



**MINUTES OF A MEETING
OF THE ASSOCIATION OF VANCOUVER ISLAND
AND COASTAL COMMUNITIES EXECUTIVE
on FRIDAY, October 13, 2023, 9:00 a.m.
Held at the Regional District of Nanaimo- 6300 Hammond Bay Rd,
Nanaimo, BC and electronically via Zoom**

IN-PERSON 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
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

VIRTUAL ATTENDANCE: Director Donna McMahon, Sunshine Coast RD, EA Representative

STAFF ATTENDANCE: Theresa Dennison, AVICC Executive Coordinator

President Cote called the meeting to order at 9:08 a.m.

1. ADOPTION OF AGENDA AND MINUTES

a. AGENDA

On motion by Director Dorward, seconded by Director Fowler
THAT the agenda for the October 13, 2023 meeting be adopted was **CARRIED**

On motion by Director Fowler, seconded by Director Dorward
THAT items 3c, 3d, and 3e be moved to an in camera meeting due to the discussion of personnel matters was **CARRIED**

b. MINUTES

There was a conversation about publicly publishing minutes on our website, due to the confidential nature of some of the content. AVICC should update policies to include an In Camera Meeting Policy. There was also a discussion about the amount and type of information to be included in the AVICC Executive Meeting Minutes, since we do publish them publicly online (since 2009).

On motion by 2nd Vice President Craig, seconded by Director Fowler
THAT Staff bring a proposed *In Camera Policy* to the AVICC Executive for approval; and
THAT the minutes of the July 24th, 2023 be brought back to the December 15, 2023 Executive Meeting for adoption was **CARRIED**

2. PRESIDENT'S REPORT

President Cote provided an update on her activities since the last meeting. She thanked the AVICC Executive and Staff for their participation and support at the UBCM Convention. Some AVICC Executive Members went to Minister Meetings to support members meeting about the Regional Resolutions. We were grateful for the Premier's presence at the luncheon and the President

appreciated the Executive's feedback when putting together the questions for the Premier. President Cote also attended a MIABC meeting in Vancouver during the UBCM Convention. MIABC held an election for some of the positions, and there will be a call out for nominations for vacant positions in the near future.

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

CARRIED

3. FINANCIAL AND ADMINISTRATION

a. Financial Update to September 30, 2023

Theresa Dennison presented a report on the Association's Financials to the end of the third quarter. AVICC's financial information was recorded by UBCM Staff up to July 31st, 2023 with August and September being recorded by AVICC's financial consultant, who provided consultation during the transition, and has been contracted to assist with bookkeeping services.

The 2023 AVICC Convention was budgeted to return a profit of \$43,634 which, combined with general expenditures (e.g. UBCM contract, Executive meetings) would mean an overall break-even budget. The current projection is that the convention will return a profit of \$59,447. AVICC budgets with profits from convention offsetting losses from general operations for a net zero budget.

AVICC's financial position has improved considerably since 2015 so that there are savings available to pay for advocacy work consistent with direction received from members at the 2022 convention. The restrictions in current reserves around the leftover funds from the Treaty Advisory Committee of 1999/2000 have been removed by the Province. \$44,665 was in this reserve fund as of December 31, 2022 to be used for the purposes of continuing and offsetting costs of future reconciliation initiatives. \$7,097.45 from the TAC Reserve Fund was used at the 2023 Convention to cover eligible expenses and there is currently \$37,567.34 remaining in this reserve fund. There is also \$12,374 in contributions from regional districts being held by AVICC that is restricted for the activities of the AVICC Special Committee on Solid Waste Management, which no longer exists. AVICC Representatives met with the participating regional districts, and it was determined that these funds will be transferred to help fund a member-led committee.

Staff shared an updated budget for 2023 after the inclusion of transition costs, and anticipated ongoing expenses to the end of the year. The annual cost to operate the Association under UBCM not relating to staff/payroll was \$7200 annually. It is anticipated that the operational expenses that are now borne by AVICC directly will be \$9,903.50, which is a \$2,703.50 increase annually to operate the organization. The overall impact of the transition on the Association's 2023 Budget is estimated to be \$9,997.

It is estimated that AVICC will complete 2023 with a surplus and is in a strong financial position moving forward.

On motion by Director Hall, seconded by 1st Vice President Geselbracht
THAT the report on the AVICC Financial Update to September 30, 2023 be received was

CARRIED

b. Banking RFQ and Investment Options

Theresa Dennison presented a report that shared research on the available financial institutions, and investment options for the AVICC Executive's consideration as per their direction at the June 16, 2023 AVICC Executive Meeting.

Staff reached out to five additional financial institutions to request information about the available options, citing the following requirements:

- The ability to process payments using an electronic dual-approval system;
- Minimal or no banking fees;
- A personal banking manager to assist with changes to signatories, and general banking advice; and
- An account that incurs interest outside of the Association's investment portfolio.

In addition to our current financial institution, Coast Capital Savings, there were only two banks who confirmed that they offer electronic dual-approvals for payments. Staff met in person with Small Business Banking Managers for the two banks who offer this feature. Both financial institutions require that to use the dual-approval digital service, there are monthly and transaction fees, and both also include a "token" system to process these approvals that come with a cost. Both banks charge monthly fees regardless of the balance of the account and only offer interest in separate Savings Accounts, at a lower rate than we are currently getting with our current Coast Capital account.

Our previous relationship with UBCM has afforded us access to a business banking account that is intended for a larger business that wouldn't typically be available to a smaller business such as ours. The ability to process dual-approvals electronically is more straightforward and costs less with our current bank than with the token system offered by the two banks that also offer the service. The Business Banking Manager at Coast Capital has remained consistent through the transition and understands the nature of the organization and our unique needs. Our current account also offers the convenience of collecting interest at a reasonably high rate (based on today's rates) rather than having to transfer funds to and from savings and chequing accounts to incur interest.

Changing financial institutions would require significant staff time for the transition, and present an inconvenience for organizations who transfer funds electronically, and would have to update our banking information in their systems. It would also require that the secondary signatories on the account (the President and Past-President) set up approval tokens and adapt their approval processes to complete dual approvals. For these reasons, staff is recommending that we remain with Coast Capital Savings as our financial institution.

Staff also presented information on the available GICs and MFA investment options. The Association is incurring interest in our Chequing Account at a rate of Prime less 2.30%. Based on the current Prime Rate of 7.2%, this equates to 4.9%, distributed monthly. AVICC also has investments in a "Money Market Fund" with the [Municipal Finance Authority of BC](#) (MFA). Currently we receive a 5.05% return on these funds, and the Money Market Fund allows us to withdraw from our account at any time if needed. MFA also offers additional investment options that were presented to the Executive. Staff also shared information about current GIC rates. Rates at the various financial institutions range from 3.1% for a cashable GIC and 5.6% for a 2-year locked GICs.

The consensus was to maintain Status Quo for now, watch the interest rates for when they are lowering, and bring options back to the Executive, likely after the 2024 Convention. In the meantime, a sub-committee could be formed to create an Investment Policy, and to review any investment opportunities. Staff was asked to investigate what would be required to operate the Association annually should revenue streams be interrupted (such as with COVID-19). Staff was also asked to find out if there was a minimum balance required with Coast Capital to keep our

current Chequing Account.

On motion by 1st Vice President Geselbracht, seconded by 2nd Vice President Craig THAT Staff set up a meeting for Director Fowler, 1st Vice President Geselbracht, Director Hall, and Past President Morrison to meet to discuss an Investment Policy; and

THAT the report on Banking RFQ and Investment Options be received was CARRIED

There was a break from 10:01-10:10am

At 10:15am, the meeting went in-camera for items 3c, 3d, and 3e due to the discussion of personnel matters.

At 11:53am, the meeting went out of camera for the remainder of the AVICC Executive Meeting.

4. CONVENTION

a. 2024 Convention- Nominations and Resolutions Deadline

The AVICC Bylaws specify that procedures for convention resolutions, including the deadline for submission of resolutions, may be determined by the Executive. Staff shared important considerations with respect to these deadlines, including the Bylaws, but also staff capacity and the time required for AVICC and UBCM Staff to process these resolutions in advance of sending out the Resolutions Book to members.

The pattern from 2023 can be followed for 2024. Since the 2024 Convention is 2 days earlier than the 2023 dates, the recommended deadline of **February 7, 2024** is two days earlier than in 2023. AVICC staff has confirmed with UBCM staff that this deadline allows for enough time for comment from UBCM, and it also allows sufficient time for AVICC staff to publish the Resolutions Book by the March 29, 2024 deadline.

The date and contact information were changed in the proposed Nominations and Resolutions Deadline documents that will be sent to members and posted on the website. There were several other updates recommended to the *Resolutions Notice* document:

- A change to remove the requirement to mail a hard-copy of the resolutions. Instead, staff will confirm receipt within 3 days (likely sooner).
- Updated the “UBCM RESOLUTION PROCEDURES” section to include information about regional resolutions. The highlighted text has been added for increased clarity.
- Added bullet “2” to the “UBCM RESOLUTIONS PROCESS” section, to include the process for endorsed regionally specific resolutions.
- Changed the font at the end of bullet “2” to bold/italics to highlight the regional resolution referral process.

On motion by Director Hall, seconded by Director Dorward THAT the Executive determine the Resolutions and Nominations deadline for 2024 given the considerations discussed in this report, be set at Thursday, February 7th, 2024; and

THAT staff work with President Cote and 2nd Vice President Craig to incorporate the proposed changes to the *Resolutions Notice* documents that will be sent to members and posted on the website was CARRIED

On motion by Director Fowler, seconded by 1st Vice President Craig
THAT the meeting be extended to 1:00pm was

CARRIED

b. 2024 AVICC AGM & Convention Planning

Theresa Dennison presented a report updating the Executive on the status of the 2024 AVICC AGM & Convention planning. The 2024 Convention will take place in Victoria and the host community, venues, accommodations, Audio Visual, and catering have been confirmed. The venue can support the Island Good program.

An initial draft of the 2024 convention budget was provided. Our convention costs are estimated to increase by \$95K as compared to our 2023 actual convention costs. Staff are working to increase revenues in several ways, including higher registration fees and sponsorship contribution amounts, as well as the addition of the host community and room contributions. Staff's report identified several considerations when creating the budget for convention, including food and beverage offerings, the Keynote Speaker, and additional staffing costs.

Staff requested direction on several items included in this budget and will present an updated draft budget at the December 2023 Executive meeting for approval. The draft budget as presented estimates a \$20K profit for the 2024 Convention. As discussed earlier, the revenues from the convention are used to off-set the operational costs of the Association, and that due to AVICC's transition away from UBCM, these costs will also increase for 2024.

There was a conversation about COVID considerations; AVICC follows health authority directions and mandate and it is important to provide communicate this, and provide masks and hand sanitizer.

Food and Beverage costs have increased significantly, and the Executive noted we should keep bottomless coffee, if possible, but reduce snack offerings.

It was also recommended that we invite indigenous presentations from within and outside of the host community's territory.

A request for submissions on sessions for the 2024 convention will be sent to the membership at the end of October 2023 with a cut-off of early-December 2023 so that consideration can be given to the sessions at the December Executive meeting. In 2023, there were a total of 10 sessions, including 1 pre-convention workshop, 3 plenary sessions, and 6 concurrent workshops.

The host community typically arranges study tours for the Convention. For 2024, AVICC will reach out to the municipalities in the Greater Victoria Area for recommendations, but the Executive could also make recommendations. CFB Esquimalt was suggested as a possible study tour. The Executive may wish to suggest additional tours and workshops for the Friday morning pre-convention sessions. Audio Visual Services have been confirmed, including the addition of video recording in the plenary sessions. The AVICC Executive Election will be open to all voting members, and will be conducted electronically.

The 2024 AVICC AGM & Convention marks the 75th anniversary of our first AGM. Staff requested recommendations of how we can celebrate this in a unique way, without adding much to the budget. We could offer a scavenger hunt card for a prize draw, rather than arranging teams, to minimize the impact to staff.

Since it is our 75th AGM, which is the “Diamond” anniversary, we should incorporate this in the décor/design theme. Staff would reach out to the Executive for feedback on an updated “75 Years” logo to use in convention communications. Staff would also reach out to members to contribute photos of our members for a slideshow to present at the Convention, sending a template to minimize the impact to staff to create this. We could also offer that our members bring something representative of their communities to give as a door prize.

There was a discussion about student inclusion in the AVICC Convention. The recommendation is to follow UBCM’s lead and offer that we provide complimentary registration for member-sponsored students.

On motion by Director Fowler, seconded by Director Hall

THAT the AVICC Executive direct staff to communicate the opportunity for complimentary student business session registration at AVICC 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; and

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

c. AVICC Convention Attendance Survey

In 2023, 56% of all eligible voting members attended the AVICC AGM & Convention. At the conclusion of the Convention, we surveyed the delegates about their experience. 138 of the 205 voting members in attendance completed and submitted an evaluation form. The results were positive, with nearly half of the respondents citing “Networking” as the most important component of the experience, which reinforces the benefits of an in-person convention.

AVICC Staff shared a survey with all members, and 39 voting members (10%) and 1 non-voting member completed the survey. The results were shared with the Executive. 6 of the respondents have never attended an AVICC Convention. 42% of those who completed the survey noted that they have no barriers that impact participation in the in-person AVICC Convention, with “time commitment” being cited as a barrier for 34% of respondents. The open-ended question on the greatest value of the Convention was consistent with the results of the evaluation form distributed at the convention, with “networking” being a common theme. When asked for recommendations or comments relating to AVICC Convention Attendance (Q7), there were several positive comments, as well as a few (5) that recommended a variation of a hybrid meeting.

On motion by 1st Vice President Geselbracht , seconded by Director Hall

THAT the October 13, 2023 report on the AVICC Convention Attendance Survey be received for information was CARRIED

5. POLICY

a. AVICC Advocacy: 2023 Activities & 2024 Planning

One of the primary functions of AVICC is as an advocacy organization for its members, and at the 2022 AVICC AGM & Convention, a resolution on AVICC Advocacy was endorsed by membership. It directs the AVICC to continue with its current Core Member Advocacy initiatives such as holding an annual convention, providing resolution assistance, letter writing on policy issues on behalf of members, meeting with ministers and ministry staff on behalf of the membership, and to continue to provide and expand its role in acting as a 'facilitator' or 'advocacy incubator' for initiatives that would benefit from more dialogue and education in consultation with the

membership's requests. It confirms that AVICC should not take on the roles of lead/organizer for committee work and initiatives; developing policy papers; or acting as a manager of programs.

Since that time, the previous Executive Coordinator resigned for another position with UBCM, and the current Executive Coordinator was hired and onboarded in time to ensure that the 2023 Convention was successful. After Convention, staff facilitated an operational transition away from UBCM.

The report presented by staff included information about the advocacy work completed through 2023. This work included the following actions:

- assisting the transition of the AVICC Special Committee on Solid Waste Management to a member-led committee;
- conveying the endorsed regional resolutions to the upper levels of government
- participated in Minister Meetings on these regional resolutions at the UBCM Convention
- hosted a Q & A with Premier Eby at the AVICC Luncheon at the UBCM Convention

Now that the transition is complete, and the current staff person has been in their role for almost a year, there is staff capacity to resume advocacy activities. The AVICC Executive has recommended that as part of our advocacy role for our members that we host virtual "lunch and learn" sessions. This would also provide advocacy and education for members outside of Convention that could be accessed by those with barriers to attend an in-person convention.

To successfully execute a session such as this, the timing should be given careful consideration. Staff suggested that a "lunch and learn" session could take place in January, June, or November.

The following have been identified by members of the AVICC Executive as potential Lunch and Learn education session topics:

- Legislative Reform
- Housing
- Food and Watershed Security
- UNDRIP, DRIPPA and Indigenous relations with local governments
- Net-Pen Transition Plan
- MOTI/ Roads in Regional Districts / MOTI's policies and practices in unincorporated areas do not meet the needs of the residents
- Mental Health and Self-Care
- Solid Waste
- Social Media
- "How to say no" when residents are demanding services

At the 2023 UBCM Convention, staff from all five area associations met to network and to share and compare information about our organizations. Other advocacy actions that occur in the other regions include "advocacy missions" to the parliament buildings, community outreach, and Executive prioritization of the resolutions passed at convention each year. The Lower Mainland Local Government Association (LMLGA) hosts a virtual session in conjunction with Civicinfo BC called CivX in November. Staff has registered for the sessions and will be able to get advice from their counterpart at LMLGA should AVICC decide to do something similar.

As staff prepares the 2024 budget, they are seeking direction from the AVICC Executive on an advocacy workplan for the year.

On motion by Director Dorward, seconded by 2nd Vice President Craig
THAT the October 13, 2023 report on AVICC Advocacy be received for information was
CARRIED

Advocacy is a primary objective of the Association. In future, it could be included earlier in the agenda if possible.

b. UBCM Letter Net Pen Transition Plan

Staff shared a letter written by former UBCM President Jen Ford to the Minister of Fisheries, Oceans and the Canadian Coast Guard expressing concerns on behalf of UBCM members on the matter of the delays to the Net Pen Transition Plan, especially those communities with aquaculture operations. The letter encourages the federal government to provide direction as soon as possible.

c. AVICC Delegation (January 2024)- Women Transforming Cities

Clara Prager from Women Transforming Cities will be appearing as a delegation at the January 12, 2024 AVICC Executive meeting. The slides shared with the UBCM Indigenous Relations Committee in July were included in the agenda. They have conducted an extensive study on advancing UNDRIP/DRIPPA from a local government level, and are interested in sharing their findings, and the actions that can be made by local governments towards reconciliation. Theresa Dennison met Ms. Prager via Zoom, and will be forwarding the session proposal submission information for the 2024 AVICC AGM & Convention, in advance of this delegation.

6. Next Meeting

The next meeting of the AVICC Executive is set for Friday December 15 at 9:00 a.m. to be held via Zoom

ADJOURNMENT

At 1:30 on motion by Director Fowler, seconded by Past President Morrison
THAT the meeting be adjourned was
CARRIED