



**MINUTES OF A MEETING
OF THE ASSOCIATION OF VANCOUVER ISLAND
AND COASTAL COMMUNITIES EXECUTIVE
HELD FRIDAY, JUNE 17, 2016
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
Director Penny Cote, Alberni-Clayoquot RD, Director at Large
Councillor Carl Jensen, Central Saanich, Director at Large
Director Ian Morrison, Cowichan Valley RD, Director at Large
Director Joe Stanhope, Nanaimo RD, Past President

STAFF ATTENDANCE: Liz Cookson, Executive Coordinator

President Price called the meeting to order at 11:00 am and welcomed Committee members and staff.

DELEGATION: Island Corridor Foundation Review – Proposal: Kelly Daniels, Consultant

Kelly Daniels reviewed the proposal he prepared in response to the AVICC’s request for a Financial and Governance Review of the Island Corridor Foundation. The AVICC membership had directed the Executive to undertake these reviews through Resolution R18 at the 2016 AVICC Convention.

Mr. Daniels noted the proposal suggested a phased approach, with the focus of Phase 1 on identifying and evaluating issues and concerns. He outlined the objectives, proposed methodology, timing and costs. A Phase 2 work plan would be determined from the Phase 1 findings, and would be confirmed with the AVICC Executive.

President Price thanked Kelly Daniels for his presentation, and Kelly left the meeting.

MINUTES

On motion by Past President Stanhope, seconded by Director Jensen,
THAT the minutes of the May 5, 2016 Executive Committee meeting be adopted was CARRIED

AGM MINUTES

On motion by Director Jensen, seconded by 2nd Vice President Grieve,
THAT the minutes of the 2016 AVICC AGM & Convention meeting be received with the addition of an
Appendix D listing the pre-convention sessions was CARRIED

President Price noted that the 2016 AGM & Convention meeting minutes are draft until adopted by the AVICC membership at the 2017 AGM & Convention.

REPORT

President's Report

President Price updated the AVICC Executive on some of her activities with the UBCM Executive. The call for nominations for the UBCM Executive was distributed based on work by the 2016 Nominating Committee. The Economic Development Committee received information on a new process for approving mining licences. The next UBCM Executive meeting will be held July 14-15.

With respect to the AVICC, President Price noted her work with the Executive Coordinator on the Island Corridor Foundation review, the Solid Waste Special Committee, and other policy issues.

On motion 1st Vice President Marcotte, seconded by Director Jensen,
THAT the verbal report from the President be received was

CARRIED

FINANCIAL AND ADMINISTRATION

Interim Financials to May 31, 2016 and 2016 Convention Financials

Liz Cookson reviewed the report on the Association's financial results up until May 31, and specifically the actuals from the 2016 Convention.

She noted that interest revenue continues to be lower than projected, with interest earned in the Coast Capital chequing account at .7% and in the MFA Money Market fund at .75%. The report identified the other funds available through the MFA (Intermediate and Bond) with higher returns designed for longer investment timelines (1-3 years and over 3 years). These funds have more volatility than the Money Market fund, and take 3-4 days to transfer in and out of rather than overnight. Director Morrison cautioned against moving money into the Bond fund in the event of an increase in interest rates. Liz noted that the UBCM has not yet finalized its reserves and investment policy.

The 2016 Convention ran a higher than budgeted surplus of approximately \$37,000, contrary to the June 2015 report that predicted a need to take money from the MFA fund to cover the higher costs expected. This surplus provides an opportunity to transfer money into the MFA fund as a buffer for the 2018 Convention in Victoria that will have higher than normal expenses. Key variances from the convention budget were: additional sponsorship and trade show revenue of \$14,100; lower spend than projected on food and beverage services; Sound/AV/Recording increased substantially from previous years to address issues with delegates not being able to see and hear the proceedings; online registration costs higher than previous years utilizing CivicInfo's services; Banquet Entertainment higher than previous years; and Miscellaneous Expenses approximately \$2,500 lower than the previous year.

On motion by Past President Stanhope, seconded by Director Jensen,
THAT the report on the May 31, 2016 interim financial statements and 2016 Convention actuals be received was

CARRIED

On motion by Past President Stanhope, seconded by EA Representative Anderson,
THAT the Executive Coordinator arrange to transfer \$50,000 from the Coast Capital chequing account to the MFA Money Market account subject to consultation with MFA that this is the most appropriate funds for the Association's needs was

CARRIED

On motion by 1st Vice President Marcotte, seconded by Director Jensen,
THAT the Sound/AV/Recording services continue to be provided at a similar level to the 2016 Convention, recognizing that some venues may not require a second screen was

CARRIED

Dues Status Report

On motion by EA Representative Anderson, seconded by 1st Vice President Marcotte,
THAT the dues status report be received was CARRIED

2016 Auditor

On motion by Past President Stanhope, seconded by Director Jensen,
THAT KPMG be appointed as auditors for the 2016 financial year was CARRIED

CONVENTION

Electoral Area Forum at 2016 Convention

EA Representative Anderson reviewed the notes prepared by Brian Carruthers, CAO, Cowichan Valley Regional District. The key issues identified were: Rural Roads; Rural Pathways; RD challenges with CC and LGA; Derelict Vessels; and Impacts from Closure of Federal Facilities.

She advised that the EA members at the forum indicated interest in meeting before the next AVICC Convention to discuss progress on the issues identified at the forum. However, former EA Representative Marcotte had experienced problems in getting the representatives together in the past, so there was discussion on how to achieve this. At the May 5th Executive Committee meeting, a session for AVICC EAs at the UBCM convention was considered, and at this June 18th meeting the possibility of a meeting later in Fall after UBCM convention was suggested. The Executive discussed alternatively meeting with the EA representatives and the relevant Ministries on each issue rather than a session covering all issues. There was some concern that this might be getting in the middle of processes that were already proceeding well – and the preference was to check in with the membership to see how they want the AVICC involved.

On motion by Director Cote, second by Past President Stanhope,
THAT the report and notes from the 2016 Convention Electoral Area Forum be received was CARRIED

On motion by EA Representative Anderson, second by 1st Vice President Marcotte,
THAT the notes from the 2016 Convention Electoral Area Forum be distributed to the EA Services Committee at each member Regional District with a letter from President Price and EA Representative Anderson asking:

- Do they wish the AVICC to take some action on these issues;
- Directing them to provide an update on what they are doing on each issue;
- Asking what their priorities are; and
- Asking whether they want to meet in the Fall during the UBCM Convention

was CARRIED

2017 Convention Planning

Liz Cookson reviewed her report on planning for next year's convention that was based on a site visit in January and discussions with the staff in Campbell River. Possible venues; room set up; staffing support from UBCM; and establishing a Convention Committee were discussed. The Executive also reviewed options for a keynote speaker, and what type of speaker would be best to start off the Convention – inspirational/motivational or educational – motivational was deemed the best option. Members will send through suggestions for keynote speakers for Liz to report back on in the Fall.

On motion by Director Jensen, seconded by 1st Vice President Marcotte,
THAT the report on 2017 Convention Planning be received was CARRIED

On motion by Director Cote, seconded by Director Jensen,
THAT round tables continue to be used for the plenary sessions, and that these tables be rented as they are not available at the Campbell River community centre was CARRIED

On motion by 2nd Vice President Grieve, seconded by 1st Vice President Marcotte,
THAT the Friday night reception be held at the Tidemark Theatre, and the Saturday banquet be held at the community centre recognizing the Saturday pre-banquet reception will need to be held in the same room as the banquet was CARRIED

On motion by EA Representative Anderson, seconded by Director Cote,
THAT a Convention Planning Committee be set up for 2017 including President Price, 1st Vice President Marcotte, 2nd Vice President Grieve and Director Jensen, and that the City of Campbell River be invited to have Council representatives sit on this Committee was CARRIED

Planning for Area Association Lunch at UBCM Convention

The Executive reviewed the proposed program for the AVICC lunch at the UBCM Convention. They confirmed the intention to keep the program short to allow focus on the candidate speeches and time for networking. Candidates will be asked to remain on stage following their speech to minimize campaigning and distraction at the back of the room.

Liz Cookson confirmed that neither the AVICC nor the UBCM currently receives any sponsorship from WoodWORKS in return for their involvement on the lunch program. SILGA has advised they will be requesting sponsorship funds from any groups wishing to present at their area association lunch. AVICC Executive also indicated they would prefer to see WoodWORKS contribute the funds to the association as a sponsorship than spend money on delegate gifts distributed at the lunch.

On motion by Past President Stanhope, seconded by 1st Vice President Marcotte,
THAT the report on the Area Association lunch at UBCM Convention be received and the program be approved was CARRIED

On motion by EA Representative Anderson, seconded by 1st Vice President Marcotte,
THAT the Executive Coordinator contact WoodWORKS to request sponsorship of the AVICC lunch if they wish to be part of the program was CARRIED

POLICY

2016 Resolutions Disposition

Liz Cookson advised that the report on the disposition of resolutions at the 2016 Convention had been distributed to the membership and posted on the website shortly following the Convention. Sponsors of late resolutions that were not considered have been advised they can submit their resolution directly to the UBCM.

Liz reviewed the resolutions with the UBCM Information & Resolutions Coordinator, Reiko Tagami. Reiko confirmed the following resolutions are expected to be found regional in nature by the UBCM, and would then be referred back to AVICC for action:

Resolution AE1 – AVICC Special Committee on Solid Waste Management Plan,
Resolution R3 – Island Corridor Foundation: Federal Funding
Resolution R11 – Protection of Old-Growth Forests; and
Resolution R18 – Island Corridor Foundation: Review

Work is underway on AE1, and R18 will be addressed later in the agenda.

On motion by 1st Vice President Marcotte, seconded by Past President Stanhope,
That the report on disposition of resolutions considered at the 2016 Convention be received was
CARRIED

On motion by Past President Stanhope, seconded by EA Representative Anderson,
That the AVICC prepare a letter to the Government of Canada to approve and release the \$7.5 million for capital works on the Victoria to Courtenay rail line in order for work to begin as soon as possible and ensure the future of rail based freight and passenger transportation between Victoria, Courtenay and Port Alberni was
CARRIED

On motion by EA Representative Anderson, seconded by 1st Vice President Marcotte,
That the AVICC prepare a letter to the Honourable Steve Thomson, Minister of Forests, Lands and Natural Resource Operations to convey R11 – Protection of Old-Growth Forests with the background provided, and requesting response and a follow up meeting at UBCM Convention was
CARRIED

Solid Waste Management Committee – 2016/17 Funding

Liz Cookson updated the Executive Committee on the teleconference held by the CAOs and staff designates on June 8th where draft terms of reference, a budget and an implementation plan were reviewed. An in-person staff workshop is planned for July 7th to develop specific tasks under the action plan endorsed by the membership in resolution AE1. The outputs from these meetings will be presented to the political appointees to the Special Committee on Solid Waste Management and distributed back to the AVICC Executive Committee.

On motion by Director Jensen, seconded by 2nd Vice President Grieve,
That the report be received, and that the Special Committee's Terms of Reference for 2016-17 be approved as amended to note that the Special Committee's term is being extended, and that the existing Chair and Vice-Chair will continue as elected from the 2015-16 term was
CARRIED

On motion by 1st Vice President Marcotte, seconded by Director Cote,
That \$5,000 be set as AVICC's contribution for the Special Committee on Solid Waste Management;

And further that 2nd Vice President Grieve and 1st Vice President Marcotte continue as the AVICC representatives to the Special Committee with President Price as an ex-officio member was
CARRIED

Island Corridor Foundation

The Executive Committee reviewed the letter from the Regional District of Nanaimo as well as the proposal presented by Kelly Daniels. 1st Vice President Marcotte advised the Executive Committee members that Kelly Daniels is her alternate at the Cowichan Valley Regional District, and offered to excuse herself from discussion if there were any concerns. None were noted.

On motion by EA Representative Anderson, seconded by Director Jensen,
That the letter from the Regional District of Nanaimo and the proposal and presentation by Kelly Daniels be received was
CARRIED

On motion by 1st Vice President Marcotte, seconded by Director Morrison,
That the AVICC send a letter to the Regional District of Nanaimo thanking them for their offer of assistance, and advising that the AVICC is developing a process for conducting the review, and will be closely involving the RDN was TABLED PENDING DISCUSSION OF THE PROPOSAL

On motion by Past President Stanhope, seconded by Director Jensen,
That the AVICC accept the proposal from Kelly Daniels for Phase 1 work for \$5,250 was CARRIED

The Executive Committee discussed the importance of adequate consultation and good process.

On motion by Director Jensen, seconded by Director Cote,
That the Executive Coordinator is authorized to increase the budget for Phase 1 work up to \$8,000 if additional consultation is required to support the reviews was CARRIED

On motion by Director Jensen, seconded by 2nd Vice President Grieve,
That the motion to send a letter to the Regional District of Nanaimo be lifted from the table for discussion was CARRIED

On motion by 1st Vice President Marcotte, seconded by Director Morrison,
That the AVICC send a letter to the Regional District of Nanaimo thanking them for their offer of assistance, and advising that the AVICC is developing a process to conduct the reviews and has retained Kelly Daniels who will be contacting the RDN was CARRIED

First Nations Membership in AVICC

On motion by Director Morrison, seconded by Director Jensen,
That the report on First Nations membership in the AVICC be received was CARRIED

Discussion was post-poned to follow the next item on the agenda as the delegation had arrived.

Social Procurement Delegation

At 2:00 pm a delegation made up of Lisa Helps, Mayor of Victoria; Josie Osborne, Mayor of Tofino; Leslie Baird, Mayor of Cumberland; and Teunis Westbroek, Mayor of Qualicum Beach presented on their work as a group on Social Procurement:

- The group met in Qualicum Beach on May 3rd to talk about what was the best way to advance the concept, they want their communities and Vancouver Island to be leaders in Social Procurement.
- Mayor Baird reviewed how Cumberland had identified social procurement as a strategic priority in 2015, and was incorporating the principles into Cumberland's purchasing policies with the assistance of a consultant, Sandra Hamilton.
- The group wants to help leverage Sandra Hamilton's expertise and time to assist local governments on Vancouver Island, and believe AVICC is a good place to do that.
- They are in the early stages of applying to the Vancouver Foundation and ICET for funding, and looking for an administrative home and matching funds to leverage grant applications against. They would write the funding application.
- The group needs a place to house the funding and the administration until they are up and running.
- The group wants to set up a hub for education and training elected officials, staff and suppliers. Did not detail what a hub would look like and if office space was required.

President Price thanked the delegation for their presentation and the background, and asked them to clarify what they were asking for from AVICC. Mayor Westbroek referred to the proposal they had submitted with a suggested motion for the AVICC Executive to pass. He outlined some key elements of their ask:

- That AVICC appoint the informal group as a formal task force representing and working on behalf of the AVICC Executive;
- That AVICC write to all its members advising the task force has been appointed;
- That AVICC sign a contract with the consultant, Sandra Hamilton for a 2 year pilot;
- That AVICC advise members that Sandra Hamilton's services could be made available to them in a manner similar to insurance advice at MIABC (AVICC collects the fees from members to pay Sandra Hamilton);
- That AVICC would manage the grant money the group is applying for so that anyone on the Island could access the expertise;
- That AVICC could increase member fees by 25% to assist with funding, and
- That Mayor Westbroek could present to the AVICC members at the AVICC lunch at UBCM Convention.

Mayor Baird commented that, as the first community implementing social procurement, her staff are being overwhelmed by questions from other organizations. They don't have the time and can not answer on behalf of others, and she would like this role to sit with the official body of the AVICC.

Mayor Osborne advised they had organized to have Sandra Hamilton come out to present to Tofino, Ucluelet and the ACRD. After the presentation they surveyed the participants on what they would need to incorporate social procurement elements into their purchasing policies, and the response was they needed templates and access to Sandra Hamilton's consulting services.

Mayor Helps said their ad hoc working group could write the Terms of Reference for the AVICC's formally appointed task force. If AVICC appointed them as a task force then they could work on a number of delivery models to bring back to a future AVICC Executive Meeting. Suggestion by the group is for the AVICC to schedule an additional meeting the end of July to receive their report. EA Representative Anderson questioned why a meeting in the summer was required. Mayor Osborne advised of funding deadlines in early August and the need to retain Sandra Hamilton before her expertise is lost to another level of government.

Mayor Westbroek noted that Qualicum Beach will be the organization submitting the grants, and that support from the AVICC would give the application more impact. Sandra Hamilton and Qualicum Beach staff are preparing the grant applications.

President Price thanked the group for the explanation, and noted she was not questioning the value of social procurement, but that the AVICC needs to review what it can take on. She noted that AVICC is an advocacy organization, and not a service provider that implements programs. This would be a whole new approach, and there is a question of capacity.

President Price thanked the delegation for their presentation, and they left the meeting at 2:50 pm.

First Nations Membership in AVICC

Discussion resumed on First Nations membership in AVICC.

At the Executive Meeting on June 28, 2015 a resolution was passed to:

1. Meet with the Sechelt Indian Government District to discuss their experience as AVICC members; and the Uchucklesaht First Nation and other Maalnuth representatives on the ACRD Board about their experience as UBCM members;
2. Clarify who qualifies for membership under the current criteria;
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

Item 1 took place at the 2015 UBCM Convention. A report to the Executive Committee on November 6, 2015 addressed item 2. Item 4 reflects the programming of the 2016 AVICC Convention. Item 3 has not been actioned any further than the initial meeting at UBCM and follow-up invitations to the 2016 AVICC Convention.

With regard to the membership criteria, there was a question on whether a first nation must have a treaty in place in order to have the ability to tax and to therefore meet the UBCM's criteria for membership. These criteria were also adopted by the AVICC. The Executive Committee discussed whether to seek a legal opinion on this point. Alternatively, the AVICC could revise its membership criteria to remove the requirement for the ability to tax. The criteria are set by a motion passed by the AVICC Executive, and would not require amendments to the Association's bylaws. Director Cote noted that non-treaty first nations are not eligible for membership in Regional Districts.

The Executive Committee gave staff direction to follow up on the eligibility criteria without seeking a formal legal opinion.

Social Procurement

On motion by Director Jensen, seconded by 2nd Vice President Grieve,

That the presentation and material from the delegation on social procurement be received was

CARRIED

The Executive Committee discussed the presentation. Some key points of the discussion were:

- Question the AVICC's ability to take this on given the Association's role, capacity, and the other work requested from the membership on Solid Waste and the Island Corridor Foundation.
- Would be a very big change to go into the delivery of services.
- This resolution will be going forward to the UBCM in September. Resolution wording asks UBCM and AVICC to advance the use of social procurement practices by local governments.
- Concerns with appointing a task force without any terms of reference. AVICC would need to set the terms of reference and be clear on what the task force would be doing on its behalf.
- Why do they need to be a task force to achieve their goals? Group indicated they would continue work regardless.
- Could give a general letter of support to the Mayors' Group.
- Is the AVICC the vehicle to deliver this type of service? What are the implications on the budget and on staffing? Would like a staff report on all of these implications.
- Can staff estimate the impact on the AVICC before the group submits more detail on their proposals?

- Would like to invite the delegation back after they have fleshed out their ideas. Would like a more substantive proposal.
- Will not be holding an additional Executive Committee meeting in July or August for this item.
- Is there any Provincial help with this? Would it sit better under their resources?

On motion by Past President Stanhope, seconded by 1st Vice President Marcotte,
That the request from the delegation be referred to staff for a report on the implications to the Association was CARRIED

On motion by EA Representative Anderson, seconded by Director Jensen,
That the AVICC adopt the last paragraph of the resolution that was drafted by the delegation for the Executive with an amendment to change the words Task Force to Delegation so the resolution reads:

That the Executive direct the delegation to develop a concept for a two-year pilot Community Benefit Procurement Hub for AVICC Region, including

- a) Development of concept (access to expertise and materials similar to the Municipal Insurance Association (MIA) pooled resource model for casual legal advice),
- b) Preparation of education materials (FAQs, concept description, etc.),
- c) Funding proposals to ICET, Vancouver Foundation,
- d) Preparation of a letter of request for funding to member local governments interested in participating in the pilot project

Before the question was called President Price suggested changing “direct the delegation” to “request the delegation”. EA Representative Anderson advised she wanted the question moved on the delegation’s motion as proposed with “direct”. The motion as moved was CARRIED

On motion by Director Cote, seconded by 1st Vice President Marcotte,
That the Executive Coordinator investigate whether the Province has any areas that are advancing the use of social procurement practices where the group’s request could better be housed was CARRIED

CORRESPONDENCE

On motion by Past President Stanhope, seconded by Director Jensen,
That the correspondence be received was CARRIED

ADJOURNMENT

At approximately 3:30 pm, on motion by Past President Stanhope, seconded by Director Cote,
That the meeting be adjourned was CARRIED

Councillor Barbara Price
President

Liz Cookson
Executive Coordinator