



**MINUTES OF A MEETING  
OF THE ASSOCIATION OF VANCOUVER ISLAND  
AND COASTAL COMMUNITIES EXECUTIVE  
HELD FRIDAY, OCTOBER 28, 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.

**AGENDA**

On motion by 2<sup>nd</sup> Vice President Grieve, seconded by Director Jensen,  
THAT the agenda be adopted as circulated was **CARRIED**

**MINUTES**

On motion by 1<sup>st</sup> Vice President Marcotte, seconded by Director Jensen,  
THAT the minutes of the September 15, 2016 Executive Committee meeting be adopted was **CARRIED**

**REPORT**

**President's Report**

President Price updated the AVICC Executive on her activities during the UBCM Convention including meetings with the Minister of Environment, the Minister of Forest, Lands and Natural Resource Operations, and with Coast Forest Products. She also referenced the meetings held in August and September for the Solid Waste Committee and for the Island Corridor Foundation review.

On motion by 2<sup>nd</sup> Vice President Grieve, seconded by EA Representative Anderson,  
THAT the verbal report from the President be received was **CARRIED**

**FINANCIAL AND ADMINISTRATION**

**Interim Financials to September 30, 2016, 2017 Budget Considerations and Convention Fees**

Liz Cookson reviewed the report on the Association's financial results up until September 30, and requested direction on membership dues and Convention registration fees for the 2017 budget.

The Executive Committee members reviewed the history of increases in dues and convention fees since 2009, as well as the relative level of convention fees compared to the other four Area Associations. Discussion noted that AVICC convention fees were currently \$251 compared to \$375-\$425 for the other Area Associations. Liz Cookson advised that the convention budgets in the past have not included an allowance for staffing costs that are included under the UBCM contract and that, if these were included, the convention would be operating at a loss.

The Executive reviewed the documents from NCLGA, SILGA and AKBLG that set out their structure of having the host community take on much higher levels (if not all) of the convention responsibilities than at AVICC. This is done either directly by the host community or by the host community hiring and funding an event planner. Liz Cookson advised that LMLGA also hires an event planner who receives a percentage of the sponsorship, trade show and hotel room revenue as well as a contract fee. The staff member for each Area Association looks after the resolution process, the nominations and elections.

On motion by Director Jensen, seconded by Director Cote,  
THAT the report on the September 30, 2016 interim financial statements be received was CARRIED

On motion by Director Morrison, seconded by Director Jensen,  
THAT the registration fees for the 2017 Convention reflect an increase of \$49 to a total of \$300 that would cover the Business Sessions, the Welcome Reception and the Annual Banquet was CARRIED

The Executive Committee directed staff to prepare a report on the implications to the membership dues of three different levels of staffing including additional support required for the convention. The 2017 budget will be drafted based on a 2% dues increase recognizing that any dues increase will need to be approved at the 2017 AGM and Convention.

**DELEGATION: Industry Training Authority (ITA) – Kyle Preston, Apprenticeship Advisor**

Kyle Preston from the Industry Training Authority arrived at 11:30 am, and spoke to the Executive Committee about the work of the ITA as an advocate for both employees and employers. He advised that the ITA connects apprentices with industry, and supports underrepresented groups in trades training including aboriginals, women and new immigrants. He noted there is a critical shortage coming up in many trades, and that the ITA is reaching out to schools to inform students of opportunities in the trades. In response to questions, Kyle Preston advised that the ITA wants to make AVICC members aware of their organization, and would like the AVICC's assistance in communicating information back to its membership. The ITA would be interested in presenting at the AVICC Convention in April.

President Price thanked Kyle Preston for his presentation, and Kyle left the meeting.

**Executive Committee Reimbursement and Compensation**

On motion by 1<sup>st</sup> Vice President Marcotte, seconded by Director Jensen,  
THAT the report on Executive Committee Reimbursement and Compensation be received was CARRIED

Liz Cookson reviewed the report outlining AVICC's current policies as well as the varying policies of each of the Area Associations and the UBCM regarding reimbursement and compensation. She noted an addition to the report that AKBLG does have a policy to compensate for teleconferences if held, but in practice they do not meet by teleconference. Executive Committee members noted that they need to

spend as much time preparing for a teleconference as for an in-person meeting and that compensation was appropriate.

On motion by EA Representative Anderson, seconded by Director Morrison,  
THAT the AVICC continue the existing policies for expenses and per diems as set out in 8.1 of the Executive Policies with the addition of a \$75 per diem for members attending an AVICC Executive Committee meeting held by teleconference and a \$75 per diem for a member who calls in to an in-person meeting was  
CARRIED

### **Bowen Island Membership**

Liz Cookson provided a verbal report on Bowen Island Municipality's interest in joining the AVICC as a member organization. The municipality is currently a member of the LMLGA and is part of the Metro Vancouver Regional District. President Price and Liz Cookson spoke to Councillor Fast from Bowen Island on this issue at the UBCM Convention. They advised Councillor Fast that in order for Bowen Island to be eligible for membership, the AVICC members would need to amend the Association's current bylaws at the AGM. They further advised that representatives from Bowen Island would be welcome to attend the AGM conventions at the local government registration fees, but would not be able to vote or to bring forward resolutions. Councillor Fast advised she would relay this to the rest of her Council, and that they would continue to attend and will revisit membership after attending future conventions.

On motion by Past President Stanhope, seconded by 2<sup>nd</sup> Vice President Grieve,  
THAT the verbal report on Bowen Island Municipality's membership be received and that a follow up occur with Bowen Island in two years time was  
CARRIED

## **CONVENTION**

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

Feedback on the AVICC lunch was that the lunch was good, that having the outgoing MLAs sit at the head tables should be continued. They would also liked not having presentations at the lunch.

The Executive further discussed the meeting with the Ministry of Forests, Lands and Natural Resource Operations attended by President Price, Past President Stanhope and 2<sup>nd</sup> Vice President Grieve regarding AVICC resolution R11 on Protecting Old Growth Forests. It was noted that this resolution was originally considered a regional issue, but had been admitted for debate at the UBCM convention, and endorsed by UBCM members. AVICC would like to continue to be involved in the advocacy work on this file.

On motion by Director Jensen, second by 1<sup>st</sup> Vice President Marcotte,  
THAT the report on the UBCM convention debrief and the letter dated October 17 from the Minister of Environment regarding the meeting with the AVICC Special Committee representatives be received was  
CARRIED

On motion by EA Representative Anderson, seconded by 2<sup>nd</sup> Vice President Grieve,  
THAT the AVICC write to the UBCM advising that the protection of old-growth forests was a concern for our members, and requesting that AVICC continue to be advised and consulted on the advocacy work by the UBCM on this resolution was  
CARRIED

## **2017 Convention Planning**

Liz Cookson reviewed her report on planning for next year's convention. She reviewed the October site visit with President Price that included a meeting with Campbell River Mayor Andy Adams. The Executive Committee discussed options for sessions at the 2017 convention, including:

- providing a session for the Island Corridor Foundation to give members an update on its business plan and progress
- holding the EA Forum as a pre-convention session
- continuing to hold the Mayors Caucus as a pre-convention session
- including an Open Space workshop with a new facilitator as Jessie Hemphill is no longer on Council
- Youth Council involvement managed by the Campbell River staff liaison to its Youth Advisory Committee
- considering a session on physical literacy with Dr. Dean Kreillaars
- reporting back from the AVICC Special Committee on Solid Waste on work since the last convention
- considering a panel as suggested by Mayor Adams with representatives from the 3 main industries in Campbell River – aquaculture, forestry and BC Hydro
- considering a session on funding options and the variety of grants available to local governments from multiple agencies
- considering a session on the Canadian Frailty Network for helping seniors to remain in their homes with the assistance of medical professionals including paramedics

A teleconference is scheduled for December 7<sup>th</sup> to review the proposals submitted and confirm and program. The program should include interactive sessions rather than only relying on “talking heads”.

Direction to staff to find out what activities Campbell River has planned for Canada's 150<sup>th</sup> birthday for a tie in to convention activities including having Canadian flags as decorations on the tables.

The Executive Committee also reviewed suggestions for a keynote speaker and reviewed previous speakers and their costs. Some of the suggestions received were for \$7,500 and higher plus travel costs. Direction from the Executive was to keep the budget near the \$5,000 maximum level of previous years. Liz Cookson to send out a list of suggestions received so far to the Executive Committee requesting each member's vote on the suggestions by November 25<sup>th</sup>.

Several options for tours were also discussed including the new hospital, and the BC Hydro dam. Staff will request additional suggestions from the City of Campbell River for the December teleconference.

A band is the preferred entertainment to follow the banquet on the Saturday night. 2<sup>nd</sup> Vice President Grieve suggested three bands – Reunion, Time Well Wasted and Accelerate – and will send through contact details.

On motion by EA Representative Anderson, seconded by Director Morrison,  
THAT the report on 2017 Convention Planning be received was

CARRIED

## **Resolutions and Nomination Deadline**

Liz Cookson reviewed the proposed dates; the material explaining the resolutions and nominations process; and the resolutions process which mirrors what was followed at 2016's convention.

On motion by Past President Stanhope, seconded by Director Jensen,  
THAT the report on the resolutions and nominations process be received was

CARRIED

On motion by Director Morrison, seconded by 1<sup>st</sup> Vice President Marcotte,  
That Tuesday, February 21, 2017 be set as the Resolutions and Nominations deadline; that the late  
resolution deadline be set as April 5, 2017; and that the draft cover memo be approved to accompany  
the Resolutions Notice and Call for Nominations was CARRIED

### **Sponsorship Policy**

Liz Cookson reviewed the current sponsorship policy included in the report, the sponsors for the 2016  
Convention, and proposed changes to the current sponsorships.

On motion by 1<sup>st</sup> Vice President Marcotte, seconded by 2<sup>nd</sup> Vice President Grieve,  
THAT the report on the sponsorship policy be received was CARRIED

On motion by Director Jensen, seconded by 1<sup>st</sup> Vice President Marcotte,  
THAT the following recommendations in the staff report be approved

THAT all previous year's sponsors be approved and invited to continue their sponsorships in the  
coming year;

THAT TELUS, Coast Forest Products and Pacific Coastal Airlines be added as approved 2017  
Convention sponsors in advance of their confirmation of sponsorship;

THAT general bronze, silver, gold and platinum categories be removed from the 2017  
Convention sponsorship opportunities so that all categories are tied to specific events or items;

THAT the Executive Coordinator is authorized to develop new sponsorship categories as  
appropriate for new sponsors including in-kind sponsorships;

THAT the Keynote Speaker opportunity be revalued at \$3,500 and offered to the Municipal  
Finance Authority of BC; and

THAT banquet tickets no longer be included with the sponsorships except for the sponsorships  
related to the banquet (meal, wine and entertainment)

was CARRIED

### **POLICY**

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

2nd Vice President Grieve gave a verbal report on the work of the AVICC Special Committee on Solid  
Waste Management. He noted the productive meetings with the Minister of Environment as well as the  
meeting with her ADM, Mark Zacharias. He advised that the ADM had provided a staff contact for the  
Special Committee, and will be reviewing their availability to advise the Communications Group,  
Technical Group and Administration Group set up to support the Special Committee. 2<sup>nd</sup> Vice President  
Grieve also referred to the cost sharing arrangement approved by the Special Committee and  
distributed to the Regional District. Liz Cookson advised that no responses had been received yet from  
the Regional Districts.

On motion by Past President Stanhope, seconded by Director Jensen,  
That the briefing notes to the Minister of Environment, the activity plans and the verbal report on the  
AVICC Special Committee on Solid Waste Management be received was CARRIED

### **Island Corridor Foundation**

President Price provided a verbal update on the review of the Island Corridor Foundation requested by AVICC members at the 2016 convention. She noted that a strict process was followed in the communication of the report and the AVICC's involvement. The report was distributed by email to the Island Corridor Foundation Chair, CEO and Office Manager immediately following the presentation to the Regional District members by Kelly Daniels on September 12<sup>th</sup>. The report was also distributed to the AVICC members by email that same afternoon.

Since then, President Price has offered to meet with the ICF Chair and CEO along with the AVICC's consultant, Kelly Daniels, upon his return. She advised that since the AVICC was neither the author nor the researcher for the report it would be appropriate for Kelly Daniels to provide any clarification desired. She noted that since the AVICC commissioned the report at the request of the membership, discussion on the report and recommendations now needs to take place between ICF and the membership. AVICC has also committed to having a workshop at our Convention in April. She thanked the Executive Committee members for their support through the process.

Director Cote noted that she had attended the meeting set up by the ICF with the Regional Districts in her roles as acting Chair of the Alberni-Clayoquot Regional District. She found the report was well received.

On motion by 2<sup>nd</sup> Vice President Grieve, seconded by Director Jensen,  
That the verbal report by President Price on the Island Corridor Foundation be received was CARRIED

### **Social Procurement**

The Executive Committee discussed the staff report and the material received from the ad hoc working group at the September 15<sup>th</sup> teleconference that was referred to the October 28<sup>th</sup> in-person meeting.

EA Representative Anderson advised she had been asked to be the liaison between the group and the AVICC Executive, and confirmed that she did not sit on the working group on behalf of the AVICC. She advised that the ad hoc working group was proceeding with contacts with the provincial and federal governments in the short-term.

President Price noted that the request from the ad hoc group was not comparable to the involvement of the AVICC on the Special Committee on Solid Waste and the Island Corridor Foundation Review as both were being carried out based on specific directives of the full membership. 2<sup>nd</sup> Vice President Grieve, 1<sup>st</sup> Vice President Marcotte and Director Jensen discussed the importance of getting clarification from the membership before taking on such a major commitment, noting the ambiguousness of the resolution.

Past President Stanhope advised he would be meeting with Michelle Stilwell, the Minister of Social Development and Social Innovation on a variety of topics, and would discuss the province's support with her. He noted that local governments that want to implement social procurement policies already have this authority, and can get involved as they choose. Director Cote agreed that the proposal should sit under the province rather than local governments.

President Price noted that there are many groups in our communities that are passionate about projects, but it is not the role of the AVICC to sit on or give direction to all the groups, and that the AVICC should treat all resolutions equally. 1<sup>st</sup> Vice President Marcotte commented that more clarity about the full membership's wishes is required before the Executive encourages groups to take actions on behalf of the AVICC.

2<sup>nd</sup> Vice President Grieve proposed wording for a motion requesting the AVICC to write to the ad hoc working group and thank them for their work, and offer to work with them between now and the 2017 convention to seek clarity from the AVICC membership on how to proceed with social procurement. The motion was not seconded. Further discussion took place that it should be up to the ad hoc working group to develop the resolution they would be proposing to the membership on behalf of their communities. The resolution should be succinct and clearly state that this is the group's vision and not the AVICC Executive Committee's.

On motion by Past President Stanhope, seconded by 1<sup>st</sup> Vice President Marcotte,

That the AVICC thank the ad hoc group for its proposal and advise that while the AVICC is generally supportive of their efforts to advance the use of social procurement practices, the AVICC does not have the capacity to undertake their proposed long-term project;

and that AVICC write to the UBCM advising that the advancement of social procurement is of interest to our members, and requesting that AVICC continue to be advised and consulted on the advocacy work by the UBCM on this resolution was CARRIED

2<sup>nd</sup> Vice President Grieve and EA Representative Anderson Opposed.

On motion by 2<sup>nd</sup> Vice President Grieve, seconded by Director Morrison,

That the AVICC request the ad hoc group to develop a robust and succinct resolution to present through the resolution process at the 2017 AVICC Convention for a decision on clear direction to the Executive was CARRIED

## **OTHER BUSINESS**

President Price noted she'd received an enquiry from Gordon Ruth, the Auditor General for Local Government, about presenting at the AVICC Convention or at a meeting of the Executive Committee. Direction from the Executive Committee members was to invite Mr. Ruth to attend a future meeting of the Executive Committee.

EA Representative Anderson announced she is pregnant, and received the well wishes of the Executive Committee members. She advised she would need to bow out for a few months from early February and would likely miss the 2017 Convention. She offered to resign her directorship if that was the wish of the President and the Executive. President Price advised that she could continue to be a member of the Executive Committee, and thanked her for the notice.

## **ADJOURNMENT**

At approximately 3:30 pm, on motion by Past President Stanhope, seconded by Director Morrison,

That the meeting be adjourned was CARRIED

---

Councillor Barbara Price  
President

---

Liz Cookson  
Executive Coordinator