LGMA LOCAL GOVERNMENT MANAGEMENT ASSOCIATION OF BRITISH COLUMBIA	**MINUTES** **BOARD MEETING** **December 12 2025** **8:30 a.m. - 12:30 p.m. PST** **Richmond and/or Zoom**

In attendance:

President	Keri-Ann Austin
Vice President	Angila Bains
Treasurer	Michael Dillabaugh
Director at Large	Maggie Arruda
Director at Large	Al Radke
Director at Large	Sheldon Tetreault
West Kootenay Boundary	Sarah Winton
Rocky Mountain	Karen Cote
North Central	Maureen Connelly
Past President	Douglas Holmes

Staff:

Executive Director	Candace Witkowskyj

Regrets:

Thompson Okanagan	Jennifer Sham

Call to Order

The meeting was called to order at 8:37 a.m. by the President.

The President began by acknowledging that the land on which the Board meeting takes place on the traditional, unceded territories of the Musqueam First Nation, who have stewarded the Fraser River estuary for millennia, but also involves lands significant to the Tsawwassen and Kwantlen First Nations.

SECTION A

ITEM A1: Agenda

MOVED by Maureen Connelly,
Seconded by Douglas Holmes, That the agenda be approved as presented.

CARRIED

ITEM A2: Minutes

MOVED by Micheal Dillabaugh,

Seconded by Karen Cote, There were no errors or omissions, and as such the minutes of the board meeting on September 22 shall be adopted.

CARRIED

ITEM A3: President's Report
The President shared the following report in addition to the written report in the agenda:

> I am pleased to join my board colleagues as we gather to review the Association's accomplishments over the past year, and turn our focus forward to 2026. The Association delivered more than 23 educational programs this year thanks to the contributions of 275 volunteers who contributed over 2,438 hours of service. I know my board colleagues will echo my appreciation for the generous support of our volunteers, partners, sponsors, and the LGMA staff team. I look forward to what 2026 brings and appreciate the Association's ongoing support to the sector in preparing for the 2026 local elections, along with other emerging priorities for local governments. It was also a pleasure to join the PIBC World Town Planning Day Gala in Vancouver last month and represent the LGMA at this important event.

MOVED by Maureen Connelly,
Seconded by Douglas Holmes, That the President's Report be received.

CARRIED

SECTION B: Financial Management Section
The Financial Management Chair Michael Dillabaugh presented the Financial Management Committee Report.

Section B1: Action Agenda

ITEM B1-01: 025 Third Quarter Financial Report with Projections to Year-End

MOVED by Douglas Holmes,
Seconded by Al Radke, That the Financial Statements to September 30, 2025, and the Year-End Projections be approved;

AND

That the Board direct staff to complete the 2025 year-end financial report for the March 2026 Board meeting.

CARRIED

ITEM B1-02: 2026 Operating Budget
MOVED by Douglas Holmes,

Seconded by Angila Bains, That the 2026 Operating Budget be approved with the addition of the anticipated revenue from MFA and year-round sponsors.

CARRIED

ITEM B1-03: 2025 Investment and Reserve Report Year-End Projection

MOVED by Karen Cote,

Seconded by Maggie Arruda, That the Board receive the 2025 Investment and Reserve year-end projections for information and direct the Executive Director to provide a further update at the March 2026 Board meeting.

CARRIED

ITEM B1-04: Chapter Standing Committee's 2025 Third Quarter Financial Reports with Year-End Projections and 2026 Budgets

MOVED by Angila Bains,

Seconded by Maureen Connelly, That the Q3 Chapter Standing Committee of the LGMA Reports with Year-End Projections and 2026 Budgets 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: 2026 Workplan

MOVED by Douglas Holmes,

Seconded by Karen Cote, That the 2026-2028 Work Plan be approved as amended.

CARRIED

ITEM B1-06: Risk Matrix

MOVED by Maggie Arruda,

Seconded by Douglas Holmes, That the December 2025 Risk Matrix be received for information and that staff move to produce the Risk Matrix annually instead of quarterly.

CARRIED

ITEM B2: Consent Agenda

MOVED by Al Radke,

Seconded by Maureen Connelly, 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 Angila Bains presented the Governance Committee Report.

Section C1: Action Agenda
ITEM C1-01: Inter-Association Representation
MOVED by Maureen Connelly,
Seconded by Sheldon Tetreault, That the Board approve the inter-association representation strategies as amended, as supported by the 2026 budget.

CARRIED

ITEM C1-02: Annual Report of the Ethics Committee
MOVED by Michael Dillabaugh,
Seconded by Maggie Arruda, That the Board receive the annual report of the Ethics Committee for information.

CARRIED

ITEM C2: Consent Agenda
MOVED by Michael Dillabaugh,
Seconded by Maureen Connelly, That the following items contained in the Governance Committee Progress Report be received:

- Short to Medium Term Opportunities
- In Progress
- Successes

CARRIED

SECTION D
Professional Development and Education Section

Professional Development and Education Committee Report
The Professional Development and Education Committee Chair sends her regrets so the President presented the Professional Development and Education Committee Report.

Section D1: Action Agenda

ITEM D1-01: LGLA Representative Update
MOVED by Maureen Connelly,

Seconded by Sarah Winton, That the Board receive the LGLA Representative verbal update for information.

CARRIED

ITEM D1-02: Draft 2026 Learning Calendar
MOVED by Angila Bains,
Seconded by Michael Dillabaugh, That the Board approve the Draft 2026 Learning Calendar.

CARRIED

ITEM D1-03: FIPPA-Records Management Committee Work Plan 2026-2028
MOVED by Angila Bains,
Seconded by Sarah Winton, That the Board approve the LGMA FIPPA-RIM Committee Workplan 2026-2028 in principle.

CARRIED

Maggie Arruda left the meeting at 9:47 a.m.

Section D2: Consent Agenda
MOVED by Douglas Holmes,
Seconded by Karen Cote, That the following items contained in the Professional Development and Education Progress Report be received:

- Short to Medium Term Opportunities
- In Progress
- Successes

CARRIED

SECTION E: New Business
N/A

SECTION F: Correspondence
ITEM F1- 01, 02
MOVED by Michael Dillabaugh,
Seconded by Douglas Holmes, That the Board receive the following communications from CAMA for information:

- Building Civility and Trust in Local Government – A National Initiative of CAMA
- Presentation on CAO-Council Relations

CARRIED

Maggie Arruda returned to the meeting at 9:55 a.m.

SECTION G
ITEM G1-01: Chapter Reports

Lower Mainland
n/a

Rocky Mountain
The RMLGMA had their annual CFO Forum in Cranbrook on November 6 and had 23 participants representing 9 municipalities and 2 First Nations governments. The Chapter CAOs also got together as well and had 9 CAOs representing 8 local governments and 1 First Nations government. These forums are very rewarding opportunities for peer knowledge sharing and are minimal cost. The program agendas were thoughtfully developed and thought was given to ensure the content was valuable to both local and First Nations governments. MFA highlighted investment opportunities for First Nations government.

Thompson-Okanagan
N/A

Vancouver Island
The Chapter is intending to hold the VILGMA Chapter Conference in Parksville in the spring time. It is a challenge to find availability that will not conflict with other programs or events. The Chapter is very appreciative of being able to utilize space within the City of Parksville to keep costs down. The Chapter is identifying a replacement Chapter rep and will have this confirmed in 2026.

North Central
The NCLGMA have secured April 22-24 for the 2026 Chapter Conference and using an event planning service again as this was of great value in 2025. The Chapter has really reinvigorated itself over the last few years. The Chapter hosted an AI session online this past week and saw great attendance from local and First Nations governments. It was complimentary to members and helped increase membership. The Chapter hopes to do more of this in the future.

West Kootenay Boundary
The WKB-RM joint Chapter meeting will be May 13-15. AI is one of the priority topics for the conference, along with other program topics. The West Kootenay Boundary Chapter met in October and discussed strategies for common issues in the region, such as recruitment and retention, return to work programs, records management, GIS, procurement, policy development, AI resources, and finance. At that meeting, the Chapter Executive gathered inputs on priority topics for the joint chapter conference in the spring.

MOVED by Al Radke,
Seconded by Sheldon Tetreault, That the Chapter reports be received.

CARRIED

MOVED by Douglas Holmes,
Seconded by Michael Dillabaugh, That the Board add FNPSS Band Administrators Advisory Council updates to future Board agendas.

CARRIED

SECTION H
In Camera
MOVED by Maureen Connelly,
Seconded by Douglas Holmes, That the Board move In Camera at 10:24 a.m.

CARRIED

The regular meeting resumed at 12:23 p.m.

SECTION I
The next board meeting will happen from 8:30 a.m. – 12:30 p.m. on Friday, March 13 (Richmond and/or via Zoom). The Board dinner will be on Thursday, March 12.

Adjournment
MOVED by Angila Bains,
Seconded by Sheldon Tetreault, That the meeting be adjourned at 12:23 p.m.