

Sent to CAO's: August 24, 2012

Re: AVICC Reminder – Aquaculture WG Nominations and Host Community Expressions of Interest

Please forward this message to the CAO.

This is a friendly reminder that the deadline to forward nominations for the **Aquaculture Working Group** is **August 31**. I have attached a pdf of the original communication and the form for quick reference. Should your nomination require Board/Council approval that cannot be provided in time for the deadline, simply indicate when you expect that this will be available. If needed, we will establish an alternate list to be able to accommodate this requirement.

The second reminder is for expressions of interest for future years **Convention Host Community (2014-16)**. The deadline was extended to **September 30**. Again, I have attached a pdf of the original communication for quick reference.

As always your assistance is very much appreciated.

Iris Hesketh-Boles
AVICC Executive Coordinator
525 Government St, Victoria, BC V8V 0A8
Tel: 250-356-5122 Fax: 250-356-5119
EM: iheskethboles@ubcm.ca
www.avicc.ca

Sent to AVICC Members August 8, 2012

Re: Invitation to AVICC Members to Nominate Rep by Aug 31 to Serve on Aquaculture Working Group

Please forward this message to the elected officials and CAO.

The **June 2012 Update to AVICC Members** advised that the Ministry of Forests, Lands and Natural Resource Operations was proposing the establishment of a small working group to look at ways of incorporating local government needs into the online approval process required for commercial aquaculture licences and that AVICC Executive was supportive of the proposal. Attached is a letter from Sean Herbert in follow-up to that discussion.

Executive would like to invite members who have commercial aquaculture operations in their jurisdictions to nominate a staff member to serve on the working group that is being proposed. Please see Mr. Herbert's letter for details about the proposed vision, timelines, time commitment and meeting logistics.

The deadline for nominations is **August 31**. Please use the attached form to forward your nomination. Two versions of the form have been attached for ease of completion: a .pdf that can be printed and completed by hand or a .doc version that can be filled in using Microsoft Word.

Thank you.

Iris Hesketh-Boles
AVICC Executive Coordinator
525 Government St, Victoria, BC V8V 0A8
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EM: iheskethboles@ubcm.ca
www.avicc.ca



August 7, 2012

Sent by email to Iris Hesketh-Boles, AVICC Executive Coordinator, iheskethboles@ubcm.ca

Attention:

Board of Directors, Association of Vancouver Island Coastal Communities

I was fortunate to participate in a workshop during this year's AVICC Annual Convention that provided information about the changes to the role of the Provincial Government related to the management of aquaculture. During the workshop, there was an open discussion about how the Province might work more closely with local governments when it reviewed applications related to commercial aquaculture.

There was general acceptance of forming a working group made up of key local government representatives and Forests, Lands and Natural Resource Operations staff. I understand that the board has considered the idea further. I would like to invite the AVICC to join FLNRO to form a working group to advance the idea to improve government-to-government relations and to increase understanding of the issues that affect all parties related to the approval process required to enable commercial aquaculture. Initially, I envision three AVICC representatives joining myself and two other ministry staff to discuss the general vision and goals for the working group and to establish terms of reference for future work. From time to time, the working group may seek input from Fisheries and Oceans Canada, Transport Canada and Royal Canadian Coast Guard.

I recommend that the first meeting of the working group be a face-to-face effort and future meetings be conducted by conference call. The working group will guide the frequency of meetings. I expect bi-weekly conversations will occur during the establishment of the group followed by monthly or bi-monthly conversations once the group is comfortable with its role. I recommend also, that the first meeting occur during the last two weeks of September as schedules of the working group member's permit.

Thank you for considering this opportunity. My office is situated in Nanaimo therefore it is easy for me to meet with your Chair, Joe Stanhope, to discuss further details and suggestions from the AVICC Board for moving forward.

Yours Truly,

Sean Herbert
Director, Provincial Program Delivery
Ministry of Forests, Lands and Natural Resource Operations



Nomination to Serve on Aquaculture Working Group

The Ministry of Forests, Lands and Natural Resource Operations is proposing the establishment of a small working group (3 AVICC staff representatives, 2 Ministry staff representatives) to “improve government-to-government relations and to increase understanding of the issues that affect all parties related to the approval process required to enable commercial aquaculture.” For more information on the proposal including expected commitment and proposed timelines, see August 7, 2012 letter from Sean Herbert, Director, Provincial Program Delivery.

AVICC members who have commercial aquaculture operations in their jurisdictions are invited to nominate a staff member to serve on the proposed working group.

Name of Local Government: _____

Name of Local Government Contact: _____

Name of Nominee: _____

Nominee’s Title: _____

Nominee’s Email: _____

Nominee’s Tel #: _____

Please briefly describe Nominee’s background and experience as it relates to managing commercial aquaculture in your jurisdiction (can also be attached to this form):

Forward Nomination Form to the AVICC Office by August 31, 2012

Email to avicc@ubcm.ca or Fax to 250-356-5119

525 Government St, Victoria, BC V8V 0A8

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Representing Local Government on Vancouver Island, Sunshine Coast, Powell River and Central Coast



MEMORANDUM

TO: Mayor & Council / Chair and Board
AVICC Members

FROM: AVICC Executive

DATE: June 22, 2012

RE: **DEADLINE EXTENDED TO SEPTEMBER 30, 2012**
FUTURE YEARS AVICC AGM & CONVENTION DATES AND
REQUEST FOR EXPRESSIONS OF INTEREST TO HOST

Dates have now been identified for the 2014-2016 AVICC AGM & Conventions:

2014 - April 11, 12 and 13
2015 - April 10, 11 and 12
2016 - April 8, 9 and 10

The AVICC Executive is seeking expressions of interest from local governments in hosting these Conventions. Attached is a list of Host Community Responsibilities. Contact Iris Hesketh-Boles, AVICC's Executive Coordinator at (250) 356-5122 or iheskethboles@ubcm.ca if you have any questions.

If your local government is interested in hosting the Convention for one of these years, please submit your expression of interest with Council/Board resolution in support of the expression by **September 30th** to:

Iris Hesketh-Boles, Executive Coordinator
Association of Vancouver Island and Coastal Communities
525 Government Street
Victoria, BC V8V 0A8
Fax: 250-356-5119
EM: iheskethboles@ubcm.ca

Thank you.



HOST COMMUNITY RESPONSIBILITIES

The following identifies the required meeting facilities and other supports that the AVICC AGM & Convention Host Community is expected to provide:

Meeting Facilities - provide without charge to AVICC, meeting venues, set up and janitorial services for the Convention, including the following:

- Executive meeting room – pre-Convention (Thursday afternoon)
- Pre-Conference Session – to accommodate up to 100 (Friday morning)
- Business Sessions - to accommodate up to 250 (Friday noon to Sunday noon)
- 2 – 3 Break Out Rooms - to accommodate up to 75-100 people each (Saturday afternoon)
- Display space for at least 15 Exhibitors (Friday am to noon Sunday)
- 1 room to be used for AVICC Office (Thursday noon to Sunday 1 pm)
- Space to hold Breakfast and Coffee Service (Times to be set - Friday to Sunday)
- Welcome Reception (Friday evening) - to accommodate 275
- Delegates Luncheon (Saturday noon) - to accommodate 250
- Annual Banquet and Dance (Saturday evening) - to accommodate 250

Hotel Rooms

The host community must also have capacity for and block book 200 hotel rooms.

Miscellaneous

- Decorations for Welcome Reception and Annual Banquet
- 6 – 8 Gifts for speakers representative of the Host Community
- Some staff assistance during the Convention, i.e. kit stuffing, registration, ticket taking if required
- Assist with obtaining through local donations a sufficient number of pens and pads for Convention kits and draw prizes
- Provide use of local government, BC and Canada flags

Planning Assistance to Assist AVICC Executive and Staff

- Assist in identifying local suppliers for food and beverage service, audio visual equipment and support, banquet entertainment, piper, O'Canada singer, bus transportation, etc. and work with locally contracted suppliers as necessary for purposes of logistical coordination
- Assist with identifying and providing a local liaison with the First Nations and local speakers that may positively contribute to the program
- Plan and administer any Partner Programs that the local host may want to offer and have been approved by the AVICC Executive