



AKBLG EXECUTIVE MEETING

MINUTES

March 12th, 2020 START time 2:00 pm pst /3:00 pm mst

Meeting in the Council Chambers, Village of Radium Hot Springs
Adjourn at 6:00 pm – Accommodations at Big Horn Meadows Resort
6:30 pm Dinner at Horsethief Pub

March 13th, 2020 – 7:30 am breakfast at Conrad's

Meeting START time **8:30 am** at the Radium Centre in the Multi-Purpose Room

ATTENDANCE:

Present:

President Roly Russell – Director RDKB
Vice President Clara Reinhardt – Mayor of Radium
Past President Rob Gay – Chair RDEK
Director Garry Jackman – Director RDCK
Director Ron Popoff – Councillor Cranbrook
Director Diane Langman – Mayor of Warfield
Director Ange Qualizza – Mayor of Fernie
Director Adam Casemore – Director RDCK
Director Rob Lang – Councillor Village of Kaslo
Executive Director – Carolyn Maher

Regrets:

Call the meeting to order at 3:13 pm

1. Approval of Agenda (att. 1)

MOTION:

to adopt the agenda as presented.

CARRIED

A. CONSENSUS AGENDA:

2. Previous Executive Meeting Minutes (att. 2)

- a. Motion to approve Minutes from January 22nd, 2020

3. Executive Director Report (att. 3)

- a. information for receipt. n/a

4. President Report (att. 4)

- a. information for receipt. n/a

5. Committee & Appointments written reports & committee minutes received for information
(reports not requiring discussion are placed in Consensus agenda):

- a. HR / Finance Committee
 - i. 20200128 HR/F Committee meeting record
 - ii. 20200225 HR/F Committee meeting record
- b. Nominations and Life Membership(s) Committee
 - i. 20200210 Nomination Committee meeting record
- c. Resolutions Committee
 - i. AHCC Dec 13 2019 Resolutions Minutes Feb 2420
- d. Ad Hoc Communications Committee
 - i. Meeting Minutes

6. Financials (att. 6) x 2 docs

- a. 2019 Convention Statements Shawna Baker, CPA
- b. 2019 Financial Statements Shawna Baker, CPA

7. Communications received (att.7) x 2 docs

- a. AVICC Convention and AGM April 17-19, 2020 – Nanaimo
- b. LMLGA Conference and AGM May 6-8, 2020 – Whistler
- c. NCLGA Convention and AGM May 13-15, 2020 – Prince George
- d. SILGA Convention and AGM April 28-May 1, 2020 – Vernon

MOTION: to endorse the consensus agenda.

Note that this motion includes the endorsement of the following motion(s):

i. Approval of 2020.01.22 Executive meeting minutes.

HR/F Committee 2020.02.25:

ii. MOTION 2020-03-13-01 that the Executive amend AKBLG bylaws to remove section 2.1 to eliminate redundancy, FURTHER that this change take place at such time when other bylaw amendments are approved by the Executive.

iii. MOTION 2020-03-13-02 that the AKBLG membership policy be updated to provide a link and/or reference in AKBLG policy to UBCM membership eligibility criteria.

ALL MOTIONS **CARRIED**

ALL IN FAVOUR OF THE CONSENT AGENDA **CARRIED**

B. REGULAR AGENDA:

8. Communications received

- a) Covid-19 implications –
As leaders of respective communities, it is important to set an example at this time of uncertainty.

MOTION: 2020-03-13-03 to cancel the April 24-26, 2020 AKBLG Convention in Radium Hot Springs.

CARRIED

9. New Business

- a) First Nations Membership criteria and fee assessment consideration.
AKBLG membership fees are a set formula of property assessment and population. Intention to invite FN's for a set fee; consideration for \$100. More information needed to confirm amount.
- b) Code of Conduct for 2020 AKBLG Convention and AGM
 - a. As per the two-stage process outlined previously and agreed to by the Executive, we have adopted a statement of expectations as an executive, and now look to bring forward a resolution to the membership to adopt as a Convention Code of Conduct.

MOTION: 2020-03-13-04 that the AKBLG executive present the AKBLG Convention Code of Conduct to the members for consideration at the 2020 AGM and Convention.

CARRIED

- c) AKBLG training around workplace bullying and harassment

MOTION: 2020-03-13-05 that policy be drafted to indicate that members of the Executive are expected to demonstrate some training around bullying and harassment, to be renewed every two years, with some minimum standards of such coursework as approved by the Human Resource committee.

CARRIED

MOTION: 2020-03-13-06 that the Executive include a budget of \$350/year, allocating up to \$50 for each Executive member to participate in training for workplace bullying and harassment training, and FURTHER the HR committee be responsible for approval of requests for such training.

CARRIED

Noted that the budgeted \$350 line item be coded within the Professional Development budget.

- d) Discussion and decision of Executive attendance at other Area Associations' Convention and AGMs. Registrations are complimentary. Budget for Area Association Collaborations is \$1,200. Director Qualizza has requested approval for attendance at LMLGA. Other requests will be entertained during this discussion.
 - i. LMLGA Attendance - NOM - Qualizza

MOTION that the Executive approve the following attendees at the respective Local Government Area Association meetings, with provision of a brief written report to be provided at a future Executive meeting: _____.

MOTION that considering the Executive has just cancelled the AKBLG Convention and AGM, and there is likelihood that other Area Associations will also cancel, request to withdraw this motion.

CARRIED

10. Unfinished Business

- a) Document management system – File Manager
Round Table discussion
Request for the url be included on the instruction guide.

Learning process. IT follow-up required for a couple Directors having difficulty logging in. Those who have been able to explore the new format are happy with the ease of finding documents.

- b) Members' Education Workshop – Kaslo, October 2020 – Past Pres Gay

Verbal update report for receipt

Program outline described as currently determined by the Workshop Committee.

- c) Regional Alliance for Rural Health – Director Jackman

i. Regional Alliance for Rural Health - Status November 2017

ii. RARH report to exec March 2020

Garry Jackman has been the AKBLG representative with this group. The MOU has now expired. Next meeting is scheduled for May. Director Jackman will forward communication from this group to Pres Russell.

11. Committee & Appointments written reports:

- a) **Finance, Human Resource Committee** – President Russell (att. 11. a) x 5 docs

i. 5-year Forecast for adoption as an annual agenda item.

ii. 2020 Budget – Working Draft 20200304

MOTION: 2020-03-13-07 that the 2020 budget and 5-year financial plan for the AKBLG be adopted.

MOTION: 2020-03-13-07 to defer the motion to a future meeting.

CARRIED

iii. AKBLG ED Agreement - Schedule C – CRT LGC

MOTION 2020-03-13-08 that Schedule C be approved as an addendum to the AKBLG Executive Director's contract.

CARRIED

iv. CRT LGC Joint Agreement – updated after HR/F on 25 Feb 2020

1. HR/F committee recommendation was also to include quarterly financial reports to AKBLG in either the Terms of Reference or the Joint Agreement.

MOTION: 2020-03-13-09 that the Joint Agreement between the AKBLG and the Columbia River Treaty Local Government Committee be approved as amended and forwarded to the CRT LGC.

CARRIED

v. CRT LGC Terms of Reference Feb 2020

MOTION: 2020-03-13-10 that the Columbia River Treaty Local Government Committee Terms of Reference be approved as updated and amended to be subject to:

further definition of the work expected and the process for identifying and adjusting that expected work.

CARRIED

MOTION to approve a budget to support the AKBLG appointee to the CRT LGC.

MOTION to withdraw the motion.

CARRIED

- b) **Policy Committee – Chair Director Jackman** (att. 11. b)

i. No update.

Recessed at 6:18 pm

DRAFT Prior to Meeting Date

Agenda resumed at 8:50 am

Convention and AGM Committee – Co-Chairs Directors Langman and Popoff (att. 11. c)

AKBLG Convention and AGM (Radium April 24 – 26, 2020)

See addendum of AKBLG Convention Cancellation Strategy

2020 Vision: Embrace the Past to Build the Future

- ii. Verbal Report for receipt
 - 1. Registration is OPEN http://akblg.ca/2020_convention.html
 - 2. Agenda and Convention Booklet online
 - 3. Radium Centre venue tour on March 13thDeferred due to cancellation of the Convention.

d) Nominations, Elections, Life Membership(s) Committee – Director Casemore (att. 11. d)

- i. Verbal update:
 - 1. Criteria for Life Membership
 - 2. Life Membership(s) brought forward from committee.

MOTION: 2020-03-13-11 that the Executive endorse the following as life members to be inducted at the 2020 annual convention: _____.

Larry Binks

CARRIED

One additional name forwarded to the Nominations Committee to bring back a recommendation.

- 3. Call for Nominations to Executive – Review for potential Member discussions
<http://akblg.ca/src/documents/2020%20AGM%20&%20Convention/2020%20Call%20for%20Nominations.pdf>

e) Resolutions Committee – Director Qualizza (att. 11. e)

- i. Verbal report on 2020 resolutions
 - 1. 2020 Resolutions sent to UBCM for comments
- ii. Update on practice and process for resolutions
 - 1. Resolution Chair Report March 2020Discussion to have all submitted resolutions in an electronic location for members to review. This will provide information for potential co-sponsorship.

UBCM is researching and developing new processes for Resolutions.

MOTION: 2020-03-13-12 to request 3Birds provide a proposal to develop an electronic forward-facing tool for submitted resolutions for the membership to review.

CARRIED

f) CRT LG Committee Report – Director Qualizza (att. 11. f)

- i. CRT LGC Chair report to AKBLG March 2020 FINAL-merged

Discussion of remarkable work being done by this Local Government Committee.

g) MIABC – Past President Gay

i. Verbal Report

Cyber insurance to be offered to members. Risk Management Convention in Portland in May is likely to be cancelled.

h) UBCM – President Russell

i. Verbal Report

Advocacy session was recently held in Victoria. Meetings included UBCM and provincial Ministers. Theme was around resolutions. Pres Russell is the Vice Chair of Resolutions for UBCM. UBCM is recognizing and directing staff to take authority to address terminology. Discussion of number of resolutions coming forward through the Area Associations.

Discussion of how AKBLG can support AKBLG members to be nominated and further elected to the UBCM Board.

2. Strategic Planning

i.

3. In-Camera

a) AKBLG Executive Director Proposal - March 7 2020

b) A. A. Salary Comparisons to AKBLG Executive

4. Good and Welfare – All – two key points of interest from each Director

5. Executive Meeting Dates Schedule review and confirmation

This calendar is amended and adopted at each Executive meeting.

This listing is on every Agenda and amended on current Minutes for easy access.

- March 24th at 1:00 pm pst / 2:00 pm mtn for two hours
- April 23rd at 1:00 pm pst / 2:00 pm mtn for two hours
- April 24 – 25, 2020 AGM online? **keep these dates TBD**
- April 26, 2020 @ Noon following online AGM (30-45 Minutes) **keep if AGM and election occurs?**
- June 23-24, 2020 **TBD teleconference?**
- November 2-3, 2020 in Creston tentatively **teleconference?**
- January 2021 by telecon TBD
- Mid-March 2021 in Radium TBD
- April 23-25, 2021 Convention and AGM in Radium

6. Adjournment: 1:04 pm mtn March 13, 2020