

 <p><b>LGMA</b> LOCAL GOVERNMENT MANAGEMENT ASSOCIATION OF BRITISH COLUMBIA</p>	<p><b>MINUTES BOARD MEETING</b> <b>June 9, 2025</b> <b>12:30 - 4:30 p.m. PST</b> <b>Kelowna and/or Zoom</b></p>
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**In attendance:**

President	Douglas Holmes
Vice President	Keri-Ann Austin
Treasurer	Angila Bains
Director at Large	Maggie Arruda
Director at Large	Al Radke
West Kootenay Boundary	Sarah Winton
Rocky Mountain	Karen Cote
North Central	Maureen Connelly
Vancouver Island	Michael Dillabaugh
Thompson Okanagan	Jennifer Sham
Past President	Curtis Helgesen

**Staff:**

Executive Director	Candace Witkowskyj
Senior Program Manager/Deputy ED	Vanessa Gelhaar

**Regrets**

**Call to Order**

The meeting was called to order at 12:29 p.m. by the President.

The President began by acknowledging that the land on which the Board meeting takes place is the traditional, ancestral, uncaded territory of the Syilx / Okanagan people.

**SECTION A**

**ITEM A1: Agenda**

MOVED by Maureen Connelly,

Seconded by Keri-Ann Austin, That the agenda be approved as presented.

CARRIED

**ITEM A2: Minutes**

MOVED by Michael Dillabaugh,

Seconded by Jennifer Sham, There were no errors or omissions, and as such the minutes of the board meeting on March 14 meeting and the May 12 Special Board meeting shall be adopted.

CARRIED

### **ITEM A3: President's Report**

The President shared the following report in addition to the written report in the agenda:

It is an honour to Chair this meeting as I near completion of my term as Association President. I am excited for the 2025 Annual Conference and know the staff have taken great care to ensure a strong event for our members.

Over the past year, I am proud to have supported my Board colleagues and the Association in a number of significant successes, including but not limited to:

- The development of its 2025-2030 Strategic Plan
- The first year of the Local Government Management Internship Program relaunch
- The relaunch of the First Nations-Local Government Land Use Planning Regional Workshops in partnership with the First Nations Public Service Secretariat and the Northern Development Initiative Trust,
- The unveiling of the 1999 time capsule,
- And collaborating with staff to streamline the Board package structure

I had the honour of representing the Association at ICMA and FCM, along with other LGMA and partner events. Please refer to my written report where I summarize key learning points for the Association.

I was pleased to also connect with other CAOs and other local government serving organizations from across the country. I extend my empathy to those local governments across the country navigating wildfires. As I prepare to pass the gavel to the incoming President, I know the Association will be in good hands given the strong capacity here at the Board table, the support of a strong staff team, the contributions of generous LGMA volunteers, our sponsors and partners, and the collective excellence of the local government sector. Thank you for this opportunity to serve this Association, it is an honour to add my name to the long list of leaders who have served as President.

MOVED by Curtis Helgesen,

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

CARRIED

### **SECTION C: Governance Section**

The Governance Committee Chair presented the Governance Committee Report. Curtis Helgesen volunteers to serve as Vice Chair and presents the report.

### **Section C1: Action Agenda**

***ITEM C1-01: Internship Program Update***

MOVED by Sarah Winton,

Seconded by Douglas Holmes, That the Board receive the Internship program update for information.

CARRIED

***ITEM C1-02: UBCM Finance Technical Management Committee Appointment***

MOVED by Jennifer Sham,

Seconded by Douglas Holmes, That the Board appoint Curtis Helgesen to continue serving on the UBCM Finance Technical Management Committee on behalf of the LGMA.

CARRIED

***ITEM C1-03: LGLA Board Appointment***

MOVED by Douglas Holmes,

Seconded by Karen Cote, That the Board appoint Maggie Arruda to serve on the LGLA Board on behalf of the LGMA for a 2-year term, ending June 21, 2027

CARRIED

***ITEM C2: Consent Agenda***

MOVED by Maureen Connelly,

Seconded by Douglas Holmes, 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 presented the Professional Development and Education Committee Report.

**Section D1: Action Agenda**

***ITEM D1-01: Meeting Notes LGLA Representative***

MOVED by Michael Dillabaugh,

Seconded by Douglas Holmes, That the Board receive the Meeting Notes LGLA Representative for information.

CARRIED

Moved by Douglas Holmes,  
Seconded by Karen Cote, That staff explore capacity and feasibility of a formalized mentorship program and provide the Board with recommendations at a future meeting.

CARRIED

*Al Radke joined the meeting at 1:04 p.m.*

### **Section D2: Consent Agenda**

MOVED by Keri-Ann Austin,

Seconded by Douglas Holmes, 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**

LMLGMA – Verbal Report

*Angila Bains joined the meeting at 1:09 p.m.*

### **SECTION F: Correspondence**

#### ***ITEM F1 01-03***

MOVED by Sarah Winton,

Seconded by Maureen Connelly, That the Board receive the attached communications for information.

CARRIED

### **SECTION B: Financial Management Section**

The Financial Management Chair presented the Financial Management Committee Report.

#### **Section B1: Action Agenda**

#### ***ITEM B1-01: First Quarter Financial Report***

MOVED by Curtis Helgesen,

Seconded by Michael Dillabaugh, That the Financial Statements to March 31, 2025 with projections to year-end be approved.

CARRIED

***ITEM B1-04: Chapter Standing Committee's 2025 First Quarter Financial Reports***

MOVED by Keri-Ann Austin,

Seconded by Maureen Connelly, That the Q1 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: Risk Matrix***

MOVED by Jennifer Sham,

Seconded by Sarah Winton, That the June 2025 Risk Matrix be received for information.

CARRIED

***ITEM B2: Consent Agenda***

MOVED by Douglas Holmes,

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

- Short to Medium Term Opportunities
- In Progress
- Successes

CARRIED

***SECTION G***

***ITEM G1-01: Chapter Reports***

***Lower Mainland***

n/a

***Rocky Mountain***

The Rocky Mountain Chapter meeting was held jointly with the West Kootenay Boundary Chapter in Fernie in May. The Chapter Director extends her gratitude to the former Director and looks forward to the work ahead. The sessions were excellent, including the Keynote speaker. Next year's conference will be held in Castlegar.

***Thompson-Okanagan***

TOLGMA concluded their Chapter Conference in Revelstoke and appreciated Keri-Ann Austin bringing greetings on behalf of the Association. Two additional members were recruited to Executive. The Association noted it is looking at the second week of April in 2026 to host their conference.

### ***Vancouver Island***

The VILGMA Chapter Conference hosted their first in-person event in a number of years. There was an excellent turn out and the Chapter Conference was kindly hosted in the City of Parksville City Hall meeting space; the Chapter Executive extends their thanks to the City for hosting. The 2026 Chapter Conference will be hosted in the spring, dates to be determined.

### ***North Central***

The Chapter Director expressed her thanks to Alice Johnston for her service and noted she is excited to support the work of the region. There was significant interest in serving on Executive. The Chapter Conference was the first in-person event in a number of years, and it went very well.

### ***West Kootenay Boundary***

The joint Chapter Conference was held in Fernie and went very well. The The new Chapter Director extends her appreciation to the outgoing Director. Several Chapter Executive positions were filled by new volunteer members, and the Director extends her gratitude to those volunteers who stepped forward. The AGM identified priorities for the future, and there was good input from the membership. Next year's Chapter meeting will include Election Training.

MOVED by Angila Bains,  
Seconded Al Radke, That the Chapter reports be received.

CARRIED

## **SECTION H**

### ***In Camera***

MOVED by Maureen Connelly,  
Seconded by Sarah Winton, That the Board move In Camera at 1:57 p.m.

CARRIED

*Curtis Helgesen left the meeting at 3:00 p.m.*

The regular meeting resumed at 3:22 p.m.

## **SECTION I**

The next board meeting will be 12:30 pm – 4:30 pm on Monday, September 22 (Victoria and/or via Zoom).

**Adjournment**

MOVED by Keri-Ann Austin,

Seconded by Angila Bains, That the meeting adjourn at 3:23 a.m.