization has been working to assemble people in the arts sector with the intent to create a means for collaboration. Creative Coast reached out to AVICC to discuss their initiative, and to request that AVICC come onboard with the conversation. They are not requesting funding from AVICC, they are looking for collaborators and assistance in getting their information to local governments.

There was a conversation about the role of local government in this initiative- the response at local governments on this subject is quite varied. It was suggested that it may be beneficial to have them present at a future AVICC Executive Meeting to share more about local government initiative. It was also identified that further conversation should take place regarding whether it is appropriate for AVICC to become involved in initiatives by non-government organizations, as the objectives may not be supported by all members, and there may be the perception that AVICC’s involvement indicates endorsement.

On motion by Director Fowler seconded by Past President Morrison  
THAT the President’s Reports be received was

CARRIED

## **7. Next Meeting**

The next meeting of the AVICC Executive is set for April 13th, 2023 Vancouver Island Conference Centre, Lunch to be provided, Room TBD

## **ADJOURNMENT**

At 1:13pm on motion by Director Fowler, seconded by EA Representative McMahon  
THAT the meeting be adjourned was

CARRIED