

	<p style="text-align: center;">MINUTES BOARD MEETING March 14, 2025 8:30 a.m. – 12:30 p.m. PST Zoom</p>
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In attendance:

President	Douglas Holmes
Treasurer	Angila Bains
Director at Large	Maureen Connelly
Director at Large	Maggie Arruda
North Central	Alice Johnston
Vancouver Island	Michael Dillabaugh
Thompson Okanagan	Jennifer Sham
Past President	Curtis Helgesen

Staff:

Executive Director	Candace Witkowskyj
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Regrets

Vice President	Keri-Ann Austin
Director at Large	Al Radke
West Kootenay Boundary	Bryan Teasdale

Call to Order

The meeting was called to order at 8:34 a.m. by the President.

The President began by acknowledging that he joins the Board meeting from the traditional territories of the traditional territories of the Coast Salish Nations and encouraged the Board members to consider and reflect on the traditional territories where they reside.

SECTION A

ITEM A1: Agenda

MOVED by Maureen Connelly,

Seconded by Jennifer Sham, That the agenda be approved as presented.

CARRIED

ITEM A2: Minutes

MOVED by Michael Dillabaugh,

Seconded by Curtis Helgesen, There were no errors or omissions, and as such the minutes of the board meeting on December 6, 2024 shall be adopted.

CARRIED

ITEM A3: President's Report

The President shared the following verbal report:

I believe we are going in a great direction in the revisions to our agenda approach to reduce the learning curve for new volunteers. I understand Stacey Fujikawa has been instrumental in this, and thank you to Candace as well for her support in making these changes happen. I am excited about our new Strategic Plan, particularly in light of our current political environment when some organizations are moving away what is right, the LGMA has leaned into continuing to prioritize these same topics while also prioritizing organizational resilience amidst challenging times. It was also my pleasure to honour Ana Fuller's dedicated career to the association at our recent CAO Forum in advance of her upcoming retirement. I look forward to attending the Federation of Canadian Municipalities Conference on behalf of the Association to engage in further knowledge gathering, and I feel it is important to note that now more than ever we need to prioritize peer learning and professional development opportunities. Last year when we were leaving ICMA, I was overwhelmed by what an excellent learning opportunity it was and the benefit of getting AI, governance, and other key learning from an international lens. This year we are unable to attend, but this is no reflection of the quality of learning experience. At the same time, I think we've made an excellent choice to identify external representation opportunities for the board of directors. Thank you to the board members for their willingness to attend external events, but also in their efforts to ensure affordable travel. I look forward to the LGMA's Annual Conference in Kelowna where I will celebrate my last board meeting.

MOVED by Alice Johnston,

Seconded by Angila Bains, That the President's Report be received.

CARRIED

SECTION B: Financial Management Section

The Financial Management Chair presented the Financial Management Committee Report. Alice Johnston volunteers to serve as Vice Chair and presents the report.

Section B1: Action Agenda

ITEM B1-01: Fourth Quarter Financial Report

MOVED by Douglas Holmes,

Seconded by Maureen Connelly, That the Financial Statements to December 31, 2024 be approved.

CARRIED

ITEM B1-02: 2024 Year-End Investment and Reserve Report

MOVED by Michael Dillabaugh,

Seconded by Angila Bains, That the 2024 Year-End Investment and Reserve Report be received for information.

CARRIED

ITEM B1-03: 2024 Deficit Report

MOVED by Curtis Helgesen,

Seconded by Michael Dillabaugh, That the Board approve a transfer from the Operating Reserve be used to offset the projected 2024 year-end deficit.

And, that the dollar amount of the Operating Reserve drawdown be determined after the BDO Review Engagement.

CARRIED

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

MOVED by Jennifer Sham,

Seconded by Maureen Connelly, That the Q4 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 Douglas Holmes,

Seconded by Michael Dillabaugh, That the Risk Matrix be received.

CARRIED

Maggie Arruda joined the meeting at 9:03 a.m.

ITEM B2: Consent Agenda

MOVED by Maureen Connelly,
Seconded by Angila Bains, 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. Curtis Helgesen volunteers to serve as Vice Chair and presents the report.

Section C1: Action Agenda

ITEM C1-01: Board Succession Planning

MOVED by Douglas Holmes,
Seconded by Jennifer Sham, That the Board Succession Planning Report be received.

CARRIED

AND

MOVED by Maureen Connelly,
Seconded by Michael Dillabaugh, That the AGM and Board Election be held Thursday, June 12, 2025.

CARRIED

ITEM C1-02: 2025-2030 Strategic Plan

MOVED by Douglas Holmes,
Seconded by Jennifer Sham, That the 2025-2030 Strategic Plan be adopted.

CARRIED

ITEM C1-03: Responsible Conduct Resource Administration Committee Volunteer Appointment

MOVED by Maureen Connelly,
Seconded by Maggie Arruda, That the following applicants be appointed to the Responsible Conduct Resource Administration Committee for a 2-year term:

1. Paulina Lysaght, Manager Legislative Services/Corporate Officer, Resort Municipality of Whistler
2. Maria Mazzotta, Corporate Officer, City of Kamloops

AND

That the Board of Directors receive the updated Responsible Conduct Resource Administration Committee Terms of Reference for information.

CARRIED

ITEM C1-04: Board Examiners – Order in Council

MOVED by Douglas Holmes,

Seconded by Michael Dillabaugh, That the Board of Directors receives the Order of the Lieutenant Governor in Council No. 82 for information.

CARRIED

ITEM C2: Consent Agenda

MOVED by Alice Johnston,

Seconded by Michael Dillabaugh, 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 Alice Johnston ,

Seconded by Curtis Helgesen, That the Board receive the Meeting Notes LGLA Representative for information.

CARRIED

Section D2: Consent Agenda

MOVED by Douglas Holmes,

Seconded by Jennifer Sham, 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 01-03

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

CARRIED

SECTION G

ITEM G1-01: Chapter Reports

Lower Mainland

n/a

Rocky Mountain

n/a

Thompson-Okanagan

The TOLGMA Chapter Conference will take place in Revelstoke from May 7-9. The session topics are focusing on legal considerations around AI, Alan Mallory as the keynote speaker, and communications as some session examples. The AGM will aim to ensure a full Executive.

Vancouver Island

The VILGMA Chapter Conference will be taking place April 2-4 in Parksville. The agenda is almost finalized and registration is growing. The sessions will focus on priority topics such as AI.

North Central

The NCLGMA are hosting an in-person Chapter Conference, April 9-11, in Prince George and have received great support from partners and sponsors. The Conference topics are top of mind, including AI and other priority topics.

West Kootenay Boundary

n/a

MOVED by Alice Johnston,

Seconded Michael Dillabaugh, That the Chapter reports be received.

CARRIED

SECTION H

In Camera

MOVED by Jennifer Sham,

Seconded by Alice Johnston, That the Board move In Camera at 10:00 a.m.

CARRIED

The regular meeting resumed at 10:43 a.m.

SECTION I

A special board meeting will take place virtually from 1:00 – 3:00 p.m. on Monday, May 12.

The next board meeting will be 12:30 pm – 4:30 pm on Monday, June 9 (Kelowna and/or via Zoom).

Adjournment

MOVED by Michael Dillabaugh,

Seconded by Alice Johnston, That the meeting adjourn at 10:44 a.m.