

 <p>LGMA LOCAL GOVERNMENT MANAGEMENT ASSOCIATION OF BRITISH COLUMBIA</p>	<p>MINUTES BOARD MEETING December 6, 2024 8:30 a.m. – 12:30 p.m. PST Richmond, BC and/or Zoom</p>
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In attendance:

President	Douglas Holmes
Vice President	Keri-Ann Austin
Treasurer	Angila Bains
Director at Large	Maureen Connelly
Director at Large	Maggie Arruda
Director at Large	Al Radke
West Kootenay Boundary	Bryan Teasdale
Rocky Mountain	Jon Wilsgard
Vancouver Island	Michael Dillabaugh
Thompson Okanagan	Jennifer Sham
Past President	Curtis Helgesen

Staff:

Executive Director	Candace Witkowskyj
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Regrets

North Central	Alice Johnston
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Guests:

Capilano University PADM Chair	Jamie McEwan
District of North Vancouver, CAO	David Stuart

Call to Order

The meeting was called to order at 8:30 a.m. by the President.

The President began by acknowledging that the Board meeting takes place on the traditional territories of the Musqueam, Squamish, or Tsleil-Waututh peoples and encouraged the Board members to consider and reflect on the traditional territories where they reside.

SECTION A

ITEM A1: Agenda

MOVED by Jennifer Sham,

Seconded by Michael Dillabaugh, That the agenda be approved as amended.

CARRIED

ITEM A2: Minutes

MOVED by Keri-Ann Austin,

Seconded by Angila Bains, There were no errors or omissions, and as such the minutes of the board meeting on September 16, 2024 shall be adopted.

CARRIED

ITEM A3: President's Report

The President shared the following verbal report:

I attended ICMA with the Executive Director, the Deputy, and the Past President. It was terrific content, very interesting to see a larger conference of that scale in comparison to the LGMA conference. The content was excellent, and I chose matters that related to the organization, leadership, and artificial intelligence. That has certainly inspired me to think about how we will represent artificial intelligence in our content as local governments have a lot of questions and need support related to privacy, capacity, and creative opportunities. I look forward to planning opportunities for the Board to represent the Association in these continued partnerships. We gather this morning following yesterday's strategic planning session where we rolled up our sleeves and identified priorities for the future so that we may remain resilient and focused on continuing to best serve the local government profession. I look forward to finalizing the Strategic Plan in March of 2025. Finally, it is with great admiration and also a heavy heart that I acknowledge Rocky Mountain Chapter Director, Jon Wilsgard for his incredible service to the Association as a Chapter Director, volunteer, and LGMA member. Jon has been a mentor to his local government colleagues, a champion for local government excellence, a strong supporter for Indigenous relations, and one of the most kind hearted individuals I have had the pleasure of knowing. Thank you for your service Jon.

MOVED by Curtis Helgesen,

Seconded by Maureen Connelly, That the President's report be received.

CARRIED

SECTION B: Financial Management Section

The Financial Management Chair presented the Financial Management Committee Report.

Section B1: Action Agenda

ITEM B1-01: Third Quarter Financial Report with Projections to Year-End

MOVED by Keri-Ann Austin,

Seconded by Michael Dillabaugh, That the Financial Statements to September 30, 2024, and the Year-End Projections be approved;

AND

That the Board direct staff to complete the 2024 year-end financial report for the March 2025 Board meeting.

CARRIED

ITEM B1-02: 2025 Operating Budget

MOVED by Michael Dillabaugh,

Seconded by Maureen Connelly, That the 2025 Operating Budget be approved.

CARRIED

ITEM B1-03: 2024 Investment and Reserve Report

MOVED by Douglas Holmes,

Seconded by Bryan Teasdale, That the Board receive the 2024 Investment and Reserve year-end projections for information and direct the Executive Director to provide a further update at the March 2025 Board meeting.

CARRIED

MOVED by Douglas Holmes,

Seconded by Keri-Ann Austin, That the Ministry Grant Funded Internship Program and Responsible Conduct Resource Administration expenses be excluded from expenses when determining the Operating Reserve per Section 6.6 (b) of the Financial Management Policy.

CARRIED

ITEM B1-04: Chapter Standing Committee's 2024 Third Quarter Financial Reports

MOVED by Curtis Helgesen,

Seconded by Douglas Holmes, That the Q3 Chapter Standing Committee of the LGMA Reports be approved:

- The Rocky Mountain Chapter Standing Committee of the LGMA Report
- The Thompson-Okanagan Chapter Standing Committee of the LGMA Report
- The Vancouver Island Chapter Standing Committee of the LGMA Report

- The West Kootenay Boundary Chapter Standing Committee of the LGMA Report

CARRIED

ITEM B1-05: 2025 Workplan

MOVED by Maureen Connelly,

Seconded by Jon Wilsgard, That the 2025 Work Plan be approved.

CARRIED

ITEM B1-06: Risk Matrix

MOVED by Jennifer Sham,

Seconded by Maggie Arruda, That the December 2024 Risk Matrix be received for information.

CARRIED

ITEM B2: Consent Agenda

MOVED by Jon Wilsgard,

Seconded by Bryan Teasdale, That the following items contained in the Financial Management Progress Report be received:

- Short to Medium Term Opportunities
- In Progress
- Successes

CARRIED

SECTION C: Governance Section

The Governance Committee Chair presented the Governance Committee Report.

Section C1: Action Agenda

Jamie McEwan (guest) joined the meeting at 9:46 a.m.

ITEM D1-06: Capilano University Annual Report (Verbal)

MOVED by Angila Bains,

Seconded by Maureen Connelly, That the LGMA thank Jamie McEwan and that the Capilano University Annual Report be received for information.

CARRIED

Jamie McEwan (guest) left the meeting at 9:57 a.m.

David Stuart (guest) joined the meeting at 9:58 a.m.

ITEM C1-08: Pre-Hospital Care Committee Verbal Report

MOVED by Douglas Holmes,

Seconded by Jon Wilsgard, That the LGMA thank David Stuart for his work and that the Pre-Hospital Care Committee report and the external committee representation report be received for information.

CARRIED

David Stuart (guest) left the meeting at 10:21 a.m.

Michael Dillabaugh left the meeting at 10:25 a.m.

ITEM C1-01: Code of Ethics Sign Off Procedure

MOVED by Douglas Holmes,

Seconded by Curtis Helgesen, That the Code of Ethics sign off process be revised to reduce confusion and remove administrative barriers by making adherence to the LGMA Code of Ethics an ongoing condition of membership.

CARRIED

ITEM C1-02: Social Media Strategy Recommendation

MOVED by Angila Bains,

Seconded by Maureen Connelly, That LGMA discontinue the use of Twitter (X) for promotions due to declining audience engagement, an increasingly volatile platform environment, and the platform's diminishing relevance for our target demographics per best practice approaches to professional marketing and communications.

CARRIED

ITEM C1-03: Volunteer Strategy Status Report

MOVED by Angila Bains,

Seconded by Curtis Helgesen, That the Board receive the Volunteer Strategy Progress report for information.

CARRIED

ITEM C1-04: 3-Year Program Strategy

MOVED by Douglas Holmes,

Seconded by Angila Bains, That the Board approve the 3-Year Delivery Strategy in principle and direct the Executive Director to create a 3-Year Education and Financial Plan.

CARRIED

ITEM C1-05: Board of Examiners Reappointment

MOVED by Douglas Holmes,
Seconded by Jennifer Sham, That the Board appoint Linda Glenday to represent the LGMA
on the Board of Examiners for one 3-year term, January 1, 2025 - December 31, 2027.

CARRIED

Michael Dillabaugh returned at 10:52 a.m.

ITEM C1-06: Annual Report of the Ethics Committee (verbal)

MOVED by Maggie Arruda,
Seconded by Jon Wilsgard, That the Board receive the 2024 Report of the Ethics Committee
and direct that an update be included in the 2024 Annual Report.

CARRIED

ITEM C1-07: PMI-WILL Volunteer Report and Section C: Consent Agenda

The Board moves to adopt the following in one motion:

MOVED by Douglas Holmes,
Seconded by Angila Bains,

That the Board receive the PMI-Will Volunteer Report for information.

AND

That the following items contained in the Governance Committee Progress Report be
received:

- *Short to Medium Term Opportunities*
- *In Progress*
- *Progress Report-Complete*

CARRIED

SECTION D

Professional Development and Education Section

Professional Development and Education Committee Report

The Professional Development and Education Committee Chair presented the
Professional Development and Education Committee Report.

Section D1: Action Agenda:

ITEM D1-01: LGLA Update

MOVED by Curtis Helgesen,

Seconded by Michael Dillabaugh, That the Board receive the LGLA verbal report for information.

CARRIED

ITEM D1-02: 2025 Learning Calendar

MOVED by Jon Wilsgard,

Seconded by Michael Dillabaugh, That the 2025 Learning Calendar be received for information.

CARRIED

ITEM D1-03A: Approving Officer Advisory Committee

MOVED by Douglas Holmes,

Seconded by Angila Bains, That the Professional Development and Education Committee recommend to the LGMA Board:

1. That Dean Strachan be appointed to the Approving Officers Committee for a 3-year term ending December 31, 2027.

AND

2. That David Block and Audrey Tanguay be re-appointed to the Approving Officer Advisory Committee for a 2-year term ending December 31, 2026.

CARRIED

ITEM D1-03B: Corporate Officer Advisory Committee

MOVED by Angila Bains,

Seconded by Douglas Holmes, That the Professional Development and Education Committee recommend to the LGMA Board the following appointments to the Corporate Officers Committee for a term ending December 31, 2025:

1. Ethan Fredeen, CAO/Corporate Officer, Village of Fraser Lake
2. Jacque Killawee, Deputy Corporate Officer, Metro Vancouver Regional District.
3. Re-appoint Lauren Olynick, Deputy Corporate Officer, Fraser Valley Regional District.

CARRIED

ITEM D1-03C: Elections Advisory Committee

MOVED by Angila Bains,

Seconded by Jennifer Sham, That the Professional Development and Education Committee recommend to the LGMA Board the following appointment(s) to the Elections Advisory Committee for a term to expire December 31, 2027:

1. Leslie Kellett, Deputy Corporate Officer, City of Prince George
2. Sherry Reid, Corporate Officer, Sunshine Coast Regional District
3. Nikolina Vracar, Deputy Corporate Officer, City of Nanaimo
4. Tabatha Young, Corporate Officer, City of Dawson Creek

CARRIED

ITEM D1-03D: Foundations of Local Government Learning Series Advisory Committee

MOVED by Angila Bains,

Seconded by Curtis Helgesen, That the Professional Development and Education Committee recommend to the LGMA Board that Will George, Director of Community Services for the Town of Smithers, be appointed to the MATI Foundations Advisory Committee for a three-year term ending December 31, 2027.

CARRIED

ITEM D1-03E: FOI-Records Management Advisory Committee

MOVED by Angila Bains,

Seconded by Douglas Holmes, That the LGMA Board approve the following appointments to the FOI – Records Management Committee for a three-year term ending December 31, 2027:

1. Adriana Proton, Manager of Legislative Services, City of Courtenay
2. Chetandee Kaur, Deputy Corporate Officer, Privacy Officer, District of Squamish

Late Amendment:

AND

3. Jennifer Borland, Records Management and Privacy Coordinator, City of North Vancouver

CARRIED

ITEM D1-04: Scholarship Recipients

MOVED by Angila Bains,

Seconded by Al Radke,

1. That the Board receive the Ken Dobell Scholarship Committee recommendations for information:
 - a) Amy Choh: Award: \$2,500
 - b) Brian Doddridge: Award: \$2,500
 - c) Taryn Hubbard: Award: \$2,500
 - d) Jamie Leggatt: Award: \$2,500

- e) Jennifer Morrison: Award: \$2,500
- f) Simran Sandhu: Award: \$2,500
- g) Sydney Stoltz: Award: \$2,500

2. The Professional Development and Education Committee recommends to the Board of Directors that the following applicants be considered for the Grant Anderson Scholarship:

- a) Keona Wiley: Award: \$1,500
- b) Tasha Samuels: Award: \$1,500

3. The Professional Development and Education Committee recommends to the Board of Directors that the following applicants be considered for the Distinguished Members Legacy Fund:

- a) Erin Jackson: Award: \$1,500
- b) Natasha Beauchamp: Award: \$1,500
- c) Christine Cho: Award: \$1,500
- d) Jasmine Nelson: Award: \$1,500
- e) Kirninder Dhillon: Award: \$1,500

CARRIED

MOVED by Angila Bains,

Seconded by Al Radke, That the Board receive the First Nation Public Service Secretariat Scholarship Recommendations for information:

- a. Sheila Williams: Award: \$582.47 in principle¹
- b. Michael Vegh: Award: \$1,500

ITEM D1-05: Advancing Equity Working Group Terms of Reference

MOVED by Al Radke,

Seconded by Bryan Teasdale, That the Board receives the Advancing Equity Working Group Terms of Reference for information.

CARRIED

Section D2: Consent Agenda

MOVED by Angila Bains,

Seconded by Jennifer Sham, That the following items contained in the Professional Development and Education Progress Report be received:

¹ Note: Should Sheila not meet the remaining eligibility criteria, an award will not be issued and her name will be removed from public minutes.

- *Short to Medium Term Opportunities*
- *In Progress*
- *Progress Report*

CARRIED

SECTION E: New Business

N/A

SECTION F: Correspondence

N/A

SECTION G

G1-01: Chapter Reports

Lower Mainland

n/a

Rocky Mountain

The Chapter Executive hosted their regular CAO and CFO meetings this fall and there was good turn out in both cases. The big win is that PADM 200 is coming to the Kootenays after the great support of local government champions in the region, and partnership support from the local government serving associations. The Chapter is extremely excited about this. The Joint Chapter Conference will be held in Fernie in 2025.

The Chapter Director acknowledged he was very pleased to represent the Board at Alberta Rural Municipal Administrators' Association in Lethbridge, AB. It was interesting to compare the similarities and differences experienced by local governments in Alberta in comparison to British Columbia.

Thompson-Okanagan

TOLGMA held their Chapter Conference to October 23-25. The Chapter Director noted she is happy to be re-elected, and has had new interest in the Chapter Executive along with some continuity which will serve the Chapter Executive well. The Chapter Conference will be hosted May 7-9 in Revelstoke as the Executive is being intentional in circulating the conference amongst the areas in the region. The 2024 Chapter Conference topics were well received and reflective of regional priorities.

Vancouver Island

The VILGMA Chapter Executive is confirming dates in April for their Chapter Conference to be hosted in Parkville. The Chapter is extremely determined in its efforts to host the spring conference and acknowledges the support of its volunteers.

North Central

N/A

West Kootenay Boundary

The WKB Chapter Executive are organizing the membership drive and updating membership list. Hosted a fall meeting in the beginning of November in Trail of roughly 40 members, which was excellent attendance in comparison to previous years. First session of the morning was focused on AI which is a priority topic and the afternoon was a facilitated discussion focused on regional collaborations. In 2025, will be hosting elections in April. Joint Chapter Conference will be held in East Kootenays.

MOVED by Curtis Helgesen,
Seconded Maureen Connelly, That the Chapter reports be received.

CARRIED

SECTION H

In Camera

MOVED by Keri-Ann Austin,
Seconded by Maggie Arruda, That the Board move In Camera at 11:46 p.m.

CARRIED

The regular meeting resumed at 1:15 p.m.

SECTION I

The next board meeting will be 8:30 a.m. - 12:30 p.m. on Friday, March 7, 2025 (location TBD/and via Zoom).

Adjournment

MOVED by Maggie Arruda,
Seconded by Jon Wilsgard, That the meeting adjourn at 1:16 p.m.