



**MINUTES OF A MEETING
OF THE ASSOCIATION OF VANCOUVER ISLAND
AND COASTAL COMMUNITIES EXECUTIVE
on MONDAY, July 24, 2023, 9:00 a.m.
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 Donna McMahon, Sunshine Coast RD, Electoral Area Representative
Councillor Sarah Fowler, Village of Tahsis, Director at Large
Councillor Janet Dorward, District of Port Hardy, Director at Large
Director Travis Hall, Central Coast RD, Director at Large
Director Ian Morrison, Cowichan Valley RD, Past President

STAFF ATTENDANCE: Theresa Dennison, AVICC Executive Coordinator

President Cote called the meeting to order at 9:03 a.m.

1. ADOPTION OF AGENDA AND MINUTES

a. AGENDA

A recommendation was made to move item 5(a) to come after the President's Report
On motion by EA Representative McMahon seconded by 1st Vice President Geselbracht
THAT the agenda for the July 24th, 2023 meeting be adopted as amended was CARRIED

b. MINUTES

Two clerical errors were noted
On motion by 1st Vice President Geselbracht, seconded by Director Fowler
THAT the minutes of the June 16th, 2023 meeting be adopted was CARRIED

2. PRESIDENT'S REPORT

President Cote provided an update on her activities since the last meeting. We have completed the Executive Coordinator contract, and transition is well underway. A meeting has been set up with Mayor Alto on August 18, 2023 to discuss the host community's role and vision for the 2024 AVICC AGM & Convention, and to talk about her presentation at the AVICC luncheon at the UBCM Convention. There have been letters sent out inviting the Premier to speak at our lunch. President Cote attended the UBCM Executive meetings July 13-14, and the Municipal Insurance Association meetings on June 22-23. She also worked with AVICC Staff on transition matters, attended the Solid Waste Management Committee meeting, and worked to request UBCM minister meetings to convey and discuss the regional resolutions endorsed at the 2023 AVICC AGM.

On motion by President Cote, seconded by Director Fowler
THAT the President's Report be received was CARRIED

5. POLICY

a. Vancouver Island and Coastal Communities Committee on Solid Waste and Circular Economy

In September 2014, the AVICC hosted, in partnership with nine regional districts, a solid waste management workshop that led to the establishment of the AVICC Special Committee on Solid

Waste (the Committee) in early 2015. The term of the AVICC Special Committee on Solid Waste was never renewed beyond 2021, and the Committee has ceased to exist.

At the January 13, 2023 AVICC Executive Meeting, the AVICC Executive determined that we ask the participating regional districts what they would like to see as a next step for distribution of these funds. AVICC Staff worked with 1st Vice President Geselbracht to arrange a meeting with the participating regional districts that took place on June 29, 2023. It was attended by staff and elected official representatives from eight out of nine of the participating regional districts, including AVICC President Cote, and AVICC staff. The draft minutes from this meeting were shared. 1st Vice President Geselbracht provided a presentation on the history of the Committee, and a proposal on how a member-led VICC Committee on Solid Waste and Circular Economy might function. The attendees supported the following recommendations as presented:

That the AVICC Special Committee on Solid Waste transition to a member-led Vancouver Island and Coastal Community Committee on Solid Waste and Circular Economy and that:

- i) The \$12,374 currently held in reserve with AVICC be transferred to a reserve fund held at the Regional District of Nanaimo for use by the new Vancouver Island and Coastal Community Committee on Solid Waste and Circular Economy;*
- ii) \$12,374 of AVICC Special Committee on Solid Waste Management reserve funds contributed by members be used to transition to a member-led committee and fund a base level of activity with a budget approved by the member-led committee at the next member-led meeting;*
- iii) A draft Terms of Reference for the member-led committee be circulated to member Regional District CAO's for feedback and be brought back to the member-led committee for approval; and*
- iv) AVICC First Vice President Geselbracht solicit proposals from member Regional Districts and Third-party organizations to act as secretariate to administer the member-led committee and bring proposals to the next committee meeting for review and selection.*

Following the meeting, AVICC staff sent a communication to meeting participants and the CAOs of the member regional districts that included the draft minutes, draft Terms of Reference and a draft RFP for administrative services for feedback. AVICC 1st Vice President Geselbracht will incorporate the suggested edits and send the updated draft Terms of Reference to the participating regional districts for Board approval, and appointment to the Committee. He will also gather proposals for administrative services and suggest a budget for the Committee. AVICC will facilitate one additional meeting after the member regional district boards have approved their appointments to the Committee. The Terms of Reference, proposals for administrative services, and draft budget will be shared for Committee approval at that meeting.

The transfer of the reserve funds, and the allocation of staff time must be approved by the AVICC Executive.

There was a conversation about the legality of transferring these reserve funds from AVICC to a member local government, and it was recommended that staff reach out to our auditors, KPMG, to confirm that this transfer would not cause any issues.

On motion by Past President Morrison, seconded by Director Fowler
THAT the AVICC Executive

1. receive the report on the Vancouver Island and Coastal Communities Committee on Solid Waste Management and Circular Economy;
2. direct staff to ask the auditor about the legality of transferring the \$12,374 currently held in reserve with AVICC for activities relating to the AVICC Special Committee on Solid Waste Management be transferred to the Regional District of Nanaimo to be held in reserve for use by the new Vancouver Island and Coastal Community Committee on Solid Waste and Circular Economy; and
3. approve the allocation of AVICC staff time to facilitate one additional virtual meeting for the Vancouver Island and Coastal Communities Committee on Solid Waste Management and Circular Economy was CARRIED

3. FINANCIAL AND ADMINISTRATION

a. Transition Considerations

Theresa Dennison presented a report that provided an update on the August 1, 2023 AVICC transition away from UBCM. The previous contract for staff services between AVICC and UBCM has been terminated effective July 31, 2023. The report included a draft transition budget and actions for Executive consideration and approval. The Executive reviewed each item on the proposed transition budget and action items.

At this time, it is anticipated that the Association's transition costs will be \$4,875 less than the approved transition budget. It is also anticipated that the annual costs to operate the organization will be \$2,532 more for the same service levels and support as provided by UBCM pre-transition (not including staff wages).

The approved 2023 budget included \$6,857 more in general expenses (not including staff wages, or the cost of the Audit) than the 2022 budget in anticipation of the increased costs resulting from the transition. It is now estimated that the impact the transition will have on the 2023 budget will be \$9,505, as compared to the costs under the UBCM contract. This calculation includes all one-time costs, annual and monthly subscription payments, and any other expenses that will be paid in 2023. This difference of \$2,648 will be added to an updated working budget that will be presented at the October meeting of the Executive.

At the June 16, 2023 meeting of the Executive, an updated working budget was presented that showed an estimated \$16,482 in profit for 2023. The Association is in a great financial position to move forward with the transition.

There are items that have been identified since the last Executive meeting that require additional approval of the AVICC Executive by resolution. These items, and recommended resolutions, are as follows:

Staff noted that an application has been submitted for a Visa Desjardins card with a limit of \$5,000. In the Fall, Coast Capital will be changing their credit card and a new application will be required. Due to the expenses that are not able to be paid by eTransfer relating to convention, a limit of \$10,000 has been requested.

On motion by Director Fowler, seconded by Director Hall

THAT the AVICC Executive authorize staff to increase the AVICC credit card limit to \$10,000.

was

CARRIED

There was a discussion about getting a card that accumulates points. Staff should review the benefits of the credit cards through the bank review process. It was also noted that point accumulations have accounting challenges can create accounting challenges.

The Executive were sent a copy of the employment contract for the Executive Coordinator. President Cote will send a thank you letter to Glen Brown at UBCM for his assistance with this contract, and throughout the transition.

On motion by EA Representative McMahon, seconded by Director Dorward
THAT the AVICC Executive approve the recommended employment contract for the AVICC Executive Coordinator, as presented with the July 24, 2023 Transition Update report was
CARRIED

There was a discussion about setting up recurring payments for payroll to avoid any delays resulting from the eTransfer process. The following has been recommended:

1. A recurring electronic transfer on the 15th and 30th of the month would be set up electronically by the Executive Coordinator, based on the net amount calculated by our Accountant, Kathleen Spalek.
2. The President or Past President would approve the recurring payment through the online banking platform.
3. Each quarter, our Accountant will calculate the payroll remittances, and reconcile the deductions paid to-date during that quarter. The Executive Coordinator will remit the payments based on these calculations.
4. If there is an overpayment or underpayment identified for the quarter, this amount will be approved by the President or Past President, and corrected via eTransfer.
5. The Accountant will ensure that the recurring payment amount is correct, and adjustments to the recurring payment can be made if needed, following the same approval process.

On motion by Director Fowler, seconded by Past President Morrison
THAT the AVICC Executive approve the recurring payroll payments for the AVICC Executive Coordinator, as well as the process for submitting payroll as presented with the July 24, 2023 Transition Update report; and

THAT the report on Transition Update be received for information was CARRIED

b. AVICC Executive and Staff Travel Expense Claim Form and Policy

Theresa Dennison shared the recently updated UBCM Executive Policy on Expenses, as well as the current AVICC Executive Travel and Expense Claim Form and Executive Policy on Expenses, most recently updated in 2021.

There was a conversation about the travel expense policy, and the impacts it has on the AVICC Executive when travelling to in-person meetings. Are the current per-diem rates and preparation rates in-line with inflation? The Past President recommended that we should re-evaluate the per-diem rates overall.

It was noted that we should avoid in-person meetings in the winter months, when inclement weather was more likely. The in-person meeting has been scheduled for October in 2023.

It was recommended that airfare be considered with the Executive Policy; travel should be booked with consideration given to the overall cost, but also travel time, reliability and efficiency.

Do we want to offer discounted or free convention registration for AVICC Executive Members? At the last UBCM meetings, it was brought up, and UBCM Executive members were told that they should participate as delegates attending the convention as much as possible, although in reality the Executive end up taking a more active role in the facilitation aspects of the convention.

1st Vice President Geselbracht left the meeting at 9:54 am.

There was a discussion about the President being compensated with an annual per diem/ stipend, as is the practice at UBCM. There was general support for this. The Executive was overall in favour of exploring per diem and meal amounts, and/or an annual stipend for the President. A Chair of a Board has many additional responsibilities to work with staff and this is an opportune time, during transition, to look at updating this.

Past President Morrison recommended that any changes to this policy should go before membership. Technically, the Executive could make these changes without member approval, but it is important to be transparent. Past President Morrison suggested that we may consider bringing a special resolution or communication to members at the next AGM, and that he would be willing to present it to members.

On motion by Past President Morrison, seconded by 2nd Vice President Craig THAT the AVICC Direct Staff to update the mileage rate included in the AVICC Executive Travel and Expense Form be updated from \$0.55 per km to \$0.61 per km was CARRIED

On motion by Director Fowler, seconded by 2nd Vice President Craig THAT the AVICC Executive Direct Staff to work with Past President Morrison to update the Policy to include updates similar to UBCM's policy with consideration of the following items:

1. Airfare, car and ferry travel policy
2. President Annual Per Diem
3. Executive Per Diem and Meal Amounts
4. AVICC Convention Discounts; and

THAT Staff present an updated draft Executive Policy on Expenses to a future meeting was CARRIED

4. CONVENTION

a. 2024 AVICC AGM & Convention Planning

Theresa Dennison presented a report updating the Executive on the status of the planning process for the 2024 AVICC AGM & Convention. The 2024 Convention will take place in Victoria and the host community and venue have been confirmed. The venue can support the Island Good program with respect to food and beverage services.

At this time, the host community, convention venue, banquet venue, accommodations, audio-visual, and catering have been confirmed. Sponsorship approvals will be discussed in a separate report in this meeting. Keynote Speakers, workshops and sessions as well as the budget and registration fees will be discussed at the October and December meetings of the Executive. It

was determined at the June 16, 2023 meeting that the Executive election for the 2024/25 term will be available to all AVICC voting members, and not restricted to those in attendance at the convention.

At the last meeting, AVICC Executive Members were asked to provide suggestions for Keynote Speakers. The following suggestions were made:

- Miles Richardson, Former Chief Commissioner
- Johanna Wagstaffe, CBC meteorologist, Author
- Jeff Lehman, former Mayor of Barrie
- Diane Kalen-Sukra, retired City Manager, Author
- John Jack, Huu-ay-uut First Nations Chief Councillor, Alberni-Clayoquot Regional District Chairperson
- Khelsilem (Dustin Rivers), Squamish Nation Councillor

The following additional recommendations were made at this meeting:

- John Horgan, former Premier of BC

Traditionally the budget for our Keynote Speaker has been \$5000, but all quotes will be presented to the Executive for consideration.

On motion by Director Fowler, seconded by EA Representative McMahon

THAT the July 24, 2023 report on 2024 Convention Planning be received for information was

CARRIED

b. 2024 Convention Sponsorship

On October 28, 2022, the AVICC Executive made updates to the AVICC Sponsorship Policy. The changes were made to define the three groups of sponsors more clearly, and to remove speaking opportunities from any sponsor that is not included in Group 1. As a result of the policy changes, the 2023 sponsorship contribution amount was impacted by \$7500 because of sponsors who either reduced their sponsorship amount or declined to sponsor the 2023 AVICC AGM & Convention.

Sponsorship for the 2023 convention, excluding tradeshow booth revenue, was \$70,500 compared to \$81,900 in 2022.

The recommendation for the Executive to approve sponsors for 2024 is based on the continued assumption that the 2024 Convention can be held in-person, with a continuation of event-specific sponsorship categories (e.g. banquet entertainment). The recommendation is to offer sponsorships to all previously approved sponsors from the 2019, 2020, 2021, 2022 and 2023 conventions. A list of 2023 Sponsors, categories, benefits, and contribution amounts was included for the Executive's review. In addition to last year's sponsors, the following organizations have been approved for sponsorship in the past 5 years:

- Telus Communications
- Vancouver Island University
- The Mining Association of BC
- BC Seafood Alliance
- Urban Systems
- Geoscience BC
- Pacific Coastal Airlines
- Corix Utilities

- The Truck Loggers Association

It was noted that the question about AVICC’s sponsorship policy on the 2023 AGM Evaluation form was inconclusive, and that the resolution requesting that fossil fuel companies be no longer eligible to participate as sponsors was defeated.

There was a discussion about the tradeshow as well. Staff will seek further direction from the AVICC Executive regarding complimentary booths once the number of booths that can be accommodated in 2024 is confirmed. We rely on sponsorship revenue, and we have offered complimentary and paid tradeshow booths in the past, and when we have extra booth space. The Executive should maintain the value of these booths before approving complimentary booths. The Executive should approve these one-off as we get closer to the convention. In 2022 one complimentary booth no-showed, leaving one booth vacant.

There was a discussion about potentially hiring a photographer for the convention.

There was a conversation about presenting a slide-show with member communities presented at some point in the convention, either as part of the beginning of the Plenary introductions, or during things like the delegates lunch or banquet? Staff could provide a template to use so that organization logos could be included.

On motion by Director Fowler, seconded by EA Representative McMahon
 THAT the Executive direct staff to send a communication to members to offer the opportunity to have a complimentary booth at the Trade Show, and to send photos branded that showcase their communities or events or organizations at the 2023 AVICC convention was CARRIED

On motion by 2nd Vice President Craig, seconded by Director Fowler
 THAT all previously approved 2019, 2020, 2021, 2022 and 2023 sponsors be approved and invited to continue their sponsorships in the coming year based on the convention being held as an in-person event was CARRIED

The Executive took a break from 10:39- 10:51am.

There was a conversation about offering lunch tickets for those not attending the Forum Lunches on the first day of the convention. We typically communicate to members that there are many restaurants in the vicinity of the Convention as a way to showcase local restaurants to our delegates. We also offer a Tourism Booth near the registration desk if delegates would like recommendations.

c. Convention Accessibility Survey

At the April 16, 2023 Resolutions Session at the 2023 AVICC AGM & Convention, the following resolution was referred to the AVICC Executive:

Therefore be it resolved that AVICC and UBCM amend the Convention attendance requirements to enable both in-person and electronic access.

The AVICC Executive considered the resolution at their May 12, 2023 and June 16, 2023 meetings, and determined that we would not enable both in-person and electronic attendance at the 2024 AVICC AGM & Convention. In an effort to take steps towards making the AVICC

Convention more accessible to all members, the AVICC Executive determined that for the 2024 convention, we would add video recording of the sessions taking place in the plenary space (an additional \$12K) and that AVICC would open up the elections for the 2024/25 AVICC Executive to all members, and not just those in attendance at the in-person convention.

It was recommended that AVICC should survey the members who don't attend the convention to see why they don't attend, to ensure that the correct steps are being made towards inclusivity. It would be useful to identify the barriers to participation including costs, travel time, work commitments, personal commitments, lack of support from the rest of council, etc prior to making decisions.

Staff will create an online survey to be sent out to all members for their feedback on the barriers they face when sending representatives to the AVICC Convention. The proposed questions were presented to the Executive, and they provided their feedback to Staff. Generally the questions were supported. The following additional recommendations were made:

- Include survey results from evaluation form in the language at the beginning of the survey highlighting the value and that we have excellent attendance but are trying to find out how to make the convention more accessible- start booking now
- Indicate the video recording, and election changes for 2024 and ask about the value of these changes. Indicate that we have looked at hybrid options.
- Add question: "if you have attended the AVICC convention in the past, what aspects of the convention bring the most value?"
- Make the question about past attendance more clear, so that first term Elected Officials don't answer "all"
- Revise question to "If you have been unable to attend the AVICC Convention in person in the past, what was the reason"
- Add "Employment Commitments" and "Council/Board Policy" as attendance barrier options
- Add a question: "Have you ever experienced barriers that made you unable to attend the AVICC convention"
- Ask about location and size of communities they represent
- Ask about RD vs Municipality vs First Nation

On motion by EA Representative McMahon, seconded by Director Fowler

THAT staff be directed to work with President Cote to incorporate the recommended edits to the survey presented by Staff on July 24 and to send the Executive via email for approval prior to sending to all members was

CARRIED

d. 2023 UBCM Convention Planning Update and Student Registration

As in past years, AVICC will host a luncheon at the UBCM Convention on Wednesday, September 20th. UBCM sets the location and the cost that is intended to cover the cost of lunch, gratuities, taxes and incidentals. Any special requests (e.g. additional AV) by the Area Association are an additional cost. The proposed agenda was shared and there was a conversation about inviting provincial representation to address the delegates at the luncheon. An invitation has been sent to Premier Eby to address our delegates at the luncheon, but he has not yet responded.

Minister meeting requests were submitted by AVICC after discussion with the local government sponsors, who have indicated that they would like to attend the meetings as follows:

- AVICC Regional Resolution R4- E&N Land Grant Biodiversity and Restoration: Request to meet with Minister Heyman, sponsored by the Regional District of Nanaimo
- AVICC Regional Resolution R3- Watershed Security Strategy and Fund: request to meet with Minister Cullen, sponsored by the Village of Cumberland

For AVICC Regional Resolution R5- Recapitalization of Island Coastal Economic Trust (ICET), staff reached out to both the sponsor of the resolution, Chair Colin Plant of the Capital Regional District, and Mayor Aaron Stone of Ladysmith, who is Chair of ICET and Chair of the Cowichan Valley Regional District. It was determined that the meeting invite to Minister Bailey would come from the Cowichan Valley Regional District, and that AVICC would be invited to attend that meeting to represent our members.

The UBCM Convention Committee has once again invited each area association to register up to three student participants for the 2023 Convention in Vancouver on a complimentary basis. The Convention is taking place September 18th – 22nd, with the official opening starting on Wednesday, September 20th. The complimentary student registration will include the main Convention Sessions from Wednesday to Friday. If students would like to attend any of the tours, receptions, or pre-convention sessions they will need to purchase those separately. UBCM’s registration deadline is September 8, 2023.

Travel and accommodation costs should be considered- would these costs be borne by AVICC, or by the student or their member local government? The travel and accommodation costs are unknown at this time, as the students may be required to travel some distance to attend, depending on where they are coming from. Hotel room costs for those dates are starting at \$350 per night at this point and will increase as we get closer to the date.

It was recommended that we should send information about the opportunity to members but that the community would be responsible for the student during the convention, and that AVICC would pay for 50% of the travel and accommodation costs up to \$1000. The timing makes this challenging as a Board or Council would have to approve the costs at a meeting.

On motion by Director Dorward, seconded by Director Fowler

THAT the report on 2023 UBCM Convention Planning and Student Participation be received for information;

THAT the AVICC Executive direct staff to communicate the opportunity for student registration at UBCM to all members, and offer to assist with a 50% travel and accommodation reimbursement for up to \$1000 per student participant to assist with the student’s travel costs;

THAT one complimentary ticket to the AVICC lunch be offered by AVICC for each student participant; and

THAT AVICC is not responsible for the student delegate at the convention was CARRIED

5. POLICY

- Vancouver Island and Coastal Communities Committee on Solid Waste and Circular Economy**
This item was moved to take place after the President’s Report, earlier in the meeting.

- UBCM Resolution 2022-RR38: Re-Investment in Island Coastal Economic Trust**

At the UBCM Executive Meeting in July, the UBCM Executive approved the referral of a resolution from 2022 to AVICC. The Executive deem it too regional and selected to refer it to AVICC for possible action.

Resolution 2022-RR38 entitled Re-Investment in Island Coastal Economic Trust had been placed in the Referred Resolutions section of the 2022 UBCM Resolutions Book, as it was deemed too regional by the UBCM Resolutions Committee. At the 2022 UBCM Convention, a member attempted to pull it from the Referred Resolutions section to be considered. They were successful and the resolution was pulled and then endorsed by the membership. Since it was an endorsed resolution, it was conveyed to the Province, and in February 2023, UBCM received a provincial response. The UBCM Executive have determined that no further action will be taken by UBCM, as the resolution is regional and impacts the AVICC region. The AVICC Executive may wish to consider further action.

At the 2023 AVICC AGM & Convention, Regional Resolution R5: Recapitalization of Island Coastal Economic Trust, was also endorsed by AVICC Membership:

Therefore be it resolved that AVICC and UBCM urge the Province to recapitalize the Island Coastal Economic Trust (ICET) with a generational investment of \$150 million.

Because the resolution was regional in nature, it was considered by the AVICC Executive for action, and staff wrote a [letter to the Province](#) conveying the resolution. In addition, a request to meet with the Minister of Jobs, Economic Recovery and Innovation, Hon. Brenda Bailey, at the UBCM Convention has been submitted through the CVRD and ICET Chair, Mayor Aaron Stone on this matter, and AVICC has been asked to attend the meeting, should it be accepted.

There was a discussion about whether further action on the 2022 resolution would add any value. It was recommended that AVICC Staff reach out to Brodie Guy, CEO of ICET to see if further support is required, and if there is anything else we do to assist at this point.

On motion by Director Fowler, seconded by 2nd Vice President Craig
THAT the report on UBCM Resolution 2022-RR38 be received for information; and

THAT staff reach out to ICET staff to ask how AVICC can further support them in this matter was
CARRIED

6. Next Meeting

The next meeting of the AVICC Executive is set for Friday October 13, 2023 at 9:00 a.m. to be held in Nanaimo, BC.

ADJOURNMENT

At 11:59 on motion by Past President Morrison, seconded by Director Fowler

THAT the meeting be adjourned was
CARRIED