



**MINUTES OF A MEETING  
OF THE ASSOCIATION OF VANCOUVER ISLAND  
AND COASTAL COMMUNITIES EXECUTIVE  
on FRIDAY, March 15th, 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 Ian Morrison, Cowichan Valley RD, Past President  
Director Donna McMahon, Sunshine Coast RD, Electoral Area Representative  
Councillor Sarah Fowler, Village of Tahsis, Director at Large  
Director Travis Hall, Central Coast RD, Director at Large  
Councillor Janet Dorward, District of Port Hardy, Director at Large

**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**

It was requested that the AVICC Executive be given an opportunity to ask staff to leave the meeting following the Auditor's presentation for any additional questions.

On motion by 2<sup>nd</sup> Vice President Craig, seconded by Director Dorward  
THAT the agenda for the March 15, 2024 meeting be adopted as amended was **CARRIED**

**b. MINUTES**

On motion by Director Dorward, seconded by EA Representative McMahon  
THAT the minutes of the January 13, 2024 meeting be adopted was **CARRIED**

**2. PRESIDENTS REPORT**

President Cote provided an update that she has been supporting staff with convention planning, which is well underway. She has been working with staff on a number of operational actions. Connie Watts has designed artwork for our 75<sup>th</sup> commemorative logo, and her artist statement has been included in the program, and she has been invited to present it at our Opening Ceremonies. She will be inviting Chiefs from the region to attend the convention and she has had several opportunities to engage with members.

President Cote also shared an email from the Independent Advisory Board for Senate Appointments regarding an invite to a senate appointment and advised the Executive to consider the invitation.

On motion by President Cote, seconded by Past President Morrison  
THAT the President's Report be received was **CARRIED**

### 3. FINANCIAL AND ADMINISTRATION

#### a. 2022 Audited Financial Statements

##### **DELEGATION – 2023 Audit – Liette Bates-Eamer, Partner, KPMG**

Ms. Liette Bates-Eamer, Audit Engagement Partner from KPMG joined the meeting to review the 2023 Audited Financial Statements and present the Audit Findings Report.

After a round of introductions, she presented the audit findings for 2023. The audit is complete, and once the Executive approves the financial statements, KPMG can send the finalized copy.

There was an increase to the materiality this year. The items identified through testing included a threshold of expenses of approximately \$2000, and also tested items in a lower level to be able to conclude that there is nothing in excess of \$8000 (materiality) to determine a fair audit.

The risks were addressed and there are no significant findings to mention. We had an adjustment made of a reclassification for GST and all differences are corrected. There were no significant deficiencies discovered through the testing. There are no relevant accounting standard changes that would impact the Association.

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.

For next year it was recommended that a procedure be put in place by resolution as part of the audit process for the Executive to meet with the auditor without staff present in advance of the meeting, rather than asking staff to leave during the audit findings report.

Theresa Dennison left the meeting at 9:21am and returned at 9:26 am.

President Cote thanked Ms. Bates-Eamer for attending our meeting and Ms. Bates-Eamer left the meeting.

On motion by Past President Morrison, seconded by Director Fowler

THAT for future audits, there be at least one in-camera discussion with the Executive and the auditor without staff present was CARRIED

On motion by Director Fowler, seconded by Director Dorward

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, 2023 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

#### 4. RESOLUTIONS

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

Theresa Dennison advised that the Executive is meeting as the Resolutions Committee. She shared the updated *2024 Convention Rules & Procedures for Handling Resolutions* based on the feedback provided at the January 13, 2024 Executive Meeting. There was one additional administrative edit to #10 to remove the reference to ballot voting, and the Executive approved the updated document for distribution to members.

For 2024, AVICC received a record number of 64 submissions received by the deadline, which amounted to 56 resolutions in the Resolutions Book when staff accounted for the duplicates, and worked with sponsors to sever two into separate resolutions. The draft Book includes 27 resolutions that are not contained in the block (compared to 22 last year), and 29 resolutions with a recommendation of “endorse” which will be voted on as a block. Staff have increased the amount of time scheduled for the resolutions sessions, although the Chair of the sessions should be mindful of the time.

Staff shared that the Resolutions Committee can amend the comments and recommendations provided by UBCM policy staff before endorsing the resolutions that will go forward for consideration by AVICC members. Resolutions in Section A, 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). The resolutions in Section B of both parts, 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 Section B can also be “endorse with proposed amendment”, which means there is existing policy, but that an amendment has been recommended – when the members are voting on the block, they will also be voting on the amendments.

There were two resolutions submitted that were regional in nature, included in Part 1 of the book, 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 1- 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”. Given the nature of the regional resolutions this year, it is unlikely that UBCM will consider them non-regional, as they are very specific to the AVICC region.

It was identified that R1 may be contentious, as the lands in question are not local government jurisdiction, and may be sensitive as the lands are owned by First Nations. It was recommended that for R1 that we develop a more robust response with more information for the comments.

Staff was directed to work on adding to the comments on R1:

- Confirm that this land is owned by First Nations (Malahat Development Org)
- Find the rationale on why the environmental assessment was waived
- Staff to speak with Provincial reps (Minister Heyman, Minister Osborne) and to get more context to add to the comments if needed
- 2<sup>nd</sup> Vice President Craig offered to reach out to her contacts at MIRR to get more information, and 1<sup>st</sup> Vice President Geselbracht and Past President Morrison also offered to assist.

It was also recommended that staff remove the word “too” ..regional in nature” for R1 and R2.

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 R22: be amended to ‘no recommendation’ by removing the word ‘Coastal’, and that the recommendation be changed to ‘no recommendation’ after approval from the Sponsor was CARRIED

On motion by 2<sup>nd</sup> Vice President Craig, seconded by EA Representative McMahon  
THAT the Resolutions Committee recommendation for R8 be changes to ‘endorse’ and add to the comments that the SPARC BC is one-time funding and does not meet the request for ongoing funding was CARRIED

On motion by EA Representative McMahon, seconded by 2<sup>nd</sup> Vice President Craig  
THAT staff work with sponsor of R21 to sever it into two separate resolutions was CARRIED

On motion by Past President Morrison, seconded by Director Fowler  
THAT the Resolutions Committee recommendation for R13 be changed to ‘not endorse’ as not all local governments have building inspection services was CARRIED

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 R23 be changed to ‘endorse’ and note when AVICC Members endorsed a similar resolution in the past was CARRIED  
Past President Morrison OPPOSED

There was a discussion about looking at a policy on limiting resolutions that are duplications. There could also be a policy where when endorsed AVICC resolutions are defeated at UBCM, that the AVICC may take on the advocacy on behalf of members.

On motion by 1<sup>st</sup> Vice President Geselbracht, seconded by Director Dorward  
THAT staff add a statement that AVICC has been inviting FN members to the comments of R27 was CARRIED

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 R26 be changed to ‘no recommendation’ as it has never been debated at AVICC was CARRIED

On motion by Director Dorward, seconded by Director Fowler  
THAT the report on the 2024 Resolutions with comments of the Resolutions Committee be received; and

THAT the resolutions with comments and recommendations be approved for distribution, as amended

At 11:10am, the Executive took a break, resuming the meeting at 11:21am

## 5. CONVENTION

### a. 2024 Convention Update and Draft Program

Theresa Dennison shared an update on the progress of planning for the 2024 AVICC AGM & Convention, including a draft program, which was shared with members earlier this week. 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 an additional Student participant application, the AVICC Advocacy Update, Resolution Session logistics, and the speaker gift donation charity. The Executive were also asked to provide any additional feedback on the other items included in the update.

Resolutions sessions are not scheduled to be video recorded, and there was a conversation about this. The interest in the debate over the resolutions is somewhat limited, and may not add value at the cost of adding to the budget, but also that it may impact the nature of the debate. The Plenary session on Sunday will also not be recorded so that the delegates feel safe to share openly. It was suggested that we should run the recording from the Sunday session using AI software- Adobe Firefly, that will summarize the session so that we can make briefing notes.

### **Student Participation Application**

In late October, AVICC Staff sent information to all members about a Student Participation Program for the 2024 Convention, with a deadline of January 4th, 2024. There were two applications submitted by the deadline, and the Executive approved both at the January meeting. Since that time, one of the student applicants has withdrawn their application. The other student participant has agreed to address our delegates about youth participation in local government.

In addition, we have received an additional application. The student applicant is local to the Greater Victoria Area and will not require any travel or accommodation expenses.

On motion by 2<sup>nd</sup> Vice President Craig, seconded by EA Representative McMahon THAT the AVICC Executive approve the Student Participation Program application submitted by the District of Central Saanich, dated January 17th, 2024, and will offer a complimentary business session registration for the successful student applicant to attend the 2024 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 50-55-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

### **AVICC Advocacy Session**

At the January 2024 Executive meeting, the Executive directed staff to organize a session on AVICC Advocacy, that has been scheduled to take place on Sunday morning of the convention. Staff shared a draft PowerPoint presentation that has been prepared for this purpose and is seeking feedback. In addition, staff is asking the Executive who should present this information at the convention.

1<sup>st</sup> Vice President Geselbracht offered to present the VICC-CSWCE information during the Advocacy Session presentation. President Cote would be willing to co-present the session. Staff was asked to send the presentation to President Cote and 1<sup>st</sup> Vice President Geselbracht to review and discuss the logistics of the session.

At the January Executive meeting, there was also a conversation about sending out a survey to all members to prioritize the advocacy issues in the region. This survey will be sent out two weeks in advance of the convention and will close two weeks after the convention. It would ask members to put the issues identified in order of importance, and then ask for any comments, or additional issues that they would like to see AVICC prioritize for 2024.

The issues identified by the Executive in past meetings are as follows:

- Legislative Reform
- Housing
- Food Security
- Watershed Security
- UNDRIP, DRIPPA and Indigenous Relations with Local Governments
- Ministry of Transportation and infrastructure/ Roads in Regional Districts
- Solid Waste Management
- Libraries Funding

Staff is seeking direction on any additional “issues” to include for prioritization in the survey. The results will be shared at the first meeting of the new AVICC term, as we discuss an advocacy plan for 2024/25. It was recommended that we also ask a few qualifying questions to get a sense of what size and type of local government the respondent represents. It was also recommended that there be a prioritization exercise for both “Educational Sessions” and “Advocacy to Upper Levels of Government”.

Director Dorward left the meeting at 11:50am.

On motion by Director Fowler, seconded by EA Representative McMahon THAT the meeting be extended to 1:00pm was CARRIED

On motion by EA Representative McMahon, seconded by Director Dorward  
THAT President Cote and 1<sup>st</sup> VP Geselbracht be identified to present the Advocacy Update to members at the 2024 AVICC AGM & Convention; and

THAT Staff send a survey on advocacy to all members in advance of the Convention, incorporating the Executive's feedback was CARRIED

Staff provided an update that Minister of Municipal Affairs, the Hon. Anne Kang, has accepted our invitation to address our delegates at the 2024 Convention and that we are currently working on the logistics with her staff. There were other offers by Ministers to address our delegates, including Minister Fleming, Transportation and Infrastructure, MLA for Victoria-Swan Lake.

On motion by Past President Morrison, seconded by Director Fowler  
THAT Minister Fleming be identified to speak at the Sunday morning session was CARRIED

### **Speaker Gift Donation Charity**

At the January 13, 2024 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 2024 convention. In 2022, \$600 was donated on behalf of our speakers, and in 2023, this was increased to \$1200. Staff approached the City of Victoria to determine a suitable local charity to receive this donation. They have recommended that the donation be made to the [Aboriginal Coalition to End Homelessness](#) and [Mustard Seed](#).

On motion by 2<sup>nd</sup> Vice President Craig, seconded by Past President Morrison  
THAT Aboriginal Coalition to End Homelessness and Mustard Seed be approved to receive a donation in lieu of Speaker Gifts for the 2024 AVICC AGM & Convention was CARRIED

## **6. IN-CAMERA**

### **a. Executive Coordinator Contract and Staff Policy Update**

On motion by Director Fowler, seconded by EA Representative McMahon  
THAT the meeting go in camera to discuss a personnel matter was CARRIED

Theresa Dennison left the meeting at 12:17pm for the in-camera portion of the meeting  
The meeting went out of camera and Theresa Dennison returned to the meeting at 12:44pm

## **7. Next Meeting**

The next meeting of the AVICC Executive is set for April 11th, 2024 Victoria Conference Centre, Lunch to be provided, Room TBD

## **ADJOURNMENT**

At 12:46pm on motion by Director Fowler, seconded by Director Hall  
THAT the meeting be adjourned was CARRIED