



**AKBLG EXECUTIVE MEETING
MINUTES
2:00 – 5:00 pm MST Friday, March 2nd, 2018
6:00 pm dinner with the Fernie Convention Committee
8:00 am MST Saturday, March 3rd, 2018**

**@ PARK PLACE LODGE, Fernie
Located at 742 British Columbia / Highway 3
FIRESIDE ROOM ON MAIN FLOOR**

Present:

President Rob Gay – Chair RDEK
Vice-President Roly Russell – Chair RDKB
Past President Debra Kozak – Mayor of Nelson
Director Garry Jackman – Director RDCK
Director Jason Clarke – Mayor of Silverton
Director Ron Popoff – Councillor Cranbrook
Director Clara Reinhardt – Mayor of Radium
Director Ange Qualizza – Councillor Fernie
Director Marguerite Rotvold – Councillor Midway
Carolyn Maher – Executive Director

Regrets:

none

A. CONSENSUS AGENDA:

- I. **Approval of Agenda** (att. I)
ARRIVAL OF FERNIE CONVENTION COMMITTEE @ 4:00 pm
- Mayor Mary Giuliano, Councillor Joe Warshawsky, Convention Coordinator Sheryl Zral
- II. **Approval of Minutes from January 18, 2018** (att. II)
- III. **Executive Director Report** (att. III)
Report submitted
- IV. **CRTLG Committee Report** – LGC Chair Deb Kozak (att. IV) X2 docs
Report submitted
- V. **President Report** – President Rob Gay (att. V)
Report submitted
- VI. **Communications**
 - a) VP Russell Attending COFI Registration Form - Community Leaders 2018 (att. VI a)
 - b) Andy Shadrack - Intervener application Kaslo - Utility Rates (att. VI b)

Motion to remove the Executive Director's Report from the Consensus Agenda.

Moved by Director Qualliza, Seconded by Director Jackman

CARRIED

Motion to accept the Consensus Agenda minus the Executive Director's Report

Moved by Director Qualizza, Seconded by Director Rotvold

CARRIED

Discussion of the ED Report and the dates of the 2019 Convention and AGM.

Motion to change the dates to Friday April 26th to noon on Sunday April 28th, 2019.

Moved by Director Clarke, Seconded by Director Popoff

CARRIED

ACTION: ED to confirm new dates with Castlegar as 2019 Host Community

B. DISCUSSION REQUIRED / CONSENT AGENDA:

VII. Communications

- a) Local Government Boot Camp Citizens Engagement Program - Christina Benty (att. VII a)
Christina Benty is in negotiations with Terri Macdonald of Selkirk College to offer this program with free registration.

ACTION: ED: Once details are confirmed, the AKBLG website will provide a link for program information to be available for Local Government Officials and fall Municipal Election Candidates.

- b) 2018 Pre-election Candidate Workshop V2 Benty (att. VII b)
Correspondence received

- c) Invitations to other Area Association's Convention and AGMs (att. VII c) X2 docs
Discussion of dates and locations. There is value in becoming more knowledgeable of the programming and roll-out of other Area Association Conventions. Attendance to include documenting the learnings and report back to the Executive.

ACTION: ED: Identify a budget line for costs incurred for accommodation and travel to attend other Area Association Conventions. Registration is complimentary.

Motion for Director Reinhardt and ED Carolyn to attend the 2018 SILGA Convention and AGM in Revelstoke.

Moved by Director Rotvold, seconded by Director Popoff

CARRIED

Discussion that Director Qualizza will be in Victoria during the AVICC Convention and AGM dates.

Motion for Director Qualizza to attend AVICC and to be supported with any extra costs to attend. Accommodation and travel costs not included as Director Qualizza is currently already scheduled to be in Victoria on the same dates.

Moved by Director Reinhardt, seconded by Director Rotvold

CARRIED

VIII. Financials

- a) Yearend statements received from Accountant Shawna Baker, CPA, CGA, BGS, DEd, Cranbrook (att. VIII a)

Motion to accept the 2017 prepared Financial Statements

Moved by Director Jackman and seconded by Director Reinhardt

CARRIED

ACTION: ED: To identify a budget line for costs incurred for accommodation and travel to attend other Area Association Conventions and AGMs.

UBCM will no longer be funding Area Associations with lunch registration fee overages during UBCM. Therefore, no income will be realized from future UBCM Conventions and AGMs.

ACTION: ED: To move the UBCM portion of the 2018 budget into general expenses.

b) Budget for 2018 (att. VIII b) In preparation

IX. New Business

a) Resolutions Committee – VP Russell

Resolutions have been received. Following Executive review, they will be forwarded to UBCM for comments.

Motion to include AKBLG as a second sponsor of the RDCK MLA's Resolution dated Feb 20 file 0230-20.

Moved by Director Jackman and seconded by Director Popoff

CARRIED

ACTION: Once the UBCM comments are received and reviewed, the Resolutions Committee, through the Chair, will provide the Executive with a copy of their recommendations. The Executive will review and determine final AKBLG recommendations by email vote; the Resolutions Package will be posted and presented to the Membership for debate and adoption at the AGM.

b) BCUC Letter of Comment from Kaslo CAO Neil Smith (att. IX b)

c) BCUC Resolution from Kaslo CAO Neil Smith (att. IX c)

Motion to acknowledge receipt of attached documents from Kaslo CAO Neil Smith

Moved by Director Qualizza, seconded by Director Reinhardt

CARRIED

X. Unfinished Business

a) Life Member(s) Committee – Director Reinhardt

Discussion that the Life Member section of Bylaws could be moved to Policy.

b) Kootenay-Boundary Food System Design and Plan Study - FAQ – VP Russell

- Kent Mullinex, Kwantlen – Concept paper (att. X. b)

Discussion that a more defined draft funding strategy be requested from Kent Mullinex.

ACTION: VP Russell and Director Jackman to co-draft a letter of request to Mr. Mullinex.

Motion that once a defined draft funding strategy is received from Mr. Mullinex, for the KB Food System Design and Plan Study, that the strategy be forwarded to the AKBLG Regional Director Chairs for consideration.

Moved by Director Jackman, seconded by Director Clarke.

CARRIED

XI. Fernie 2018 AKBLG Convention and AGM

- a) Draft Brochure Booklet with agenda (att. XI a) Committee update
 - Co-Chairs Directors Popoff and Reinhardt
 Co-Chair of AKBLG Convention Committee, Director Popoff acknowledges and thanks Fernie Mayor Mary Giuliano and her colleagues; The collaborative efforts of the Convention team has made this year's Convention Committee fun and forward thinking.
 - b) BC Municipal Climate Leadership Council – Post-Convention Workshop (att. XI. b) Document received as post-Convention workshop information.
 - c) Convention Coordinator Contract for Services – Discussion: expectations and timeline
 - A contract to be drafted as a RFP for the 2019 Convention Coordinator with an option to renew annually. Timeline discussed: To be posted following the June Executive meeting and hiring by early fall.*Motion to create an ad hoc committee for the purposes of contracting a Convention Coordinator for 2019. Committee members to be Past Pres. Kozak, Director Reinhardt, Director Quailizza and ED Carolyn.*
Moved by Director Clarke, seconded by Director Rotvold
- CARRIED**
- d) 2019 Convention and AGM in Castlegar. 2020 Radium. 2021 possibly Nelson.

XII. Strategic Planning

- a) January 19th Workshop: Planning & Direction – Review and Reflection – ALL
 - What is our core business? How do we serve our members by doing what matters most?
 - Facilitator Lesley Beatson, CBT Non-Profit Advisor
 - This workshop was recommended following the CBT Non-Profit Advisor's Program Assessment completed by Kevin Allen. Acknowledgement that Lesley Beatson was effective and efficient in facilitating this strategic workshop.
- b) Planning Report – received from Facilitator Beatson (att. XII b)
 - Acknowledged as received. Discussion of tracking action.

ACTION:

President Gay to review and bring forward with dates for action.

- c) Communications Strategy discussion – ALL

ACTION:

ED Carolyn to contact CBT Non-Profit Advisor Kevin Allen to schedule the next step of the Non-Profit Advisors' Program; Development of a Communication Strategy for AKBLG – potential November workshop.

XIII. Policy Development

- a) Societies Act Transition Committee update – Director Popoff
 - Draft of Constitution and Bylaws to Membership V7.1
 - A first and second notice was emailed directly to the Membership. Executive requested review and comment of the draft. The document has also been available on the AKBLG website for more than 60 days.

ACTION:

Constitution Committee to draft a motion to the Membership for adopting the Draft at the AGM.

- b) Policy Development – Committee update – Director Qualizza (in Dropbox Policy docs)

ACTION:

ALL
 Further policy work to be completed by each Committee.
 Terms of Reference development required.

Development of MOU's for contracts, ie, CRT LGC and potential Funders of Educational Events.
Sanctioning guidelines required for pre and post Convention and AGM events

The policy package to be brought forward to the June meeting for adoption, recognizing that some documents may require additional time for completion.

XIV. Website update (att. XIV) – Director Clarke

AKBLG has contracted 3Birds Consulting for website design and updating. Discussion that the new website is cleaner and more easily navigated to search specific items. Discussion of future needs and potential for continued IT support in the budget. ED to monitor and evaluate 3Birds Consulting contract. Oversight to be with the HR Committee.

ACTION: ED to work with 3birds Consulting to post Executive meeting documents.

*Motion to remove the Regional Collaboration Committee information from the website.
Moved by Director Rotvold, seconded by Director Reinhardt*

CARRIED

- 3Birds Consulting is an in-kind sponsor for the 2018 Convention and AGM providing website updating as required. A report of accumulated in-kind hours will be provided as information for the 2019 Convention and AGM budget.
- ED to be responsible for website content.
- Threading of agenda docs is not required for Executive meetings. Director Clarke will thread documents for his own purpose and upload to Dropbox for any Executive Member wanting to access the thread.

ACTION: Director Qualizza will create a document management system for the AKBLG Executive Dropbox.

XV. Good and Welfare – All – two key points of interest

XVI. Executive Meeting Dates Schedule

- o Tuesday, April 17th @ 5:00 pm MST, dinner meeting with Convention Committee in Fernie
- o Wednesday – Friday, April 18th – 20th, 2018 Convention & AGM in Fernie
- o Friday April 20th – Immediately following AGM close for 30 minutes
- o June 8th, 2018 TBD Creston to be confirmed at Fri April 20th meeting.
- o September 12, 2018 at UBCM
- o October 23 or 24 Conference call of election impact on Executive
- o November 2nd or 9th 2018 TBD Potential for Communication Strategy workshop
- o January 11th TBD by teleconference
- o Mid-March TBD in Castlegar
- o Thursday, April 25, 2019 Executive meeting in Castlegar
- o Friday, April 26 – Sunday, April 28, 2019 AKBLG Convention and AGM in Castlegar

XVII. Adjournment – noon March 3rd, 2018