



**MINUTES OF A MEETING  
OF THE ASSOCIATION OF VANCOUVER ISLAND  
AND COASTAL COMMUNITIES EXECUTIVE  
on FRIDAY, January 13, 2024, 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 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 Ian Morrison, Cowichan Valley RD, Past President

**STAFF ATTENDANCE:** Theresa Dennison, AVICC Executive Coordinator

**ABSENT:** Director Travis Hall, Central Coast RD, Director at Large

President Cote called the meeting to order at 9:02 a.m.

**1. ADOPTION OF MINUTES**

On motion by Director Fowler seconded by EA Representative McMahon  
THAT the minutes for the December 15, 2024 meeting be adopted was

CARRIED

**2. PRESIDENT'S REPORT**

President Cote provided an update since the December meeting. She has contacted and is working with a consultant on the Executive Coordinator's updated employment agreement. She has been working with the Executive Coordinator on convention planning, which is coming along well.

On motion by Director Dorward seconded by Director Fowler  
THAT the President's Report be received was

CARRIED

**3. DELEGATIONS**

**a. Tracey Lorensen- Fostering Respect and Well Being**

Tracey Lorensen, of Paragon Solutions made a presentation to the Executive on a potential session for the 2024 AVICC AGM & Convention called "Fostering Respect and Well Being in Local Government Leadership" to be considered as part of the program later in the meeting. Ms. Lorensen described the proposed session, and suggested that we end the convention with an action-focused message.

The AVICC Executive provided their feedback, and had a conversation with Ms. Lorensen to inform the content of the session. Ms. Lorensen suggested that we ask two questions of our delegates in advance of the Convention – what are you experiencing (big or small)? What solutions have worked? It was also recommended that if we send out a survey in advance, that we should also ask our members to rank the potential topics for advocacy.

**b. Women Transforming Cities: Advancing TRC Calls to Action**

Clara Prager of Women Transforming Cities presented information to the Executive on a project conducted by their organization on Advancing the Truth and Reconciliation Commission's Calls to Action. WTC is being considered for a plenary session at the 2024 convention. The Executive provided their feedback and asked questions about the presentation.

The Executive took a break from 10:15-10:26am

**4. CONVENTION**

**a. 2024 Convention- Update: Students, Resolutions Rules**

Theresa Dennison presented a report to update the Executive on Convention planning for 2024, including the Host Community, Venues, Accommodations, Catering, the Banquet, Audio-Visual Services, Sponsorship and Tradeshow, the Elections, and the special plans for AVICC's 75<sup>th</sup> anniversary.

At the October 13, 2023 Executive Meeting, the AVICC Executive passed the following motion:

*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*

In late October, AVICC Staff sent information to all members about a Student Participation Program for the 2024 Convention, with a deadline of January 4<sup>th</sup>, 2024. There were two applications submitted by the deadline. The Student participation Program information, and the applications, sponsored by the City of Nanaimo and the Town of Gibsons, has been included as Attachment 4(a1).

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

THAT the AVICC Executive approve the two Student Participation Program applications submitted by the City of Nanaimo, dated December 4, 2023 and the Town of Gibsons, dated January 3, 2024; and

THAT AVICC will provide a complimentary business session registration and provide reimbursement for 50% of the travel and accommodation costs for the successful student applicants to attend the 2024 AVICC AGM & Convention was CARRIED

Ms. Dennison also shared the Resolutions Rules with the Executive, including several updates since last year for clarity. The Executive provided the following feedback:

- Add language to confirm that alternate directors are ineligible to vote.
- If we had to decide something by ballot, there is not a clear process in place. The Executive determined to remove the Ballot process, and instead, if a standing vote is challenged, it is an automatic referral to the Executive, rather than a vote by ballot.
- The edits made were generally well-supported
- Clarify earlier the Resolutions Committee process on Late Resolutions

Registration will open by February 9<sup>th</sup> 2024 using CivicInfo BC's registration platform. Staff have already begun preliminary discussions with staff at CivicInfo BC, and have reached out to the brochure designer to communicate this deadline. As part of registration, all delegates agree to our Convention Code of Conduct, which was shared in the meeting package

Staff were asked to compare UBCM's Code of Conduct to see if there is clarity or a process to enforce this Code of Conduct. Currently it indicates that the Executive will enforce the Code of Conduct, but does not include a process for enforcement.

On motion by Director Fowler, seconded by Director Dorward  
THAT the report on the 2024 Convention- Update be received was CARRIED

**b. 2024 AVICC AGM & Convention Program Planning and Budget**

The Keynote Speaker, Diane Kalen-Sukra was confirmed in December, 2023 and she has proposed the title "*Civic Leaders Unite: Addressing Culture Risk, Cultivating Social Cohesion.*" Staff and members of the AVICC Executive will meet with Ms. Kalen-Sukra at the end of this month to confirm the content of the address.

At their December 2023 meeting, the Executive ranked the session proposals, and provided their feedback. Some of the concurrent session proposals have been confirmed based on their rankings, and some proposals required additional conversations, and possible collaborations.

The Executive supported the Housing Session as the pre-convention workshop. Would this presentation address how the Province is encouraging increased housing in rural areas. Fran Aboriginal Coalition to end homelessness. The session could start at 9am – 11:30am

For the session proposed by Women Transforming Cities on advancing the TRC Calls to Action, there was a desire to add the representative from Young Anderson – there may be an interesting synergy in their presentation because although they are different, the TRC Calls to Action and relationship building has been recently incorporated into legislation as a responsibility of Local Governments. The session was conformed as the Friday Afternoon Plenary.

Tracey Lorenson's session would be of great interest for Sunday morning

The session on Inclusive Goovernance ahs been confirmed by the ACRD and RDN, and would be scheduled to take place as the Working Breakfast Session.

On motion by 1<sup>st</sup> Vice President Geselbracht, seconded by Past President Morrison  
THAT Staff work with 2<sup>nd</sup> Vice President Craig to moderate the Oceans Sessions was CARRIED

On motion by Director Fowler, seconded by 1<sup>st</sup> Vice Presirent Geselbracht  
THAT Staff reach out to the Community Energy Association to assist in the development and moderation of the Sustainable Energy session was CARRIED

For the 30-minute session on Saturday it was recommended that we use this time for updates as follows:

- AVICC Advocacy Presentation – The presentation done in 2022 was before the last

election and it wouldn't hurt to do a recap, and to talk about the survey that will have been sent out.

- If the Island Corridor Foundation has an update, Daniel Arbour should make the presentation, rather than Larry
- The updates could stagger the coffee break so that it's two 15 minute presentations.

At the December 15, 2023 Executive meeting, a convention budget was approved, including registration fee increases. Since that time, there have been adjustments to the budget:

- If the AVICC Executive would like to proceed with Tracey Lorensen's session proposal this would increase the budget for speakers by \$4000.
- Keynote Speaker budget was reduced by \$500 with reduced travel expenses
- Staffing budget was reduced by \$1000, as the Event Planner who has been contracted to assist at the convention lives near the venue and will not require travel or accommodation costs; and
- The "Other" budget has been reduced by \$1000 since the original budget included three students (\$3000), and we only received 2 applications, each eligible for a reimbursement of up to \$1000 for travel expenses and accommodations.

On motion by Past President Morrison, seconded by Director Fowler

THAT the AVICC Executive approve the session proposed by Tracey Lorensen, adding \$4000 to the 2024 Convention Budget; and

THAT the proposed updated 2024 Convention Budget be approved was

CARRIED

## **5. FINANCIAL AND ADMINISTRATION**

### **a. 2023 Year End Interim Financial Update & 2024 Budget**

Staff presented a report that provided an update on the unaudited year-end financials for 2023, and a review of the considerations for the proposed 2024 Budget. The key drivers of the Association's budget are the convention registration fees, member dues, sponsorship revenue, convention costs, and this year, costs resulting from the transition that took place on August 1, 2023, moving AVICC away from UBCM.

Staff included a comparison of the approved 2023 Budget and the actual financial information for the year. AVICC's past practice was to set the budget so that profits from convention offset losses from general operations for a net zero budget. The 2023 Budget was approved as a net-zero budget, and the Association is anticipating to finish 2023 with a \$17,000 profit.

Options for the 2024 Budget were presented. Staff reviewed the considerations made when the proposed budgets were created. Due to increases to convention costs as well as operational costs resulting from transition, the Association's costs are estimated to exceed revenues for 2024. As reported through the Financial Statements, the Association is able to cover this deficit with profits from previous years.

At 11:25am President Cote left the meeting and 1<sup>st</sup> Vice President Geselbracht took the Chair

There was a conversation about the factors that informed the budget. The 2024 convention will be significantly more expensive than in past years, and the operational costs saw an increase due to the transition, and having a full time employee. Although it is not guaranteed, the hope is that

the convention in Nanaimo will be more cost effective in 2025, and that we can again approve a net-zero budget in the future.

Staff should ensure that we include an update on the 5% dues increase instead of 10% dues in the President's Report, as well as an explanation of the deficit budget

At 11:47am, President Cote returned to the meeting.

On motion by Past President Morrison, seconded by 2<sup>nd</sup> Vice President Craig

THAT the AVICC Executive

1. receive the report on 2023 Year End Interim Financial Update & 2024 Budget ; and
2. approve the proposed 2024 Budget with a 5% increase to member dues and an increase for minimum dues level from \$375 to \$400 as presented was CARRIED

**b. In Camera Meetings Policy**

The AVICC Executive considered an In Camera Meeting Policy for the Association at the December 15th, 2023 meeting. Staff incorporated the Executive's feedback from that meeting, and presented an updated proposed Policy.

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

THAT the AVICC Executive approve the proposed Association of Vancouver Island and Coastal Communities In Camera Policy as amended to remove the second sentence was CARRIED

**c. 2023 Financial Audit**

Staff shared a letter from the Association's auditor, KPMG that outlined the Audit process. Staff has already been working on sending information to the auditors, and the audit officially starts on January 22, 2024. KPMG will present the findings to the Executive at their March 15, 2023 meeting.

There was a conversation about the 2024 Audit vs a Financial Review with a Notice to Reader, which will be reviewed after convention with the 2024-25 Executive.

On motion by Director Fowler, seconded by EA Representative McMahon

THAT the meeting be extended to 12:30pm was CARRIED

On motion by Director Dorward, seconded by Director Fowler

THAT the report on the 2023 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

**d. Updated Financial Practices Report 2023**

At the January 4, 2020 Executive meeting the Executive gave direction to staff to document the current financial procedures. A report was prepared and presented to the Executive for the June 19, 2020 meeting.

The Executive gave direction through an Executive Policy that the report documenting financial

practices continue to be updated as appropriate, and be distributed annually at the meeting of the Executive when the audit plan is presented for approval. A Financial Practices report was shared at the June 16, 2023 meeting prior to AVICC's transition from UBCM. Sharing this report in June allows any new Executive members to understand AVICC's financial practices as they are onboarded. Now that transition is complete, the financial processes have been updated to reflect AVICC's current financial practices, and they were shared with the Executive.

On motion by 2<sup>nd</sup> Vice President Craig, seconded by Director Dorward  
THAT the Updated AVICC Financial Practices Report for 2023 be received was CARRIED

## **6. ADVOCACY**

### **a. Oceans Protection Plan Salish Sea Symposium Participation**

The Salish Sea Symposium is taking place January 23-24, 2024 in Vancouver and is offered both as an in-person and virtual event. 2nd Vice President Craig, as the AVICC representative on the advisory group for the project was asked to participate on a panel to offer the local government perspective at the Symposium but is unavailable to attend in person. She has recommended that Director Daniel Arbour participate in her place, and Director Arbour has confirmed his availability. Director Arbour also sits on the FCM Board, represents AVICC on the Department of Fisheries & Oceans: Aquaculture Management Advisory Committee (AMAC) for Shellfish, and has been active on a variety of coastal marine shellfish and ketone farming files. He would be suitable to participate on this panel

On motion 2<sup>nd</sup> Vice President Craig, seconded by Director Fowler  
THAT the AVICC Executive approve Daniel Arbour to participate in a panel on behalf of AVICC at the Salish Sea Symposium on January 24, 2024;

THAT the AVICC Executive direct staff to apply for \$700 in funding through the Community Participation Funding Program to cover the related travel expenses; and

THAT should the grant application be unsuccessful, AVICC will reimburse Director Arbour for the travel expenses relating to his participation at the Salish Sea Symposium up to a maximum of \$700 was CARRIED

## **7. Next Meeting**

The next meeting of the AVICC Executive is set for Friday March 15, 2024, 2023 at 9:00 a.m. to be held via Zoom.

## **ADJOURNMENT**

At 12:14 on motion by Director Fowler, seconded by 2<sup>nd</sup> Vice President Geselbracht  
THAT the meeting be adjourned was CARRIED