



**MINUTES OF A MEETING  
OF THE ASSOCIATION OF VANCOUVER ISLAND  
AND COASTAL COMMUNITIES EXECUTIVE  
on THURSDAY, April 11<sup>th</sup>, 2024 12:00 p.m.  
Held at the Victoria Conference Centre, 720 Douglas St., Victoria, BC**

**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, Director at Large

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

**DELEGATION: Ian Izard K.C., joined for item 2. Resolutions**

President Cote called the meeting to order at 12:13 p.m. and thanked Parliamentarian Ian Izard K.C. for joining us.

**1. ADOPTION OF AGENDA AND MINUTES**

**a. AGENDA**

It was noted that the current Executive should adopt the March 15, 2024 In-Camera Meeting Minutes during the current term, and that the meeting should go in-camera at the end of the regular meeting to do so.

On motion by Director Hall, seconded by EA Representative McMahon  
THAT the agenda for the April 11, 2024 meeting be adopted as amended to go in-camera for the adoption of the March 15, 2024 In-Camera Meeting Minutes was CARRIED

**b. MINUTES**

On motion by Past President Morrison, seconded by Director Fowler  
THAT the open minutes of the March 15, 2024 meeting be adopted was CARRIED

**2. RESOLUTIONS**

**DELEGATION: Ian Izard K.C. joined the meeting to answer questions about the Resolutions process.**

**a. Resolutions Procedures & Resolution Script**

The Committee reviewed the convention rules and the scripting for the resolutions process provided in the package. There was general discussion on procedures, and Executive roles through the Resolutions Sessions, and the members were given the opportunity to ask the Parliamentarian for clarification on the rules. The Executive reviewed the process for the Resolutions Sessions, confirmed the Chairs and team members for each session.

There was a discussion about amendments, and the process for the amendments, confirming that proposed amendments must be presented to the Chair and Secretary in writing, and that the Chair should watch for amendments proposed on top of amendments.

**b. 2023 Resolutions Before the Deadline**

At the March 15th meeting, the Executive had reviewed the resolutions received by the February 7th deadline. That review included discussion of comments provided by UBCM policy staff for each of the resolutions.

The resolutions with comments and recommendations were included in the Annual Report and Resolutions Package that was emailed in advance to delegates and to each of the AVICC member local governments.

On motion by Past President Morrison , seconded by Director Fowler

That the reports on “Resolutions Procedures & Resolution Script” and “2024 Resolutions Before the Deadline” be received, was CARRIED

**c. 2022 Late and Off the Floor Resolutions**

These guidelines come from the Executive Policies:

*16(f) Late resolutions are those resolutions received after the deadline established by the Executive. Late Resolutions will only be recommended for debate if they relate to issues that are emergency in nature or were unknown at the time of the resolutions deadline.*

The deadline to submit Late Resolutions is noon on April 10, 2024. As of writing this report, the following Late Resolutions have been submitted after the February 7<sup>th</sup> deadline:

- LR1: Advocacy for Brain Injury Awareness, submitted by the City of Victoria; and
- LR2: Addressing the Needs of Rural Seniors in British Columbia, submitted by the City of Port Alberni.

There was a discussion about whether the Late Resolutions meet the criteria for recommendation for debate. Although both resolutions relate to issues that were known prior to the Resolutions Deadline, both have since had information published that add additional context to these issues:

- LR1: Although *Bill C-277* had first reading completed in June 2022, the Bill was placed in order of precedence on February 13, 2024, which was after the deadline for resolutions. (<https://www.parl.ca/legisinfo/en/bill/44-1/c-277> ); and
- LR2: *the “Challenges Facing B.C. Rural Seniors”* Report was published on February 15, 2024, which is after the deadline for Resolutions

On motion by 1<sup>st</sup> Vice President Geselbracht, seconded by 2<sup>nd</sup> Vice President Craig

THAT LR1: *Advocacy for Brain Injury Awareness*, submitted by the City of Victoria be recommended for debate, and that comments be included about *Bill C-277* being placed in order of precedence on February 13<sup>th</sup> ; and

THAT LR2: *Addressing the Needs of Rural Seniors in British Columbia*, submitted by the City of Port Alberni be recommended for debate, and that comments be included about *the*

*“Challenges Facing B.C. Rural Seniors”* Report, published February 15, 2024 was CARRIED

On motion by 2<sup>nd</sup> Vice President Craig, seconded by 1<sup>st</sup> Vice President Geselbracht  
THAT the Report on Late Resolutions be distributed to delegates at the convention for  
consideration was CARRIED

It was identified that the Executive were aware of one Resolution that will be submitted off the floor, and that the sponsor was aware of the process and rules for Off-the-Floor Resolutions and would have the resolution available for member review by the start of the Sunday morning session.

There was a break from 1:00-1:15pm

There was a discussion about re-ordering the Resolutions Book and Rules so that the Resolutions with the recommendation of “Endorse” that are voted on in a block be considered before the Resolutions for individual consideration. Staff will make a note of this for next year, as the Resolutions Book has already been published and shared with members. Ian Izard advised that he would assist with a recommended resolution to move the Part 2, Section B (the Block) to be considered at the beginning of the Sunday Morning Resolutions Session, should the Chair anticipate that we will not be able to consider all of the resolutions in Section A for individual debate at that session.

President Cote thanked Mr. Ian Izard for his attendance and advice, and Mr. Izard left the meeting.

### **3. CONVENTION**

- a. 2024 Convention Update; and**
- b. 2024 Executive Responsibilities**

Theresa Dennison presented a report that provided the details about the convention. She discussed the invited guests, First Nations participation, and provincial representatives who would be in attendance at the convention. The report included the updated program that provided the finalized details.

On motion by Director Hall, seconded by Director Dorward  
THAT the TAC reserve fund be used to fund the registration for the Indigenous Leader  
participation was CARRIED

There was a discussion about future opportunities for Indigenous participation and for applying for grants to encourage this in the future.

The report also confirmed the information that would be shared with our delegates about the “Speaker Gift” donation to the Aboriginal Coalition to End Homelessness, and the Mustard Seed Street Church. Upon review of the report, the Executive also reviewed the Executive Responsibilities report, that outlines how each member of the Executive would participate in aspects of the event, including session introductions and thank-you speeches for the speakers, the opening session, and the banquet. These two reports were discussed concurrently with a review of the script. An opportunity was provided for the Executive to ask questions for clarity and they directed Staff to make some minor changes and updates to the script. Staff would make these updates, and provide clean copies of the script to all members of the Executive.

In lieu of speaker gifts, the following would be read at the end of the sessions to thank the speakers for their participation, to state that a donation would be made to either:

Aboriginal Coalition to End Homelessness Society:

*"In appreciation of our speakers today and with thanks for your contribution, AVICC has made a donation to the Aboriginal Coalition to End Homelessness Society. The society is a registered charitable organization whose sole focus is to support Indigenous peoples experiencing homelessness."*

Mustard Seed Street Church:

*"In appreciation of our speakers today and with thanks for your contribution, AVICC has made a donation to the Mustard Seed. The society is a non-profit organization that has been essential in fighting hunger in greater Victoria since 1975, distributing over 2.4 million pounds of rescued and donated food, beverages and hygiene products."*

On motion by Director Dorward, seconded by Past President Morrison  
THAT the report on the convention update and the report on Executive Responsibilities be received and that speaker gift charity donation script be approved was CARRIED

**c. 2024 Nominating Committee Report**

Theresa Dennison presented the Nominating Committee Report to the Executive. Elections would be held electronically using the SimplyVoting app, and credentials had already been sent out to voting members. It was determined that speeches would be provided via video online, and that any nominations from the floor would have the opportunity to connect with staff to provide and post a video that would be shared when the election went live, at the time confirmed in the schedule.

As a result of the Call for Nominations, the Nominating Committee has received one nomination for each of the Table Officer positions, one nomination for the EA Representative position and none for Director at Large. She confirmed the process for nominations from the floor, and reviewed the schedule based on both the acclamation and election scenarios for each position.

The Executive confirmed the schedule, but asked that if both the Table Officer and Director at Large positions were acclaimed, that the Electoral Area Representative nominations take place during the Saturday Nominating Committee Report.

On motion by EA Representative McMahon, seconded by Director Hall  
THAT the Nominating Committee Report be received was CARRIED

**4. ADMINISTRATION**

**a. 2024/25 Executive Tentative Orientation & Meeting Dates**

Each year the AVICC Members elect their AVICC Executive Committee for the term following the convention. In May 2024, Staff and Past President Cote will arrange a short virtual orientation for new Executive Members to review the Bylaws, Policies, expectations, and processes, and to answer any questions. The first Regular meeting of the AVICC Executive will take place in June, in the first or second week. This timing allows staff to put together all of the post-convention information together, including information to help inform the Advocacy Plan for the Term. After the convention, the new Executive will meet briefly in the View Royal Room to discuss possible date options.

**b. “Keeping it Rural” Conference**

EA Representative McMahon has made a request for AVICC to offer to fund half the cost for the 2024/25 EA Representative to attend the “Keeping it Rural” Conference, taking place May 21-23 in Kelowna. The anticipated amount of the contribution from AVICC is \$700, and if EA Representative McMahon is still the EA Rep after the convention, SCR D would fund the other half. The convention program includes conversations about rural water protection, housing, OCP, Emergency Preparedness, and more.

It was noted that there should be a policy put in place regarding supporting AVICC Executive attendance at external event. Currently these requests are handled on a case-by-case basis.

On motion by Director Fowler, seconded by 2<sup>nd</sup> Vice President Craig  
THAT the AVICC Executive approve a contribution of 50% of the costs for the EA Representative to attend the Keeping it Rural Conference, and that the Sunshine Coast Regional District (SCR D) is asked to cover the other 50%; and

THAT if the SCR D does not support 50% of the travel and registration costs, that AVICC will cover the remaining amount was CARRIED

On motion by 2<sup>nd</sup> Vice President Craig, seconded by 1<sup>st</sup> Vice President Geselbracht  
THAT a Policy be developed by the AVICC Executive in the 2024/25 Term on supporting attendance of the Executive at external events was CARRIED

**c. Executive Coordinator Contract Update**

President Cote shared that the Executive Coordinator Contract Update has been signed by staff and the President and Past President, based on the direction from the March 15<sup>th</sup>, 2024 meeting.

**5. IN-CAMERA**

**a. March 15, 2024 In-Camera Meeting Minutes**

At 2:54pm, on motion by 2<sup>nd</sup> Vice President Craig, seconded by Director Hall  
THAT the meeting go in-camera to adopt the March 15, 2024 In-Camera Meeting Minutes was CARRIED

The meeting went out of camera at 2:59pm without report.

**6. Next Meeting**

The 2024/25 AVICC Executive Committee will meet in the View Royal Room after the convention to briefly connect and share contact information. The next meeting date and time would be confirmed at that time and a full proposed meeting schedule will be presented at the first meeting of the Executive of the term.

The next meeting of the AVICC Executive has been proposed for early June via Zoom, to be confirmed after the convention, depending on the schedules of any potential new members.

**ADJOURNMENT**

At 3:01 on motion by Director Fowler, seconded by EA Representative McMahon  
THAT the meeting be adjourned was CARRIED