



**MINUTES OF A MEETING
OF THE ASSOCIATION OF VANCOUVER ISLAND
AND COASTAL COMMUNITIES EXECUTIVE
on FRIDAY, January 17th, 2025 at 9:00 a.m.
Held electronically via Zoom**

IN ATTENDANCE: Councillor Ben Geselbracht, City of Nanaimo, President
Director Vanessa Craig, RD of Nanaimo, 1st Vice President
Councillor Sarah Fowler, Village of Tahsis, 2nd Vice President
Director Penny Cote, Alberni-Clayoquot RD, Past President
Councillor Will Cole-Hamilton, City of Courtenay, Director at Large
Councillor Tanille Johnston, City of Campbell River, Director at Large
Director Donna McMahon, Sunshine Coast RD, Electoral Area Representative

STAFF ATTENDANCE: Theresa Dennison, AVICC Executive Director

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

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

1. ADOPTION OF AGENDA

On motion by EA Representative McMahon, seconded by Director Cole-Hamilton
THAT the agenda for the January 17, 2025 meeting be adopted was **CARRIED**

2. ADOPTION OF MINUTES

On motion by EA Representative McMahon, seconded by Past President Cote
THAT the minutes for the December 13, 2024 meeting be adopted was **CARRIED**

3. PRESIDENT'S REPORT

President Geselbracht shared that it has only been a month since we last met, and in that time it has been busy despite the holidays. The Ad Hoc working group and the Area Association Leg Reform group met in December, and then again earlier this week. Each area association has a representative on the Ad-Hoc Working Group. There was a discussion about the Joint Area Association Virtual Education Session (JAAVES). Don Lidstone will prepare a document to use to accompany the session and enable engagement. Details were determined about the session and have been included in the meeting package. Following the JAAVES, members from across the Province will be able to provide their feedback and examples of why and how they legislation should be changed. Don will prepare a drafting instructions to put forward to the Province and UBCM.

On motion by 2nd Vice President Fowler, seconded by Director Cole-Hamilton
THAT the President's Report be received was **CARRIED**

4. CONVENTION

a. 2024 Convention- Update: Students, Resolutions Rules

Theresa Dennison presented a report to update the Executive on Convention planning for the 2025 AVICC AGM & Convention, including the Host Community, Venues, Accommodations, Catering, the Banquet, Audio-Visual Services, Sponsorship and Tradeshow and the Elections. She also shared the convention budget that was approved at the December meeting.

Ms. Dennison presented options for an event app for this year's event – this was an inquiry made after the 2024 convention. There were two options presented – one option was very simple and cost effective, and the other option was very professional, offered many features, and was a lot more expensive.

There are apps out there that you can create – you purchase an event app that you create and add the information. The cost would be more expensive upfront but will be something we use on the long-term. There was a conversation about delegates being on their phones more and whether the expense would be worth it. The CivicInfo app sounds simple and may be a good first attempt at adding this feature to this convention, and staff could research additional options for future years.

On motion by Director Cole-Hamilton, seconded by EA Representative McMahon
THAT Staff work with CivicInfo to confirm an app for the 2025 AVICC AGM & Convention was
CARRIED

It was identified that there was an additional request for a new sponsor to be added, and per the Policy it is required that the Executive approve any new sponsors.

On motion by 2nd Vice President Fowler, seconded by 1st Vice President Craig
THAT the AVICC Executive approve McElhanney as a Group 3 Sponsor for the 2025 AVICC AGM & Convention was
CARRIED

At the October 11, 2024 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 2025 Convention, with a deadline of January 9th, 2025. There were two applications submitted by the deadline. The Student participation Program information, and the applications, sponsored by the City of Nanaimo, the Regional District of Nanaimo, and the Town of Qualicum Beach,

On motion by 2nd Vice President Fowler, seconded by Director Cole-Hamilton
THAT the AVICC Executive approve the three Student Participation Program applications submitted by the City of Nanaimo, the Regional District of Nanaimo, and the Town of Qualicum Beach; 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 2025 AVICC AGM & Convention was
CARRIED

Ms. Dennison also shared the Resolutions Rules with the Executive, including updates so that the “Block” resolutions (now Section A) are considered before the resolutions for individual consideration (now Section B), based on the feedback of the Executive immediately before the 2024 convention. Previously the rules indicated that the individual resolutions would be considered before the block. 1st Vice President Craig shared a number of recommendations on how to update the rule for clarity and simplicity.

There were It should be made clear that the Alternate Directors can’t speak (it is already clear that they can’t vote.) We should further define what a member is in the rules.

President Geselbracht left the meeting from 9:40 am - 9:43 am and 2nd Vice President Fowler took the Chair, as 1st Vice President Craig had joined the meeting via phone.

On motion by Director Cole-Hamilton, seconded by Past President Cote
THAT the AVICC Executive staff to work with 1st Vice President Craig to update the 2025 Convention Rules and Procedures for Resolutions for approval at the next meeting was
CARRIED

Registration will open by February 10, 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, unchanged from last year.

On motion by 2nd Vice President Fowler, seconded by EA Representative McMahon
THAT the phrase “non avicc organized “ be removed from the 2025 Code of conduct was
CARRIED

On motion by Past President Cote, seconded by 2nd Vice President Fowler
THAT the report on the 2025 Convention- Update be received was
CARRIED

b. 2024 AVICC AGM & Convention Program Planning and Budget

At their December 2024 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. Staff presented the results of their research and asked the Executive to approve the sessions to be included in the program.

First there was a conversation about some of the sessions the Executive indicated they wanted to confirm at the December meeting. There was support for the Community Health Solutions preconvention workshop, and a conversation took place about moderation. Director Cole-Hamilton, Past President Cote and 2nd Vice President Fowler offered to help support and moderate the session.

1st Vice President Craig left the meeting at 9:55 am.

On motion by 1st Vice President Geselbracht, seconded by 2nd Vice President Fowler
THAT the AVICC Executive confirm the following sessions for the 2025 AVICC AGM & Convention:

- April 11 – Preconvention Workshop: Community Health Solutions with Director Cole-Hamilton, Past President Cote and 2nd Vice President Fowler identified to moderate and support the session;
- April 11 – Plenary Session: Regional District Legislation, Lidstone & Co.;
- April 12 – Working Breakfast: Towards Prosperity for All: Redefining Regional and Community Economic Development; VIEA, ICET, SIPP;
- April 12 – Update Session: Transforming Coastal Economic Development — A Path to Co-Governance and Sustainable Investment; Islands Coastal Economic Trust (ICET) and Sanala Planning; and
- April 12 – 90-minute Concurrent Session: Amplify Climate Solutions through Regional Collaboration; VICC-CL, CEA, and BCMCLC to be recorded was CARRIED

There was a conversation about the remaining five concurrent sessions not yet confirmed. Consideration was given to a newly proposed session from UBCM, as well as recommendations made at the last meeting for collaboration in the Salmon session, housing session, and the session proposed by Indigenous Corporate Training. The importance of Salmon and Salmon Farming in our region was highlighted but it was determined that it wouldn't be added to the program this year.

Sarah offered to moderate Housing Session – it is important to ensure that the small community perspective on these housing solutions.

On motion by 2nd Vice President Fowler, seconded by President Geselbracht
THAT The AVICC Executive direct staff to confirm the following concurrent sessions for the 2025 AVICC AGM & Convention:

- 60-minute UBCM Session on Compensation Review;
- 60-minute Urban Matters CCC Session: The Conversation We've Been Waiting For: Solutions Through Collective Learning;
- 60-minute Young Anderson Session: Local Governments and the TRC Calls to Action: A Legal Overview
- 90-minute Community Housing Solutions Session to be moderated by 2nds Vice President Fowler and
- 90-minute Indigenous Corporate Training Session delivered by Bob Joseph was CARRIED

The Executive took a break from 10:28 to 10:40 am.

5. FINANCIAL AND ADMINISTRATION

a. 2024 Year End Interim Financial Update & 2025 Budget

Staff presented a report that provided an update on the unaudited year-end financials for 2024, and a review of the considerations for the proposed 2025 Budget. The key drivers of the Association's budget are the convention registration fees, member dues, sponsorship revenue, convention costs, and costs resulting from the transition that took place on August 1, 2023, now that we have an entire fiscal year behind us since transition.

Staff included a comparison of the approved 2024 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. We are anticipating that the Association will finish the 2024 fiscal year with a \$4,338 loss, which is \$11,163 better than the \$15,000 loss included in the approved 2024 budget. Full year audited financials will be presented by the auditors on March 14, 2025 before inclusion in the annual report.

Options for the 2025 Budget were presented and staff reviewed the considerations made when the proposed budgets were created. Overall, staff are proposing a \$10,000 surplus for 2025 to make up for the deficit in 2024, and to prepare for another expensive year in 2026. There are items such as a new computer and increased advocacy that would not be possible in 2026, when our convention expenses will be significantly higher than in 2025.

On motion by 2nd Vice President Fowler, seconded by Director Cole-Hamilton
THAT the report on the 2024 Year End Interim Financials and proposed 2024 budget be received;
and
THAT the Executive approve the 2025 budget as proposed, with a 5% Dues increase

A conversation took place about lowering costs for our members, who are also experiencing economic challenges and that reducing the increase may be a way to provide some support.

On motion by EA Representative McMahon, seconded by President Geselbracht
THAT there be an amendment made to the motion on the floor as follows:
THAT the report on the 2024 Year End Interim Financials and proposed 2024 budget be received; and
THAT the Executive approve the 2025 budget as amended to reflect a 3% Dues increase
was CARRIED

and the amended motion was CARRIED

b. 2024 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 27, 2025. KPMG will present the findings to the Executive at their March 14, 2025 meeting.

On motion by 2nd Vice President Fowler, seconded by EA Representative McMahon
THAT the report on the 2024 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

c. Updated Financial Practices Report 2024

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 and again in January 2024 after the transition. The report was also included in the orientation that took place for new members after they were elected to the 2024/25 term as part of their onboarding. For 2024, it has been updated for additional clarity, but the processes shared for 2024 remain generally unchanged since January 2024.

On motion by 2nd Vice President Fowler, seconded by Director Johnston
THAT the Updated AVICC Financial Practices Report for 2024 be received was CARRIED

6. ADVOCACY

a. Legislative Reform Initiative - Update

Throughout the term, the AVICC Executive have considered advocacy priorities for action on behalf of our members. The Executive considered the results of a survey completed by members throughout the month of April, as well as the resolutions endorsed at convention to determine our members' advocacy priorities.

It was identified that one of the top priorities for our members is the modernization of the Local Government Act. The modernization of the Local Government Act is needed to address gaps in the existing legislation relating to the shared services/interests between regional districts and municipalities. Conversations with UBCM and the Province have indicated that more demonstrated support from the rest of BC local governments is required before action will be taken. RDN and ACRD have been moving this forward in the background, and having the buy-in from other area associations will help with the advancement of this initiative. It is important to get examples of why the change is needed, including the concerns UBCM members may have across the Province, and not just in the VICC region.

President Geselbracht and staff provided an update on the recent activities to advance this initiative, including a February 28, 2025 Joint Area Association Virtual Education Session (JAAVES). On November 19th, 2024, AVICC facilitated a virtual meeting that included members of the Ad-Hoc Working Group, as well as at least two representatives from each of the area associations, including both staff and elected officials from across the Province. It has been determined that Don Lidstone will prepare a document that specifically outlines what is and what isn't legislative reform and include a document that identifies the sections of the LGA that are recommended for modernization. At the February session Joint Area Association Virtual Education (JAAVES) session, attendees from across the Province will provide their feedback and workshop Mr. Lidstone's document.

On December 16th, 2024 a meeting of the Ad-Hoc Working Group, which now includes additional members from throughout the Province. It was confirmed that the session would take place on February 28th.

AVICC staff will lead the logistical facilitation of advancing the project, with the support of RDN staff, and the other Area Association staff. A draft timeline of the actions that will be taken by AVICC staff was shared with the Executive.

On motion by Electoral Area Director McMahon, seconded by Director Cole-Hamilton
THAT the update report on the Legislative Reform Initiative be received for information; and
THAT the information be shared by the Executive to their Councils or Boards was CARRIED

7. NEW BUSINESS

While in the meeting, staff received a formal request from the Municipality of Bowen Island to become members of AVICC. Although they belong to a regional district outside of the AVICC region, they also belong to Islands Trust, which makes them eligible to join AVICC per our Bylaws.

On motion by EA Representative McMahon, seconded by 2nd Vice President Fowler
THAT Bowen Island Municipality be approved as an AVICC Member as they meet the criteria of the AVICC Bylaws and the Executive Policies as a local government located within the Islands Trust with elected representation, ability to tax and the ability to exercise regulatory power or provide local services was CARRIED

8. NEXT MEETING

The next meeting of the AVICC Executive is set for Friday March 14, 2025, at 9:00 a.m. to be held via Zoom.

ADJOURNMENT

At 11:16 am on motion by EA Representative McMahon, seconded by 2nd Vice President Fowler
THAT the meeting be adjourned was CARRIED