



**MINUTES OF A MEETING  
OF THE ASSOCIATION OF VANCOUVER ISLAND  
AND COASTAL COMMUNITIES EXECUTIVE  
HELD THURSDAY, JANUARY 12, 2017  
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 11:05 am and welcomed Committee members and staff.

**2016 Financial Audit**

President Price welcomed Liette Bates-Eamer, Senior Manager, Audit, KPMG who provided an overview of the audit plan and advised the materiality threshold continued to be set at \$4,500. She also noted that KPMG had reduced the audit fee for 2016 by \$800, and would be issuing a new engagement letter. Executive responded to the three questions of inquiry.

On a motion by Past President Stanhope, seconded by 2<sup>nd</sup> Vice President Grieve,  
That the report and delegation be received and that the audit plan for the 2016 financial year be approved was CARRIED

Liette Bames-Eamer left the meeting.

**MINUTES**

On motion by Past President Stanhope, seconded by 1<sup>st</sup> Vice President Marcotte,  
THAT the minutes of the December 7, 2016 Executive Committee meeting be adopted was CARRIED

**REPORT**

**President's Report**

President Price updated the AVICC Executive that she had retained the same UBCM Committee appointments as a member of the Community Economic Development Committee and Vice-Chair of the First Nations Relations Committee, both very relevant to the AVICC region. She noted that the Community Economic Development Committee is reviewing the AVICC and UBCM resolutions regarding protection of old-growth on Crown lands. President Price has been consulting with Councillor Brian Frenkel on old growth as he is Vice-Chair of the Community Economic Development Committee and is taking UBCM leadership on this policy file. President Price advised that the first teleconference to discuss

the Memorandum of Understanding with Coast Forest Products Association was being scheduled for the end of January. Director Cote commented on the work of the ACRD with forestry groups regarding consulting with communities and new forest management plans. President Price noted that the MOU is focused around communications and engagement.

On motion by 2<sup>nd</sup> Vice President Grieve, seconded by Director Cote,  
THAT the verbal report from the President be received was

CARRIED

## **FINANCIAL AND ADMINISTRATION**

### **Interim Financials to November 30, 2016 and Proposed 2017 Budget**

Liz Cookson reviewed the report on the Association's financial results up until November 30, and reviewed the proposed 2017 budget developed based on direction at the Executive Committee meeting on October 28, 2016.

There was a discussion on whether AVICC should be budgeting for advocacy work and informing members of the financial implications of additional advocacy requests. Liz Cookson noted that a 1% increase in member dues would generate roughly \$800 in revenue. The AVICC increased member dues by 2% in 2015 and 2016, and 2013 and 2014 had 0% increases. Dues increases have referenced the Consumer Price Index in BC to keep pace with inflation.

Executive members noted that the membership should be given an explanation of options in increasing fees to provide more advocacy work. The President's Report in the annual report should include an explanation of the proposed rate increase.

Sources of revenue are limited to member fees, convention registrations and convention sponsorships. The annual budget is set at \$0 profitability each year, but over the years the Association has managed to realize some profits that are held in the MFA fund. At the 2016 Convention members were informed that carrying out the review of the Island Corridor Foundation would be an additional cost to the Association and may require an increase in dues.

On motion by Director Jensen, seconded by 1<sup>st</sup> Vice President Marcotte,  
THAT the report on the November 30, 2016 interim financial statements and Proposed 2017 Budget be received was

CARRIED

On motion by Past President Stanhope, seconded by Director Cote,  
THAT the 2017 proposed budget be approved based on a 5% member dues increase for the membership which will need to be approved at the 2017 AGM and Convention was

CARRIED

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**

### **Convention Update: Keynote Speaker, Registration , Trade Show, Sponsors and Social Events**

Liz Cookson reviewed the Convention Update report and advised that since writing the report Minister Fassbender's office had confirmed he would not be attending. The Executive discussed inviting other

Provincial representatives, and Past President Stanhope will speak to Minister Stilwell regarding her availability as a Minister from the AVICC region.

Liz Cookson advised that the original band hired is now not available due to an illness, and played clips of some other band suggestions from the host community and from 2<sup>nd</sup> Vice President Grieve. The Executive Committee requested that the band The Fabulous Mutts be invited to perform at the banquet.

The Executive Committee provided direction to staff to invite the keynote speaker to the dinner on Thursday night, that the children's choir be invited to sing O'Canada at the opening, and that Lavern Henderson be invited to sing a welcome song in her native language at the opening. Further direction was to investigate an option for an additional reception following the Welcome Reception on Friday night.

On motion by EA Representative Anderson, second by Director Jensen,  
THAT the Convention Update report with verbal updates be received was CARRIED

On motion by EA Representative Anderson, seconded by 1<sup>st</sup> Vice President Marcotte,  
THAT the trade show booth fee for the 2017 Convention be reduced from \$1,000 to \$800 as the Welcome Reception will not be held in the trade show area was CARRIED

### **Convention Program Planning**

Liz Cookson reviewed the draft program distributed with the meeting package, and reviewed the process followed in receiving proposals for the program, and the survey sent to Executive members to rate the session proposals. Based on the feedback, the Executive Committee confirmed sessions to be incorporated in the program on:

- Physical Literacy
- Island Corridor Foundation
- Health Networks
- Forestry Management with results of UBCM Session, panel and round table discussion
- Abandoned Vessels
- Marine Oil Spill Response
- UBCM Integrity Commissioner/Code of Conduct for Local Government
- Activity Break following lunch

The structure of the different sessions was discussed. The Island Corridor Foundation discussion should focus on work going forward and the business plan. The Forestry Management session will require support from the Executive Committee members to develop and to attend as part of the round table discussion.

On motion by Past President Stanhope, seconded by Director Jensen,  
THAT the report on the Convention Program be received was CARRIED

## **POLICY**

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

2<sup>nd</sup> Vice President Grieve gave a verbal report on the work of the AVICC Special Committee on Solid Waste Management. He advised that all the member regional districts had approved the cost-sharing arrangement proposed by the Special Committee. The AVICC will collect and hold the funds in the

Association's bank account, and will account for it as a separate budget item. 2<sup>nd</sup> Vice President Grieve noted that the Technical Group and Communications Group would be meeting the end of January, and their recommendations would come back to the Administration Group in February. The next meeting of the Special Committee is March 3<sup>rd</sup>. The Special Committee will prepare a resolution for the AVICC Executive to review and present at the 2017 Convention as an AVICC Resolution.

On motion by 1<sup>st</sup> Vice President Marcotte, seconded by EA Representative Anderson,  
That the verbal report from 2<sup>nd</sup> Vice President Grieve on the AVICC Special Committee on Solid Waste Management be received was CARRIED

On motion by Past President Stanhope, seconded by Director Jensen,  
That the letters of support for the cost-sharing of a \$20,000 budget for the Special Committee from the member regional districts be received was CARRIED

**Village of Queen Charlotte Membership - Resolution**

Liz Cookson referred to the resolution passed by the Village of Queen Charlotte on December 19, 2016 expressing their desire to join the AVICC. She advised that she had received a phone enquiry from the North Coast Regional District (formerly Skeena-Queen Charlotte) seeking information on options to join.

She noted that the Village of Queen Charlotte is one of the municipalities within the North Coast Regional District, and that it would be unusual to have a regional district as a member without all of the municipalities within the regional district also as members. She advised that the AVICC bylaws define membership to include all municipalities within specific regional districts named in the bylaws. The bylaws could be amended at the AGM to include the North Coast Regional District which would then also include all municipalities within that regional district as AVICC members.

On motion by 2<sup>nd</sup> Vice President Grieve, seconded by Director Jensen,  
That the verbal report by Liz Cookson on the membership in AVICC of the Village of Queen Charlotte be received;

That staff clarify with the North Coast Regional District if the NCRD will be applying to join the AVICC;

And further that the AVICC Executive bring a resolution forward to members at the 2017 Convention regarding membership for the Village of Queen Charlotte and for the North Coast Regional District if the NCRD formally requests membership was CARRIED

**ADJOURNMENT**

At approximately 3:00 pm, on motion by 2<sup>nd</sup> Vice President Grieve, seconded by EA Director Anderson,  
That the meeting be adjourned was CARRIED

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Councillor Barbara Price  
President

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Liz Cookson  
Executive Coordinator