



**MINUTES OF A MEETING  
OF THE ASSOCIATION OF VANCOUVER ISLAND  
AND COASTAL COMMUNITIES EXECUTIVE  
HELD FRIDAY, NOVEMBER 6, 2015  
AT THE REGIONAL DISTRICT OF NANAIMO**

**IN ATTENDANCE:**

Councillor Barbara Price, Comox, President  
Director Mary Marcotte, Cowichan Valley RD, First Vice President  
Director Edwin Grieve, Comox Valley RD, Second Vice President  
Director Noba Anderson, Strathcona RD, EA Representative Councillor  
Councillor Jessie Hemphill, Port Hardy, Director at Large  
Councillor Carl Jensen, Central Saanich, Director at Large  
Mayor Josie Osborne, Tofino, Director at Large  
Chair Joe Stanhope, Nanaimo RD, Past President

**STAFF ATTENDANCE:**

Glen Brown, General Manager, UBCM Victoria Operations  
Liz Cookson, Executive Coordinator

President Price called the meeting to order at 11:00 am and welcomed Committee members, staff and guests. Director Osborne attended via teleconference.

**DELEGATION – Junior Council, City of Duncan**

Junior Mayor Jenni Capps and Junior Councillor Emma Kononowicz attended as a delegation from the City of Duncan's Junior Council along with Duncan Councillor Michelle Staples. They reviewed the history of the Junior Council out of a partnership between Safe Youth Cowichan and the City of Duncan. They outlined the group's work to date that has focused on environmental restoration, public safety, social issues, and community education, and spoke on a future expanded role including voting seats on City committees with a youth lens on issues. The online portion of the presentation is available at [Junior Council](#).

Junior Mayor Capps and the Executive Committee discussed options for a study session by youth for youth as a pre-convention session at the 2016 AVICC Convention. Councillor Hemphill offered to liaise, and the proposal will be reviewed alongside other proposals received for the Convention program.

President Price thanked the delegation for their presentation.

On motion by Second Vice President Grieve, seconded by First Vice President Marcotte,  
That the presentation from the City of Duncan Junior Council be received was

CARRIED

**MINUTES**

On motion by Past President Stanhope, seconded by Director Jensen,  
That the minutes of the June 18 and September 10, 2015 meetings be adopted was

CARRIED

## REPORTS

### President's Report

President Price referred to the AVICC activities at the UBCM Convention and the policy work on Solid Waste and Natural Gas to be discussed later in the agenda. She advised of the upcoming UBCM Executive meetings to be held in Vancouver the end of November where she will be representing the AVICC as Vice Chair of the UBCM First Nations Relations Committee and as a member of the Community Economic Development Committee. She referred to an online course she had completed ([www.culturalcompetency.ca](http://www.culturalcompetency.ca)) and for which she received the cultural competency certification. The course comes out of the Provincial Health Services Authority, and is being adapted to have more local government content. She was in the first cohort of this new group and it is anticipated that more courses for local government will be offered.

On motion by Director Anderson, seconded by Second Vice President Grieve,  
That the report from the President be received was

CARRIED

### Staff Report

Liz Cookson noted this was her first meeting with the AVICC Executive, and provided a verbal report on activities of the last six weeks since taking on the role of Executive Coordinator. These activities included meeting with the auditors, reviewing the Bylaws and Executive Policies, meetings with the City of Nanaimo, the Vancouver Island Conference Centre, and the Convention hotels, organizing the meeting of the Special Committee on Solid Waste, updating the AVICC website, and attending the UBCM Convention.

On motion by Past President Stanhope, seconded by Director Jensen,  
That the report from the Executive Coordinator be received was

CARRIED

## FINANCIAL AND ADMINISTRATION

### Financials to September 30, 2015

On motion by Second Vice President Grieve, seconded by Director Jensen  
That the interim financial statements to September 30, 2015 be received was

CARRIED

The Committee reviewed the report prepared by the Executive Coordinator that outlined considerations for developing a budget for 2016 including a request for direction on any increase in membership fees and Convention registration fees. An addendum to the report was distributed at the meeting with the following comparison with Convention registration fees charged by the UBCM Area Associations:

TOTAL CONFERENCE - EARLY BIRD	2016	2015	2014	
AKBLG	TBD	\$425.00	\$425.00	Use CivicInfo for registration
AVICC	TBD	\$226.00	\$203.00	Mail in registration, email confirmation, cheques
LMLGA	\$405.00	\$405.00	\$400.00	Use CivicInfo for registration
NCLGA	\$375.00	\$375.00	\$375.00	Use CivicInfo for registration
SILGA	TBD	\$375.00	\$375.00	Use CivicInfo for registration (from 2016)

The issue of whether to utilize an online registration system and take payment by credit card was also discussed.

On motion by Director Jensen, seconded by First Vice President Marcotte,  
That AVICC use the services of CivicInfo to allow online registrations for the 2016 Convention was

CARRIED

On motion by Director Hemphill, seconded by Director Jensen,  
That AVICC allow the use of credit card payments to be collected by CivicInfo for online registrations for  
the 2016 Convention was CARRIED

The Committee discussed whether it was appropriate to increase registration fees. Considerations included the impact a fee increase would have on Convention affordability for members; the opportunities to improve what could be offered at the Convention; and whether a surplus from the Convention could be used to support other advocacy initiatives as AVICC did for Solid Waste.

Liz Cookson noted that in October 2014 the AVICC Executive implemented a resolution that if the budget warranted it, instead of being cost-recoverable only, the Convention could be used as a fundraiser with greater emphasis on it than an increase in dues to balance the budget. Costs at the Vancouver Island Conference Centre are also projected to be higher for food and beverage and audio visual than for previous conferences.

On motion by First Vice President Marcotte, seconded by Director Anderson,  
THAT the Executive Coordinator put together a budget for 2016 incorporating options for an increase in  
Convention registration fees of up to \$75 was CARRIED  
Past President Stanhope OPPOSED the motion.

### **Reserves**

Liz Cookson noted that Kathleen Spalek, UBCM Manager Finance and Corporate Operations, had advised that the UBCM is in the process of reviewing a policy for Reserve Funds. This is in response to an item from the June 18, 2015 AVICC meeting where the Executive asked for a review of the UBCM Reserve Fund policy in anticipation that it may provide a foundation for a similar policy for the AVICC. Glen Brown, UBCM General Manager of Victoria Operations, noted that AVICC's reserve levels were not at a level that was likely to be of concern to the CRA.

### **Signing Authority**

On motion by Past President Stanhope, seconded by First Vice President Marcotte,  
That the President; the Past President; the AVICC Executive Coordinator; the UBCM GM, Victoria  
Operations; and the UBCM Manager, Finance and Corporate Operations are the designated signing  
officers for the year 2015/16 was CARRIED

## **CONVENTION**

### **Debrief UBCM Convention, AVICC Lunch, Meetings**

President Price noted that the AVICC lunch went well, and that she had a good opportunity for discussions with representatives from the Sechelt Indian Government District and the Uchuklesah Tribe along with Director Hemphill and Director Osborne.

Executive members appreciated that Minister Stillwell has initiated a meeting with the AVICC, and would like to see other Ministers set up meetings with the Area Associations. There was some frustration over coordination of times with Ministry meetings for each local government; the timing is communicated a week or two beforehand and results in having to miss sessions that delegates had planned to attend.

Director Osborne liked that the UBCM had embraced the Mayors Caucus. She also appreciated the opportunity to speak at a session, and noted her session at 7:30 am was well attended. There were no concerns from the Executive with sessions being scheduled for 7:30 am.

First Vice President Marcotte felt that the tours this year were well organized and enjoyable. Second Vice President Grieve advised that this was his favourite convention to date. Director Hemphill commented that the youth function was great, and she enjoyed the networking and workshop sessions in addition to the more traditional panels. She would like to see child care available for delegates at cost.

The timing of the speech by the leader of the Green Party on the agenda was unfortunate. Possibly this could be scheduled before or after the leader of the Opposition to promote attendance and attention. Liz Cookson to pass on the feedback to other UBCM staff at the Convention debrief later in November.

### **Keynote Speaker**

On motion by Director Hemphill, seconded by EA Representative Anderson,  
That Chief Dr. Robert Joseph be invited to provide the 2016 keynote address with an honorarium of \$2,500 was CARRIED

On motion by Director Hemphill, seconded by Director Jensen,  
That Larry Beasley be selected as an alternative keynote speaker to provide the 2016 keynote address with a speaker fee of \$5,000 plus expenses if Chief Dr. Robert Joseph is not available was CARRIED

### **Convention Program Planning**

On motion by Second Vice President Grieve, seconded by First Vice President Marcotte,  
That the report from the Executive Coordinator on 2016 Convention Program Planning be received was CARRIED

The Executive Committee discussed the proposals received to date, and provided initial feedback for planning including: dancing for entertainment at the banquet (possible band – the Kerplunks from Nanaimo); a session on Accessibility 2024; a session for the Junior Council, could be pre-convention, space for a meeting room or perhaps a 10 minute report back in the plenary session or inclusion in the open space session; look beyond the City of Nanaimo for pre-conference tours; consider a tour of a marijuana production facility; include a Mayors meeting; possible session on issues with respect to the regional library system and hospital districts; introduction to social media as a possible session; legal implications around local government and first nations (possibly led by Reece Harding from Young Anderson); cultural competency training; involve Councillor Gerry Hong from the City of Nanaimo in entertainment decisions; consider offering childcare; “grey tsunami – planning for aging in place” as a possible session; and Newcastle Island as a pre-conference tour.

The Executive confirmed that an additional meeting by teleconference will be scheduled for mid-December to review the 2016 Convention programme. Liz Cookson to set up a Doodle to set the time.

### **Resolutions and Nomination Deadline, Communications and Resolutions Process**

On motion by Past President Stanhope, seconded by First Vice President Marcotte,  
That Monday, February 22, 2016 be set as the Resolutions and Nominations deadline; the draft cover memo be approved to accompany the Resolutions Notice and Call for Nominations; and the Resolutions Committee Comments and Recommendations be distributed electronically for Executive review and approval so they can be distributed to delegates in advance was CARRIED

On motion by Past President Stanhope, seconded by Director Jensen,  
That the report from the Executive Coordinator on 2016 Convention Program Planning be received was CARRIED

### **Block Resolutions and Parliamentarian**

The Executive Committee discussed the process of removing a resolution from Section B (“the block”) in order to consider the resolution on its own. Direction from the June 18, 2015 Executive Committee meeting was to clarify UBCM’s policy on removing resolutions to ensure that AVICC’s policy is consistent. Iris Hesketh-Boles had confirmed with Reiko Tagami, UBCM Information and Resolutions Coordinator, that UBCM does require a super-majority to remove a resolution, but then merely a simple majority to pass the remainder of the block and also to pass the individual resolution that was removed from the block. This is the same process currently set out in the AVICC’s procedures. The difference is that UBCM requires a super majority of 60% while AVICC requires a super majority of 75%. To change the percentage for AVICC would require amending the association’s bylaws, which the Executive Committee does not wish to pursue.

There was a question on what the procedure would be if the block itself failed, and whether all resolutions within the block would then fail or if they could still be withdrawn for individual discussion. Past President Stanhope noted that resolutions in the block have previously been considered and endorsed, or are resolutions in keeping with UBCM policy, including previously approved policy papers or other documents. The Executive Committee directed Liz Cookson to review this with Reiko Tagami.

On motion by Past President Stanhope, seconded by Director Jensen,  
That the AVICC Conference Rules and Procedures for Handling Resolutions be amended to clarify the procedure for removing a resolution from Section B, and that this clarification be communicated to AVICC members was CARRIED

### **Input from City of Nanaimo – Entertainment, Pre-Conference, Partner Programs, Executive Dinner**

To be discussed at the December Executive Committee meeting.

### **2018 & 2019 Convention Locations**

Liz Cookson advised that a proposal for hosting the convention in 2018 had just been received from the City of Powell River. The request for host communities was sent out in late June along with several other items of information so may not have been noted. The Executive Committee requested the Executive Coordinator to resend the invitation to host to member communities.

## **POLICY**

### **Update on the Special Committee on Solid Waste Management**

Second Vice President Grieve provided a verbal report that summarized the process to date. He noted there would be a Committee meeting held November 20, 2015 where the prioritization report would be received and next steps set out for consultation with the participating Regional Districts and reporting back to the membership and to the Province.

On motion by Director Hemphill, seconded by Director Anderson,  
That the AVICC support the continuation of the Special Committee on Solid Waste Management and refer support of the Special Committee for further budget consideration was CARRIED

### **First Nations Involvement – Next Steps**

Liz Cookson distributed an addendum report that summarized criteria for eligibility for AVICC membership and UBCM membership with respect to First Nations. This report included the UBCM application process as reviewed with Marie Crawford, UBCM Associate Executive Director and sample information from recent new members, Huu-ay-aht First Nation.

On motion by Past President Stanhope, seconded by Second Vice President Grieve,  
That the Committee receive this report that clarifies the membership criteria, and consider a plan to implement steps 3 and 4 from the June 18, 2015 resolution (3. Invite the Treaty First Nations that currently qualify to see if they are interested in membership; and 4. Explore ways to increase the First Nations content in the convention program or pre-conference program) was CARRIED

Director Hemphill advised that her understanding is that the First Nations Tax Commission says that all first nations have the ability to tax, and therefore do not need to have a treaty to fit the membership criteria. Liz Cookson to review with Marie Crawford and report back to the Executive Committee. Non-members are able to attend the AVICC Convention, but do not vote on resolutions.

#### **Update on the Natural Gas Operating Agreement**

Past President Stanhope reviewed the history of the AVICC's work on the Natural Gas Operating Agreement starting in the City of Nanaimo about 12 years ago. He noted it had been a long road, but a tremendous achievement that reflected the dedication of many individuals. Past President Stanhope identified the key role AVICC played in taking the lead and ensuring this project came to fruition. He will review whether it would be appropriate to issue a press release at this time as the BCUC is still moving toward a common rate. Director Jensen noted that this will be part of the AVICC Convention during the Fortis presentation.

#### **Update on Watersheds and Private Managed Forest Lands**

Liz Cookson provided a verbal report on her phone call with Brian Epps, Source Water Protection Specialist, Ministry of Forests, Lands and Natural Resources – he is working with VIHA and moving forward on the contact list to assist local government staff. The Executive Committee discussed concerns over the regulation of private managed forest lands and considered options such as a webinar for members to discuss the issue or a possible session for the 2016 Convention.

On motion by Second Vice President Grieve, seconded by Past President Stanhope,  
That the AVICC invite Brian Epps to attend a future Executive Committee meeting to provide an update on the contact list was CARRIED  
Director Anderson and Director Hemphill OPPOSED

#### **CORRESPONDENCE**

On motion by Past President Stanhope, seconded by First Vice President Marcotte,  
That the correspondence be received was CARRIED

#### **ADJOURNMENT**

At approximately 3:00 pm, on motion by First Vice President Marcotte, seconded by Director Hemphill,  
That the meeting be adjourned was CARRIED

---

Councillor Barbara Price  
President

---

Liz Cookson  
Executive Coordinator