

ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

EXECUTIVE POLICIES

1.1 MEDIA RELATIONS

- (a) The President is the recognized spokesperson for the AVICC. All media inquiries that are seeking the official position or reaction of AVICC should be referred to the President.
- (b) The Vice Presidents, in order of seniority, may act in the absence of the President.
- (c) Directors will not act as spokespersons for AVICC unless they have first consulted with the President and been authorized by the President.
- (d) Directors may speak externally about AVICC issues and topics discussed provided that confidential requirements are followed and that their statements do not undermine the reputation or the integrity of the Executive.

2.1 AGENDA PREPARATION

- (a) A monthly schedule of Executive meetings will be placed on the AVICC website.
- (b) Agenda material sent to Executive members prior to an Executive meeting shall remain confidential under disposed of by subsequent Executive action and direction.
- (c) The agenda and supporting material should be provided to all Executive members so that it arrives at their designated address for receipt of correspondence on the Friday prior to the Executive meeting.
- (d) The President or Executive Coordinator may, prior to the opening of the meeting, place before the Executive:
 - additional materials that support agenda items;
 - new items of business (as have been received from members or provincial or federal government) that were not known prior to the date on which the agenda was circulated and which are prudent to be dealt with by the Executive at the meeting.
- (e) It shall be prudent for the Executive to refer such items deemed not of an urgent nature to the next Executive meeting.
- (f) Other items not appearing on the agenda shall not be placed before the Executive without 2/3 approval of the Executive.

- (g) Any member wishing to bring forward any new matter or point of information shall do so under "OTHER BUSINESS". Any new matter of major import, which may require further information than could or would normally be available to the Executive at such a meeting, may be ruled by the President, as a "notice of motion" and be placed on the agenda of the next meeting of the Executive.

3.1 PUBLIC INFORMATION

- (a) **Press Releases**
Press Releases are encouraged to promote AVICC activities, decisions, projects and services. Press Releases are to be reviewed and approved by the President and Executive Coordinator and are to be sent from the AVICC office on official AVICC letterhead in order to be copied to the media, Executive and posted on the AVICC website. The contact person for Executive matters is the President and the contact person for operational matters is the Executive Coordinator.
- (b) **Newsletter**
A pre-Convention Newsletter will be used to keep the members up to date on activities pertaining to the Annual General Meeting and Convention.

4.1 CUSTOMER SERVICE

- (a) **Website**
The AVICC will maintain an updated user friendly website to provide the members with information regarding Executive decisions, Executive meeting schedules, minutes and activities/events.
- (b) All requests for posting information to the website will be coordinated through the Executive.
- (c) Information appearing on the AVICC website will not be used to promote an individual business over any other, but will always strive to promote the AVICC.
- (d) Information appearing on the AVICC website will not be used to promote an individual political philosophy, but will strive to promote AVICC philosophies and goals as envisioned by the AVICC Executive as a whole.
- (e) **Email**
Email is to be used for business purposes and should be business like in format and tone. Full sentences, proper grammar, and punctuation are expected. Email received during the course of AVICC business becomes part of the AVICC record and is subject to scrutiny under the *Freedom of Information and Privacy Protection Act*. Email received by the AVICC will be identifiable through a sign off providing the correspondents full name, address and phone number. Un-signed email will be treated as anonymous.
- (f) **Telephone**
Telephone callers calling the AVICC for the purpose of statement of opinion or to make complaint will be told their opinions and complaints are to be submitted in

writing and must include a return address in order to be considered by staff or the AVICC Executive.

- (g) Surveys
From time to time, the AVICC may conduct surveys or polls to garner member opinion regarding association issues, policy direction and member satisfaction.

5.1 HANDLING CORRESPONDENCE

- (a) Incoming Correspondence
The Executive Coordinator shall route all correspondence in accordance with the following guidelines:

- Correspondence addressed to “Chair” or a specific “Director”, unless of a personal nature, will be placed on the Executive agenda.
- Correspondence that is unsigned, unaddressed, form letters, or journal information will not be actioned.
- All correspondence addressed to the Board will be placed on the agenda.

Outgoing Correspondence

- All official correspondence of the AVICC shall be sent out under the letterhead of the AVICC and shall be used for the purpose of obtaining or giving information or conveying the official position of the AVICC established by resolution adopted at a regularly constituted meeting. All official correspondence under the signature of the Chair shall be reviewed by the Executive Coordinator before being sent out with appropriate filing for archival purposes.
- All correspondence sent by the AVICC to a federal or provincial minister shall be sent out under the signature of the President.
- Correspondence arising from an Executive meeting will be prepared within Five days following the meeting.

6.1 POLICY ON AVICC MEMBERSHIP IN OTHER ORGANIZATIONS

- 1) Membership required
 - a) How significant is this membership to AVICC local governments?
 - b) Will membership advance the achievement of AVICC policies?
- 2) Additional Considerations on membership
 - c) What are the financial implications for AVICC?
 - d) What are the consequences to AVICC local governments if AVICC is not a member?
- 3) Nature of membership
 - e) Are there alternate ways of ensuring AVICC’s interests are protected?
 - f) What other groups are members?

7.1 ESTABLISHING COMMITTEES

- (a) The Nomination Committee shall consist of the Immediate Past President and the incoming President.
- (b) Committees (other than Nominating Committee)
The Executive shall appoint and define the powers and duties of every Committee except the Nominating Committee and the Resolutions Committee.
- (c) There shall be a Resolutions Committee composed of the members of the Executive.
- (d) The Resolutions Committee shall:
 - examine all resolutions submitted to the Convention;
 - recommend in favour of or against the resolutions respectively; and
 - may correlate resolutions; and
 - may recommend amendments.

8.1 EXECUTIVE POLICY ON EXPENSES

Expenses shall be reimbursed for Executive members on authorized business of the Association except for attending the Annual AVICC and UBCM Conventions. No travel expenses nor part of other expenses normally incurred by Executive members in attending the Annual AVICC or UBCM Conventions will be borne by the AVICC.

In addition, expenses will not be reimbursed for attendance at the Executive meeting that immediately precedes the Annual AVICC Convention except for the per diem and a maximum of one night's extra hotel accommodation costs incurred by attendance at that meeting.

Reimbursable expenses will be per diem allowance, travel allowance and hotel expense for room rental. Receipts for all charges except car mileage and per diems will be required for reimbursement.

Where travel to and from a meeting can *reasonably* be commenced by 7:00 am with return travel completed by 7:00 pm, no additional per diem for travel, hotel expense or other expense will be allowed.

If a member is aware in advance that their travel arrangements are likely to result in higher costs than would typically be expected, they should seek pre-approval from the President to ensure that the costs will be deemed eligible for reimbursement.

PER DIEM

The meeting per diem is \$150, but modified as far as travel time is concerned as follows:

- When travel can be commenced after twelve noon, then one-half the per diem shall be charged for that day.
- On returning home if travel can be completed by twelve noon, then one-half the per diem rate shall be charged that day.

TRAVEL ALLOWANCE

- (a) Air transportation, if available, shall be the primary method of travel unless the overall expenses will be less if travel is by car. The return air fare available shall be allowed, plus ground transportation at both ends of the journey.

Reimbursement for ground transportation shall be:

- First Alternative – by regular airline limousine service;
- Second Alternative – by taxi;
- Third Alternative – by personal vehicle allowing for car mileage from home to airport and return and any airport parking charges;
- Fourth Alternative - by rental car with the maximum allowable claim to be the equivalent of taxi fare;

If the use of a personal vehicle with applicable airport parking charges is the least expensive method, car mileage from home to airport and return and any airport parking charges shall be reimbursed.

If air transportation is not possible due to inclement weather or absence of airline service, or for other valid reasons, charges for other methods of travel, additional per diems and overnight hotel accommodation charges will be accepted. A written explanation may be requested to support the additional charges.

If air transportation, although available, is not utilized because of an Executive member's own choice, expenses will only be paid based on the lowest return air fare available, plus least expensive ground transportation available at either end where applicable, and the number of per diem days and overnight hotel accommodation needed as if air travel had been used.

- (b) The mileage allowance for car travel shall be at the current provincial rate.
- (c) Ferry charges will also be reimbursed where necessary.

HOTEL EXPENSE

- (a) Room rental expense shall be paid on single-occupancy rate and shall be substantiated by receipts. Where private lodging is used in lieu of commercial accommodation, reimbursement of \$40 maximum per day may be claimed.

ATTENDANCE AT OTHER AREA ASSOCIATION CONVENTIONS

- (a) The AVICC President or their authorized delegate shall be authorized to attend the Annual Convention of other Area Associations, one per year, on a rotation basis (AKBLG, NCLGA, LMLGA and SILGA) to represent AVICC.
- (b) The travel expenses, registration fees, a per diem allowance of \$100 per day and \$50 per half day, and hotel accommodation for attending the Area Association conventions shall be borne by AVICC.

MEMBER VISITS

- (a) The AVICC President or their authorized delegate shall be authorized to conduct member visits as deemed appropriate ensuring that all members are visited on a regular rotational basis and adhering to the approved budget.
- (b) The travel expenses, a per diem allowance of \$100 per day and \$50 per half day, and hotel accommodation shall be borne by AVICC.

EXPENSE REIMBURSEMENT PROCESS

All requests for reimbursement of eligible expenses with required receipts must be submitted to the Executive Coordinator who will review the claim and may:

- Approve as submitted;
- Seek clarification or request written explanation and refer to the President, or First Vice-President for President's expenses, to confirm that the expenses were in pursuit of AVICC-approved business or that the expenses are eligible for reimbursement under the approved policy; and
- In a timely manner, reimburse all eligible expenses and communicate decision of President or Vice-President if any expenses are deemed ineligible.

9.1 EXECUTIVE

(a) OFFICERS

There shall be an Executive, which shall be composed of:

- the Officers of AVICC
 - the Immediate Past President, who shall be the last president to have completed the term of office as President;
 - an Electoral Area Representative
 - three Directors at Large
- (b) No person shall hold a position as Officer of AVICC unless elected as an Officer by the membership of AVICC and no person shall be elected more than twice, whether consecutively or otherwise, as President of AVICC.
 - (c) In the event of a vacancy occurring amongst the Officers, the next ranking Officer willing to serve shall fill the vacancy, provided that if the office of President

cannot for any reason be filled as aforesaid, the Executive shall call a special election for the office of President and such election may be held by a mail ballot pursuant to the rules and procedures established and determined by the Executive.

- (d) In the event of a vacancy:
- amongst the Officers, other than President, the Executive may appoint, from amongst persons qualified to be elected to the Executive, Acting Directors at Large equal to the number of vacancies;
 - amongst the Directors at Large and the Electoral Area Representative, the Executive may appoint a person qualified to hold the office to fill the position for the term remaining;

PAST PRESIDENT

- (a) Except for the Immediate Past President, all members of the Executive shall hold office only so long as they remain elected representatives of a member of AVICC. If a person holding office of Immediate Past President ceases to be an elected representative of a member of AVICC while holding the office shall only hold the office for the remainder of the then current term.

10.1 LIFE MEMBERSHIP

Life membership may be granted by the Executive to persons who have made a significant contribution to local government in British Columbia. All Past Presidents shall be life members. Life members who are not member delegates shall have the privilege of the floor, but with the exception of the immediate Past President shall not be entitled to vote.

Life Members who no longer hold elected office shall be offered complimentary registration to attend the annual convention.

11.1 CONVENTION

- (a) A late registration surcharge of 20% of all registration fees will be charged for registrations received six weeks immediately preceding the convention.
- (b) Refunds of prepaid convention fees will be made on the following basis:
- Cancellation received prior to 14 days before convention starts – 100% refund.
 - Cancellation received between 13 days and 7 days before convention starts – 50% refund.
 - Cancellation received 6 days before convention starts – no refund.
- (c) Complimentary Convention Registration for Government officials.
The following individuals shall receive complimentary convention registrations for the business program:
- 1) Cabinet Ministers
 - 2) Members of the Legislative Assembly
 - 3) British Columbia Members of Parliament

- (d) Presidents of the four sister area associations will receive complimentary full registrations.

Last Updated: Summer, 2011

The following sections have been deleted based on decisions made at the Executive meetings on the dates indicated:

11.1 LONG SERVICE AWARDS (October 29, 2010)

The following pre-requisites should be adhered to:

The recipient must have served, as an elected member, on a BC Municipal Council or Regional District Board for a total of 25 years or more. Service can be in broken periods and on different Councils or Regional District Boards, but the time so involved must add up to at least 25 years of service.

The recipient can have served as Mayor, Reeve, Alderman, Councillor, Electoral Area Director, Village Chairman or Village Commissioner, but service on other municipal bodies or boards, etc., such as School Trustee, Hospital Board members, Library Board, etc. cannot be considered in computing the total length or elected service.

The recipient can be presently in elected office or might now be retired from the field.