

**Association of  
Vancouver Island and  
Coastal Communities**



# **ANNUAL REPORT AND RESOLUTIONS**

**TO BE CONSIDERED AT THE 68<sup>th</sup> ANNUAL MEETING**

**Campbell River Community Centre  
401 11<sup>th</sup> Ave  
Campbell River, BC**

**APRIL 7 – 9, 2017**

## 2016-17 AVICC EXECUTIVE

PRESIDENT

Councillor Barbara Price  
Town of Comox

FIRST VICE PRESIDENT

Director Mary Marcotte  
Cowichan Valley Regional District

SECOND VICE PRESIDENT

Director Edwin Grieve  
Comox Valley Regional District

ELECTORAL AREA REPRESENTATIVE

Director Noba Anderson  
Strathcona Regional District

DIRECTOR-AT-LARGE

Director Penny Cote  
Alberni-Clayoquot Regional District

Councillor Carl Jensen  
District of Central Saanich

Director Ian Morrison  
Cowichan Valley Regional District

PAST PRESIDENT

Director Joe Stanhope  
Regional District of Nanaimo



## **ANNUAL REPORT AND RESOLUTIONS BOOK LETTER OF TRANSMITTAL TO MEMBERS**

We are pleased to convey this twenty-sixth AVICC *Annual Report and Resolutions Book*. Through the years it has been the wish of Executive to provide to all members, in advance of the Annual General Meeting, a record of the year's activities and advance notice of the matters that will be placed before them at the upcoming Annual General Meeting. In 2017, members will meet April 7-9 in Campbell River, BC.

### **ANNUAL REPORT**

In the first part of this publication you will find the:

- President's Report summarizing the activities of the Association undertaken during the year; and
- Summary of the 2016 Resolution dispositions.

### **2017 ANNUAL GENERAL MEETING & CONVENTION**

The second part of this publication contains documents related to the business to be considered at the 2017 Annual General Meeting including the following:

- The 2017 AGM and Convention Draft Program;
- The nominations and election procedures and a report of the nominations received by the February 21, 2017 deadline;
- The 2016 Audited Financial Statement; 2017 Budget; and 2017 Membership Dues Report;
- The Conference Rules and Procedures for Handling Resolutions; and
- UBCM resolutions referred back to the Association, and resolutions received before the February 21, 2017 deadline with the comments of the Resolutions Committee.

Late resolutions will be included in the *Supplementary Materials Package* delegates receive during registration at the 2017 AGM and Convention, along with the following:

- The final AGM & Convention Program;
- The Conference Rules and Procedures;
- The 2016 Audited Financial Statements; and
- The report of the AVICC Executive (Resolutions Committee) on the 2017 Resolutions.

### **APPENDICES**

The appendices include a copy of AVICC's Constitution and Bylaws, and a listing of members and life members.

*Councillor Barbara Price*  
*President*

*Liz Cookson*  
*Executive Coordinator*

# ANNUAL REPORT AND RESOLUTIONS

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# PRESIDENT'S REPORT

On behalf of the AVICC Executive, I look forward to welcoming you to the 68th Annual General Meeting and Convention to be held April 7-9 in Campbell River. As always, it will be a great opportunity for AVICC members to come together and debate resolutions, engage in the discussion of issues, gain some new knowledge, share best practices and socialize with fellow members. Thank you to the City of Campbell River, our host community for 2017.

I would like to take this opportunity to thank the current members of the AVICC Executive Committee for serving. It has been a pleasure working with you this past year and I feel proud of what we have accomplished together. One of our members has announced that she won't be available to serve in 2017-2018. A special thank you to Strathcona Regional District Director, Noba Anderson and many congratulations on your new baby girl.

The following provides a summary of the work undertaken on behalf of members during the year.

## REPRESENTING AVICC ON THE UBCM BOARD AND OTHER BOARDS

The AVICC President serves as AVICC's representative on the UBCM Board. For the 2016-2017 term I am serving as the Vice Chair of the First Nations Relations Committee and as a member of the Community Economic Development Committee.

Two AVICC members also serve as Directors at Large on the UBCM Executive: Strathcona Regional District Director, Jim Abram who serves on the Resolutions Committee and the First Nations Relations Committee; and Central Coast Regional District Chair, Alison Sayers who serves as Vice Chair of the Resolutions Committee and is a member of the Convention Committee. Sooke Mayor Maja Tait joined the UBCM Board in September as 3<sup>rd</sup> Vice President, and is Vice Chair of the Healthy Communities Committee and sits on the Presidents Committee.

AVICC First Vice President and Cowichan Valley Regional District Director, Mary Marcotte is now AVICC's representative on the Municipal Insurance Association Board. AVICC Past-President and Nanaimo Regional District Director, Joe Stanhope sits on the Municipal Finance Authority's Board of Trustees for 2016-2017.

## ACTIVITY AND ADVOCACY ON KEY FILES

The Association's focus for the year has been on three key topic areas: solid waste management, forestry and the work of the Island Corridor Foundation.

### Solid Waste Management

In September 2014, Comox Valley Regional District in partnership with AVICC, hosted a workshop in Nanaimo to discuss common issues, challenges and opportunities surrounding solid waste management. The session was attended by 50+ representatives from nine regional districts. Attendees agreed that a joint effort across the region with cooperation from the Province was needed to obtain a long-term sustainable solution for Vancouver Island and Coastal Communities. Representatives from the Comox Valley Regional District met with AVICC Executive in October 2014 proposing establishment of an AVICC Special Committee on Solid Waste Management. A draft terms of reference and a proposed action plan were approved at the January 2015 AVICC Executive meeting with the first face to face Special Committee meeting being held in Nanaimo in May 2015. AVICC Second Vice President and Comox Valley Regional District Director, Edwin Grieve was elected as Chair of the Special Committee, with Director Alec McPherson, Nanaimo Regional District as Vice Chair.

Tetra Tech EBA consultants were retained to prepare a report that summarized the current state of AVICC regional district solid waste management plans, analyzed the legislative framework, and identified joint solutions.

They facilitated a workshop that included an overview of the solid waste management system; a strengths, weaknesses, opportunities and threats (SWOT) analysis for the Vancouver Island and Coastal Communities; an examination of the trends in solid waste management; and identification and prioritization of potential solutions including the issues and challenges.

The input from the Special Committee was incorporated into a draft report “The State of Waste Management” and, working with Jerry Berry Consultants, the Special Committee prioritized the report's findings. The Special Committee members committed to bringing this information to their individual member regional district boards and Chair Grieve visited each RD with a presentation to highlight the important work of the Special Committee. All nine Regional Districts passed resolutions of support and committed financial resources. The Special Committee asked the AVICC Executive to bring forward a resolution to the 2016 AVICC Convention seeking support for a second year with a proposed work plan and a commitment to report back at the 2017 Convention. The resolution was supported by the membership.

Following the 2016 AVICC Convention, the Special Committee met 3 times. Their work has focused on the implementation of the tasks identified as priorities in the action plan – Partnership, Communications, Advocacy, Long-term Disposal, and Regulations and Enforcement. The Special Committee's work was strengthened by the establishment of three staff committees – a CAO Administration Group, a Technical Group, and a Communications Group. This has resulted in exciting innovations with the sharing of staff expertise across the member regional districts for the benefit of all. The member regional districts agreed to a cost-sharing formula for a \$20,000 budget. Among other work, this budget is being used to fund a shared communications campaign and a review of data collection.

At the 2016 UBCM Convention a delegation consisting of myself, Chair Edwin Grieve, Vice Chair Alec McPherson and our staff, Liz Cookson met with the Minister of Environment, the Honorable Mary Polak and also with ministerial staff to present the work of the Special Committee. We highlighted the great value of the Special Committee in bringing together nine Regional Districts to share information, pool resources including staff and work jointly on solutions. A valuable model that we encouraged the Province to support and specifically to provide the expertise of Provincial staff.

The Special Committee has again requested a resolution from the AVICC Executive to the membership to ask for support in continuing its work for another year with reporting back to the membership in 2018. The resolution will be brought to the floor for your consideration at the upcoming Convention. The full reports and minutes from each Special Committee meeting are available on the AVICC website at <http://avicc.ca/solid-waste-management-committee/>

## **Forestry**

This is an important issue for our membership and last year in my report I outlined the work of the Executive with regard to Private Managed Forests. At our 2016 AVICC Convention, the membership passed a resolution calling on the Provincial government to protect old-growth forest on Provincial Crown land on Vancouver Island from being logged and further requesting that the Vancouver Island Land Use Plan be amended to provide this protection. This same resolution was brought to the floor of the 2016 UBCM Convention and passed by UBCM membership. The AVICC Executive wrote to the Honorable Steve Thomson, Minister of Forests, Lands and Natural Resource Operations conveying the membership's request and at last year's UBCM Convention in Victoria, myself, Past President Joe Stanhope and Liz Cookson met with Minister Thomson and staff to again raise the issue.

A 2016 survey conducted by UBCM strongly highlighted that many in local government, at the elected and staff level, considered that forest companies' community consultation was inadequate. Following this survey, at the 2016 UBCM Convention a pre convention workshop on forestry was presented. It was very well attended including many AVICC members. At the discussion break-out tables, including the two for AVICC members, there was a strong message that we needed to work more closely together. Industry, the Province and local government discussed how this could be achieved, and shared positive as well as negative experiences. At our upcoming AVICC Convention we have scheduled two consecutive sessions on forestry to go more deeply into the challenges and opportunities facing our coastal forests.

At the 2016 UBCM Convention myself, Past President Joe Stanhope and Second Vice President, Edwin Grieve along with executive members from the Lower Mainland Local Government Association (LMLGA) met with representatives from Coast Forest Products Association to discuss developing a Memorandum of Understanding (MOU) on communication. Over several teleconferences, a MOU was developed between AVICC and Coast Forest Products Association. A copy of the signed MOU will be provided in your Convention package.

### **Island Corridor Foundation**

At our last AVICC Convention a resolution was passed requesting that AVICC work with impacted local governments and the Island Corridor Foundation Board to conduct a financial and governance review of the Island Corridor Foundation (ICF). The Executive contracted with Kelly Daniels of aKd Resource Consulting to conduct this review. All elected officials from the five member Regional Districts were contacted through their Chief Administrative Officers (CAO) and offered an opportunity to be interviewed. Each Regional District was given the choice to set up a process suitable for them resulting in a range of approaches. Approximately 40 people were heard during this process. Mr. Daniels interviewed the CEO and the Chair of the ICF as well as senior provincial officials. He reviewed a series of ICF documents. A high level review of the ICF finances was conducted by both the consultant and qualified outside sources. In addition, Stewart, McDannold, Stuart was commissioned to prepare a legal opinion on potential conflicts with ICF representatives from regional districts reporting back to their regional district boards. Altogether there were 19 recommendations including that AVICC schedule a regular session at our annual Convention for the ICF to conduct a workshop that also allows for questions and answers. In 2017 this is scheduled as our working breakfast session on Saturday, April 8<sup>th</sup>.

In Parksville on September 12, 2016, Mr. Daniels presented his report to the AVICC Executive. Also invited were each Regional District's Chair and CAO, the ICF Board representative appointed by each Regional District, and the member representative appointed by each Regional District. Immediately following the presentation the report was emailed to all AVICC member local governments and to the Chair and the CEO of the Island Corridor Foundation. Much positive dialogue and change has come out of this report and the Saturday ICF breakfast session at Convention will provide an opportunity for us all to learn more about the opportunities that this incredible legacy offers.

### **DIALOGUE WITH OTHER ORGANIZATIONS**

The regular Executive meeting also provides the opportunity to invite other organizations to meet with AVICC representatives. In addition to those noted above, delegations included several meetings with the ad hoc group of elected officials who are actively promoting the practice of social procurement in local government purchasing. This was a much discussed topic by the Executive and was reviewed at length at six Executive meetings with several reports received. The Executive also received a delegation on apprenticeship training from the Industry Training Authority.

Files under continuing monitoring and advocacy include Water Quality in Private Managed Forests and Derelict Vessels.

### **AGM & CONVENTION**

**Reflecting Back on the 2016 Event in Nanaimo** –The City of Nanaimo hosted the 67<sup>th</sup> AGM & Convention and delegates enjoyed the facilities of the Vancouver Island Convention Center. Once again we thank Mayor Bill McKay and Nanaimo Council for hosting.

The 2016 Convention attracted 208 voting member delegates, 21 non-voting member delegates including 5 life members, 7 MLAs and MPs, and 36 sponsor delegates. 47 partners and guests joined the delegates for the social events. There were also approximately 25 youth council members in attendance on Friday. A total of 280 participants attended the Friday evening Welcome Reception and 210 attended the Annual Banquet. Overall

the AGM & Convention received strong approval ratings with well-deserved accolades for the local host community. Delegate feedback received is being incorporated into the 2017 event.

**AVICC Annual Lunch at the 2016 UBCM Convention** – 260 delegates registered for the annual lunch held September 28 in conjunction with the 2016 UBCM Convention in Victoria. The primary goal of the lunch is to provide a networking opportunity for members during the UBCM Convention. We enjoyed speeches from those running for the UBCM Executive.

**Looking Forward to the 2017 Event in Campbell River** – The host community for the 2017 AGM & Convention is the City of Campbell River, Mayor Andy Adams and Council are thanked in advance for their generous hospitality. Our keynote speaker will be Chris Turner, one of Canada's leading writers and speakers on sustainability and the global green economy.

34 resolutions and 6 nominations for the 7 elected Executive positions were received prior to the February 21, 2017 deadline and are reported later in this report. Nominees' biographies will be published in the Convention Newsletter that will be distributed electronically to members ahead of the Convention. For full 2017 AGM & Convention details, please see [www.avicc.ca](http://www.avicc.ca).

**Planning for Future Years' AGM & Conventions** –The City of Victoria is set to host for the first time, the 2018 Convention April 13-15 At the 2015 AGM AVICC members voted to continue holding our Annual Convention from Friday to Sunday. Dates for 2019 have been set for April 12-14 in the host community of Powell River.

## **MEMBER VISITS**

Work on behalf of the membership has provided a number of opportunities for the President and Executive to connect with members, including the release of our report on the Island Corridor Foundation and the work of the Special Committee on Solid Waste Management.

## **MEMBERSHIP, FINANCIAL AND ADMINISTRATION**

- 100% membership has been maintained.
- AVICC enjoys being in a solid financial position.
- AVICC has a five-year Contract for Services with UBCM.

## **COMMUNICATIONS**

- The 2016 AGM & Convention Minutes were transcribed and distributed in spring of 2016.
- The 2017 AGM & Convention Program Brochure, this *Annual Report and Resolutions* book, and a Convention Newsletter will have been produced and distributed in preparation for the 2017 AGM & Convention.
- A number of circulars, member updates and news releases were prepared and distributed.
- [www.avicc.ca](http://www.avicc.ca) is maintained as the primary communication tool.

## **IN SUMMARY**

2016 has been a very busy year for the AVICC Executive as we have taken on more advocacy work at the direction of our membership. The Special Committee on Solid Waste Management is a wonderful model of how we can work together, learn from each other and share costs as we move into an increasingly challenging future. Not surprisingly, the role of forests throughout Vancouver Island and our coastal communities is increasingly in the foreground as we strive to grow our economy whilst recognizing there are many species at risk, concerns for our watersheds and demands for other forestry values. Our Island Corridor advocacy work will reap value as we come together to make the vision work.

All this comes at a cost to the Association. As we take on more advocacy work, we need to reflect this in our membership dues. This year we are proposing a 5% increase.

It is a pleasure to serve on the AVICC Executive. This is my last term as President and at the Convention you will be electing your new President. I feel very privileged to represent local government in one of the most beautiful places on Earth. Thank you.

A handwritten signature in black ink that reads "Barbara Price". The signature is written in a cursive, flowing style.

Barbara Price, Councillor, Town of Comox  
AVICC President

## SUMMARY OF THE 2016 RESOLUTION DISPOSITIONS

A total of 46 resolutions were submitted to the April 2016 AVICC AGM & Convention. 39 resolutions were received prior to the deadline, with 6 late resolutions and 1 resolution from the floor. 35 were endorsed and 3 were not endorsed, and 5 late resolutions were not admitted for debate. 3 resolutions were similar to resolutions in Part A or B, and were included in Part C.

52 resolutions were submitted to UBCM by the June 30 deadline. Of these, 33 were endorsed, 6 were endorsed as amended at UBCM, 2 were referred back to AVICC as they were regional in nature, 4 were not admitted for debate (referred to other resolutions), 4 were referred to UBCM Executive, and 3 resolutions were not endorsed. 1 resolution was submitted from the floor and endorsed as amended.

In addition to the resolutions endorsed at the AVICC Convention, AVICC members brought an additional 16 resolutions directly to UBCM. The UBCM resolutions process urges members to submit resolutions first to Area Associations for consideration as endorsement by the Area Association offers sponsors the benefit of having greater support than one that is sent directly with only the support of an individual Council or Board. AVICC Executive seeks members' cooperation in following this process. Of the 16 resolutions brought forward directly to UBCM by AVICC members, 5 resolutions were endorsed, 3 were endorsed as amended, 1 was not endorsed, 3 were referred to UBCM Executive and 4 were not admitted for debate.

All UBCM endorsed resolutions are conveyed to the relevant provincial and federal government department, or other organizations as appropriate. Responses are communicated to sponsors as they are received. Once the responses have been summarized, they are also posted on <http://www.ubcm.ca> under the Resolutions tab.

AVICC No.	Resolution Title	AVICC Decision	Sponsor	UBCM No.	UBCM Decision
AE1	Special Committee on Solid Waste Management	Endorsed	AVICC Executive		
R1	RCMP Funding	Endorsed	Courtenay	B81	Not Endorsed
R2	Amendment to Local Government Act: Municipal Election Process	Endorsed	Victoria	B65	Endorsed
R3	Island Corridor Foundation Federal Funding	Endorsed	Port Alberni	C24	Not admitted for debate, referred back to AVICC
R4	Affordable Homes and Property Transfer Tax	Endorsed	Capital RD	B135	No Recommendation – Referred Automatically to UBCM Executive
R5	Vancouver Island Regional Library Costs	Not Endorsed	Port Alberni		
R6	Social Procurement	Endorsed	Cumberland, Victoria	B76	Endorsed as Amended
R7	Marijuana Sales & Distribution Tax Sharing for Local Governments	Endorsed	Duncan	A3	Endorsed
R8	Empowering Local Governments to Pursue Socially Responsible Investing	Endorsed	Victoria	B77	Endorsed
R9	Rainwater as a Potable Water Source	Endorsed	Nanaimo RD	B111	Endorsed
R10	Pop for Parks: Establishing a Fund for Nature's Future	Endorsed	Highlands	B128	Not Endorsed

<b>AVICC No.</b>	<b>Resolution Title</b>	<b>AVICC Decision</b>	<b>Sponsor</b>	<b>UBCM No.</b>	<b>UBCM Decision</b>
R11	Protection of Old-Growth Forests	Endorsed	Metchosin, Colwood	C27	Endorsed as Amended
R12	Funding for Agricultural Rainwater Harvesting Systems	Endorsed	Alberni-Clayoquot RD	B106	Endorsed as Amended
R13	Review of Professional Reliance Model	Endorsed	Cowichan Valley RD	B108	Endorsed
R14	Recognition and Regulation of Physician Assistants	Endorsed	Central Coast RD	B124	Endorsed
R15	New North Island Hospitals Parking Fees	Not Endorsed	Strathcona RD, Tahsis		
R16	National Pharmacare Program	Endorsed	Victoria	B122	Endorsed
R17	Medical Marijuana Retail Dispensaries	Not Endorsed	Cumberland		
R18	Island Corridor Foundation	Endorsed as Amended	Langford, Capital RD	C29	Not admitted for debate, referred back to AVICC
R19	Establishing Local Public Notice Policies	Endorsed	Cowichan Valley RD	B1	Endorsed
R20	No Forced Amalgamations	Endorsed	Metchosin	B2	Endorsed
R21	Reversal of Recent Amendments to RCMP Auxiliary Constable Program	Endorsed	View Royal	B3	Endorsed
R22	BC Child Protection Services	Endorsed	Colwood	B115	Endorsed
R23	Pedestrian/Cycling Pathways along Rural Road Rights-of-Way	Endorsed	Cowichan Valley RD	B57	Endorsed as Amended
R24	Priority for Construction of Bike Lanes	Endorsed	Sunshine Coast RD	B9	Endorsed
R25	Federal Government Cooperation for Oil Spill Response in BC	Endorsed	Alberni-Clayoquot RD	B20	Endorsed
R26	Assessment and Mitigation of Marine Shipping Risks and Impacts in the Salish Seas	Endorsed	Islands Trust	B21	Endorsed
R27	Limit or Ban Burning on Forest Lands in Community Airsheds	Endorsed as Amended	Port Alberni	B24	Endorsed
R28	Ban on Single Use Shopping Bags	Endorsed	Cowichan Valley RD	B28	Endorsed
R29	Climate Change Recommendations	Endorsed	Sunshine Coast RD	B58	Endorsed
R30	Abandoned or Derelict Vessels Programs	Endorsed	Saanich	B22	Endorsed
R31	Site C Dam Project	Endorsed	North Saanich	B31	Endorsed
R32	Business Façade Improvement Grant Programme	Endorsed	Lake Cowichan	B37	Endorsed
R33	Legislation and Action for a Barrier-Free BC	Endorsed	Victoria	B62	Endorsed
R34	Home Renovation Tax Credits	Endorsed	Saanich	B46	Endorsed
R35	Review of “Down-loaded” Building codes	Endorsed	Saanich	B63	Endorsed
LR1	Respect for Local Government	Endorsed	Victoria	B34	Endorsed

<b>AVICC No.</b>	<b>Resolution Title</b>	<b>AVICC Decision</b>	<b>Sponsor</b>	<b>UBCM No.</b>	<b>UBCM Decision</b>
LR2	Charging Infrastructure for Electric Vehicles	Not Admitted for Debate	Esquimalt		
LR3	“Safe Soils” to Control the Spread of Invasive Species	Not Admitted for Debate	Highlands	B113	Endorsed
LR4	Basic Income Guarantee	Not Admitted for Debate	Victoria		
LR5	Eligibility Criteria for Community Gaming Grants	Not Admitted for Debate	Ladysmith	B54	Endorsed
LR6	Commercial Herring Fishery – West Coast Herring Recovery Plan	Not Admitted for Debate	Powell River	B127	Endorsed
OF1	Parental Rights for Elected Officials	Endorsed	Oak Bay	B99	Endorsed
*	Payment by Universities for Services Provided by Municipalities	Not Presented to the AVICC	Oak Bay	B15	Endorsed
*	Local Improvement Charge for Municipally-financed Green Energy Technologies	Not Presented to the AVICC	Powell River	B19	Endorsed
*	Poverty Reduction Strategy for BC	Not Presented to the AVICC	Powell River	B47	Endorsed
*	Non-migratory Resident Canada Geese	Not Presented to the AVICC	Central Saanich	B59	Endorsed as Amended
*	Extended Absence from Regional District Board	Not Presented to the AVICC	Powell River RD	B71	Not Endorsed
*	Dangerous Dogs	Not Presented to the AVICC	Esquimalt	B88	Endorsed
*	Transgender Rights	Not Presented to the AVICC	Victoria	B98	Endorsed as Amended
*	Non-treaty First Nations Participation in UBCM	Not Presented to the AVICC	Port Hardy	B101	Referred to UBCM Executive
*	Eliminate Fees for Prostate-Specific Antigen Testing and Designate Prostate Cancer Awareness Month	Not Presented to the AVICC	Powell River	B126	Endorsed
*	Adult Education	Not Presented to the AVICC	Qualicum Beach	B131	No Recommendation – Referred Automatically to UBCM Executive
*	Designate National Aboriginal Day as a Statutory Holiday	Not Presented to the AVICC	Metchosin	B138	No Recommendation – Referred Automatically to UBCM Executive
*	Non-migratory Resident Canada Geese	Not Presented to the AVICC	Metchosin	C9	Not Admitted for Debate (referred to resolution B59)

<b>AVICC No.</b>	<b>Resolution Title</b>	<b>AVICC Decision</b>	<b>Sponsor</b>	<b>UBCM No.</b>	<b>UBCM Decision</b>
*	Eliminate Fees for Prostate-specific Antigen Testing	Not Presented to the AVICC	Colwood	C14	Not Admitted for Debate (referred to resolution B126)
*	Funding for Post-secondary Education	Not Presented to the AVICC	Port McNeill	C19	Not Admitted for Debate (referred to resolution B131)
*	Funding for Adult Basic Education	Not Presented to the AVICC	Sunshine Coast RD	C20	Not Admitted for Debate (referred to resolution B131)
*	Building New Student Housing	Not Presented to the AVICC	Saanich	OF1	Endorsed as Amended

\* Resolutions forwarded directly to UBCM by the June 30 deadline.



# ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

68<sup>TH</sup> ANNUAL GENERAL MEETING & CONVENTION  
APRIL 7-9, 2017 - CAMPBELL RIVER, BC  
**DRAFT** – MARCH 23, 2017

## FRIDAY, APRIL 7, 2017

### *Morning Pre-Conference Program*

- 8:00–9:00 am **Pre-Conference Registration** (*Lobby*)
- 9:00–Noon **Off-Site Tour: BC Hydro John Hart Generating Station and City Water Supply**
- 9:00–11:30 am **Off-Site Tour: Campbell River Hospital**
- 10:00–Noon **EA Forum** (*Community Centre, Upstairs Lounge*)
- 10:00–Noon **Mayors Council** (*Community Centre, Upstairs Room One*)
- Noon–4:00 pm **Main Registration** (*Lobby*)

### *AGM & Convention Main Program – (Gymnasium)*

- 2:00 pm Official Opening  
Piper – *Brian Shaw*  
Convention Welcome & Opening Remarks – *President Barbara Price*  
O Canada – *Campbell River Children's Choir*  
First Nations Celebration Song – *Lavern Henderson*  
Welcome from Host Community – *Mayor Andy Adams*  
Convention Program Overview – *President Barbara Price*  
When I Close My Eyes – *Campbell River Children's Choir*
- 2:25 pm Nominating Committee Report, *Past President Joe Stanhope*
- 2:30 pm KEYNOTE ADDRESS: Chris Turner, Sustainability
- 3:30 pm Refreshment Break
- 3:50 pm Address by UBCM President, Murry Krause
- 4:10 pm Nominations from the Floor for Table Officers  
Candidate Speeches (as necessary)
- 4:20 pm Responsible Conduct of Local Government Elected Officials
- 5:10 pm Tribal Journeys
- 5:20 pm Coast Forest Products Association
- 5:25 pm Final Comments and Wrap-Up  
Draw for Major Door Prize - *Must Be Present To Win*
- 5:30 pm Adjourn
- 5:30–7:30 pm Welcome Reception at the Tidemark Theatre
- 7:30-midnight Gateway Casino Reception at Chances Casino

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# SATURDAY, APRIL 8, 2017

*The Trade Show is Open from 7:00 – 3:00 pm today*

- 6:45 am Breakfast Service Starts – Delegates Networking Breakfast (*Seating: Lounge Upstairs*)
- 7:00–8:15 am Working Breakfast Presentation – Island Corridor Foundation (*Seating: Gym*)
- 8:00–8:30 am Voting for Table Officers (as necessary) (*Lobby*)
- 8:30 am Opening Remarks (*Gymnasium*)
- 8:35 am Annual Meeting  
Adoption of Conference Rules and Procedures  
Adoption of Minutes of 2016 Annual General Meeting  
President’s Address and Annual Report  
Adoption of the 2016 Audited Financial Statements  
Appointment of Auditors  
Appointment of Scrutineers  
Appointment of Parliamentarian  
2018 AGM & Convention Location
- 8:45 am Report on AVICC Special Committee on Solid Waste
- 9:15 am Review of Resolution Procedures
- 9:20 am Consideration of Resolutions
- 10:20 am Refreshment Break
- 10:40 am Resolutions, Continued
- 11:40 am Nominating Committee Report  
Nominations from the floor for Directors at Large (as necessary)  
Candidate speeches (as necessary)
- 11:45 am Municipal Insurance Association Update
- 11:50 am FortisBC Presentation
- 12:00 noon Delegates Lunch
- 1:10–1:25 pm Physical Activity Break Led by Councillor Carl Jensen (*Meet in the Lobby*)
- 12:45–1:30 pm Elections for Directors at Large (as necessary) (*Lobby*)

## **Concurrent Workshops**

- 1:30–2:30 pm #1 – Forestry Management – part 1 (*Gymnasium*)  
#2 – Abandoned Vessels (*Upstairs Lounge*)  
#3 – Open Space – Health Networks (*Upstairs Room 1*)
- 2:30–3:00 pm Refreshment Break
- 3:00–4:00 pm #1 – Forestry Management – part 2 (*Gymnasium*)  
#2 – Oil & Contaminants – Marine Response (*Upstairs Lounge*)
- 6:30–11:30 pm Reception and Banquet (*Gymnasium*)  
6:30 pm Reception  
7:30 pm Dinner  
9:00 pm Fabulous Mutts Band

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## SUNDAY, APRIL 9, 2017

7:15–8:15 am	Delegates Networking Hot Breakfast ( <i>Location: Gymnasium</i> )
8:30 am	Opening Remarks Nominating Committee Report Nominations from the Floor for Electoral Area Representative Candidate Speeches (as necessary)
8:35 am	Qualicum Beach and Coastal Invasive Species Committee – Doom for Broom
9:20 am	Consideration of Resolutions and Late Resolutions
10:15–10:45 am	Elections for Electoral Area Representative (as necessary) ( <i>Lobby</i> )
10:15–10:45 am	Refreshment Break
10:45 am	Community Recognition Awards Presentation
10:50 am	Drew Mitchell – Physical Literacy, Sport for Life
11:45 am	Final Business Session Nominating Committee Report (as required) Installation of New Executive Remarks by President Elect Grand Prize Draw - <i>Must Be Present To Win</i> <ul style="list-style-type: none"><li>• BC Ferries prize package</li></ul>
Noon	Adjourn

### THANK YOU TO OUR HOSTS AND THEIR COMMUNITY PARTNERS

Special thanks are extended to the City of Campbell River for hosting the 2017 AGM & Convention including supplying the community centre facilities and wifi, decorating for the banquet, organizing the partner tour, local contacts, and speaker gifts.

AVICC Executive and staff wish to thank the City of Campbell River Council and staff for making the Convention a great experience.

### DELEGATE OFFICE SERVICES

Lidstone & Company is pleased to offer Delegates complimentary printing, copying, and scanning services.

Email requests during the conference can be sent to [officeservices@lidstone.ca](mailto:officeservices@lidstone.ca)

Hours:

Friday 9:00 am – 12:00 pm and 1:00 pm – 5:00 pm

Saturday 8:00 am – 12:00 pm and 1:00 pm and – 4:00 pm

Sunday 8:00 am – 11:00 am

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# TRADE SHOW

## Hours

Friday – 3:00 – 5:30 pm

Saturday – 7:00 am – 3:00 pm

## Location

Main Floor, Pre-School Room

## PARTICIPANTS

Association for Mineral Exploration BC

BC Assessment

BC Lottery Corporation

BC Salmon Farmers Association

BC Transit

Coast Forest Products Association

FortisBC Energy

ICBC

Island Corridor Foundation

Lidstone & Company (Office Services booth)

Private Forest Landowners Association

Campbell River Tourism / Chamber of Commerce

Trans Mountain Expansion Project – Kinder Morgan Canada

Vancouver Island University

Western Canada Marine Response Corporation

Western Forest Products

WoodWORKS! BC

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**BC ASSESSMENT**

## OUR SPONSORS

We wish to thank the following sponsors for their contribution toward the 2017 AVICC Convention:

FortisBC Energy	Saturday Delegates Lunch
Young Anderson	Banquet Dinner
BC Lottery Corporation	Banquet Entertainment
Municipal Finance Authority	Keynote Speaker
Vancouver Island University	Friday Welcome Reception
BC Salmon Farmers Association	Banquet Reception
Coast Forest Products Association	Friday Opening Session
ICBC	Saturday Morning Hot Breakfast
Municipal Insurance Association	Sunday Morning Hot Breakfast
BC Assessment	Program
Association for Mineral Exploration BC	Banquet Wine
Wood <i>WORKS!</i> BC Canadian Wood Council	Pre-Convention Session
Trans Mountain	Pre-Convention Session
Lidstone & Company	Delegate Business Services
Western Forest Products	Registration Services
Private Forest Landowners Association	Friday Afternoon Refreshment Break
KPMG	Saturday Morning Refreshment Break
Truck Loggers Association	Saturday Afternoon Refreshment Break
CUPE VI	Sunday Morning Refreshment Break
Shaw Communications	Communications
Local Government Leadership Academy	Mayors Caucus and Electoral Area Forum
BC Transit & City of Campbell River	Transportation
BC Ferry Services Inc.	Grand Prize
Telus	Prize Draw
Gateway Casino	Offsite Reception

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# NOMINATIONS AND ELECTIONS PROCEDURES

An 8 person Executive Board is elected and appointed at the Annual General Meeting & Convention to provide the ongoing administration and policy determination for the Association.

## **THERE ARE SEVEN ELECTED POSITIONS:**

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

## **THERE IS ONE APPOINTED POSITION:**

- Immediate Past President

## **NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE**

The Executive has identified a process whereby a notice of the AVICC Executive positions open for nomination and the process and the procedures for nomination was circulated to all members.

The notice states that the nominee must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC member local government. A nomination and consent form is available and is to be used for all nominations in advance of the AGM & Convention.

Background information that sets out the main responsibilities and commitments of an AVICC Executive member is made available on request.

A candidate may also be nominated from the floor at the AGM & Convention.

**NOMINATING COMMITTEE** is responsible for overseeing the nomination and election process and is appointed by the AVICC President and is composed of two members.

This year's Committee is composed of:

- Chair, Past President Joe Stanhope, (Director, Nanaimo Regional District)
- AVICC Executive Coordinator, Liz Cookson

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography is prepared under the direction of the Nominating Committee and distributed in the Pre-Convention Newsletter.

## **NOMINATING COMMITTEE REPORT**

The Nominating Committee is responsible for reporting to the full Annual Meeting. The Nominating Committee does not make recommendations.

The Nominating Committee will report on Friday, April 7<sup>th</sup>, at approximately 2:25 pm on nominations received in advance for positions of President, First Vice-President, Second Vice-President, three Directors at Large and Electoral Area Representative after which time nominations from the floor will be requested as follows.

## **ELECTIONS PROCESS**

The Nominations and Elections Process will then proceed in three steps:

### **STEP 1 - ELECTION OF OFFICERS**

FRIDAY, APRIL 7th, 4:10 PM\*

- Nominations from floor for Table Officer positions are received (President, First Vice-President, Second Vice-President)
- Candidate speeches for Table Officer positions (as necessary)

SATURDAY, APRIL 8th, 8:00-8:30 AM\*

- Elections for Table Officer positions (as necessary)

### **STEP 2 - ELECTION OF DIRECTORS AT LARGE**

SATURDAY, APRIL 8th, 11:40 AM\*

- Nominating Chair presents results of Table Officer elections and announces nominations for three Directors at Large
- Nominations from the floor are received for the position of Director at Large
- Candidate speeches (as necessary)

SATURDAY, APRIL 8th, 12:45-1:30 PM\*

- Elections for Directors at Large (as necessary)

### **STEP 3 - ELECTION OF ELECTORAL AREA REPRESENTATIVE**

SUNDAY, APRIL 9th, 8:30 AM\*

- Nominating Chair presents results of Director at Large elections and announces nominations for Electoral Area Representative
- Nominations from the floor for the above position
- Candidate speeches (as necessary)

SUNDAY, APRIL 9th, 10:15-10:45 AM\*

- Election for EA Representative (as necessary)

SUNDAY, APRIL 9th, 11:45 AM\*

- Nominating Chair presents results of EA Representative (as necessary)

The new Executive will be introduced and installed at 11:45 am, Sunday, April 9th.

\*Note: Times are based on the draft AGM & Convention Program as known at the time of publishing this report. In order to accommodate emergent issues, the program does not become final until just prior to the AGM & Convention. Delegates will receive a copy of the final program as part of the *Supplementary Materials Package* received at the onsite registration desk.

## **NOMINATING COMMITTEE REPORT 2017-18 AVICC EXECUTIVE**

As a result of the Call for Nominations, the Nominating Committee has received and will be placing the following names forward for consideration during the 2017 AGM and Convention:

### **President**

- Director Mary Marcotte, Cowichan Valley Regional District

### **First Vice-President**

- Director Edwin Grieve, Comox Valley Regional District

### **Second Vice-President**

- Councillor Carl Jensen, District of Central Saanich

### **Director at Large** (three to be elected\*)

- Director Penny Cote, Alberni-Clayoquot Regional District
- Director Ian Morrison, Cowichan Valley Regional District
- Councillor Colin Plant, District of Saanich

### **Electoral Area Representative**

- No nominations

Photos and biographical information on the candidates will be published in the *2017 Newsletter* to be distributed to all members prior to the Convention.

For further information on the nomination and election process contact:

Past President Joe Stanhope  
Chair of AVICC Nominating Committee  
c/o Local Government House  
525 Government St  
Victoria, BC V8V 0A8  
Phone: (250) 356-5122  
Fax: (250) 356-5119

Financial Statements of

**ASSOCIATION OF VANCOUVER ISLAND  
AND COASTAL COMMUNITIES**

Year ended December 31, 2016



KPMG LLP  
St. Andrew's Square II  
800-730 View Street  
Victoria BC V8W 3Y7  
Canada  
Tel (250) 480-3500  
Fax (250) 480-3539

## **INDEPENDENT AUDITORS' REPORT**

To the Members of Association of Vancouver Island and Coastal Communities

### **Report on the Financial Statements**

We have audited the accompanying financial statements of Association of Vancouver Island and Coastal Communities, which comprise the statement of financial position as at December 31, 2016, the statements of operations and changes in net assets and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

#### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

#### *Auditors' Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



*Opinion*

In our opinion, the financial statements present fairly, in all material respects, the financial position of Association of Vancouver Island and Coastal Communities as at December 31, 2016, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

**Report on Other Legal and Regulatory Requirements**

As required by the Society Act (British Columbia), we report that, in our opinion, the accounting policies applied by Association of Vancouver Island and Coastal Communities in preparing and presenting the financial statements in accordance with Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of the preceding year.

*KPMG LLP*

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Chartered Professional Accountants

March 10, 2017  
Victoria, Canada

# ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Statement of Financial Position

December 31, 2016, with comparative information for 2015

	2016	2015
<b>Assets</b>		
Current assets:		
Cash and cash equivalents (note 2)	\$ 219,346	\$ 213,095
Prepaid expenses	5,000	-
Accounts receivable	1,091	1,351
	<u>\$ 225,437</u>	<u>\$ 214,446</u>

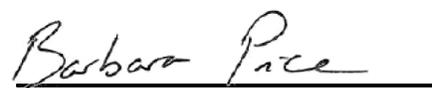
## Liabilities and Net Assets

Current liabilities:		
Accounts payable and accrued liabilities	\$ 7,036	\$ 16,452
Deferred contributions (note 3)	52,875	44,665
	<u>59,911</u>	<u>61,117</u>
Net assets:		
Unrestricted	165,526	153,329
Contractual commitments (note 4)		
	<u>\$ 225,437</u>	<u>\$ 214,446</u>

See accompanying notes to financial statements.

On behalf of the Board:

 Director

 Director

# ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Statement of Operations and Changes in Net Assets

Year ended December 31, 2016, with comparative information for 2015

	2016	2015
Revenue:		
Annual meeting - sponsorships	\$ 58,950	\$ 44,850
Annual meeting - registration	61,853	56,581
Association dues	79,144	77,104
Interest	1,929	1,956
Other	684	722
	<u>202,560</u>	<u>181,213</u>
Expenses:		
Annual meeting	87,705	64,696
Communication and staff travel	1,258	1,845
Executive meetings	8,710	8,348
Other meetings	5,425	4,726
Postage, office and miscellaneous	677	4,067
Professional fees	5,250	6,090
Union of BC Municipalities contract fees	72,180	76,545
Consulting fees	9,158	100
	<u>190,363</u>	<u>166,417</u>
Excess of revenue over expenses	12,197	14,796
Net assets, beginning of year	153,329	138,533
Net assets, end of year	<u>\$ 165,526</u>	<u>\$ 153,329</u>

See accompanying notes to financial statements.

# ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

## Statement of Cash Flows

Year ended December 31, 2016, with comparative information for 2015

	2016	2015
Cash provided by (used in):		
Operations:		
Excess of revenue over expenses	\$ 12,197	\$ 14,796
Change in non-cash operating working capital:		
Increase in prepaid expenses	(5,000)	-
Decrease (increase) in accounts receivable	260	(327)
Increase (decrease) in accounts payable and accrued liabilities	(9,416)	8,443
Increase (decrease) in deferred contributions	8,210	(5,750)
Increase in cash and cash equivalents	6,251	17,162
Cash and cash equivalents, beginning of year	213,095	195,934
<b>Cash and cash equivalents, end of year</b>	<b>\$ 219,346</b>	<b>\$ 213,096</b>

See accompanying notes to financial statements.

# ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Notes to Financial Statements

Year ended December 31, 2016

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## **Nature of operations:**

Association of Vancouver Island and Coastal Communities (the "Association") is incorporated under the Society Act (British Columbia) and is exempt from the requirement to pay income taxes. Its purpose is to promote autonomy within local government and to advance the principles of local government. The Association represents the various municipalities and regional districts of Vancouver Island, Powell River and the Sunshine and Central Coasts.

## **1. Significant accounting policies:**

These financial statements are prepared in accordance with Canadian Accounting Standards for Not-For-Profit Organizations ("ASNPO") in Part III of the CPA Canada Handbook. The Association's significant accounting policies are as follows:

### **(a) Basis of presentation:**

These financial statements present the financial position, results of operations and changes in net assets of the Association and, as such, do not include all the assets, liabilities, revenue and expenses of the members of the Association.

There is no provision in the accounts for income taxes as the activities of the Association are conducted on a not-for-profit basis.

### **(b) Cash and cash equivalents:**

Cash and cash equivalents are defined as cash and highly liquid investments consisting of term deposits with original maturities at the date of purchase of three months or less.

### **(c) Revenue recognition:**

The Association follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount received can be reasonably estimated and collection is reasonably assured.

Annual meeting sponsorships, registration and exhibit revenues are recognized as revenue when the conference takes place.

Association dues are recognized as revenue in the year they are earned and collection is reasonably assured.

# ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Notes to Financial Statements (continued)

Year ended December 31, 2016

## 1. Significant accounting policies (continued):

### (d) Contributed materials and services:

Due to the difficulty in determining fair value, contributed materials and services are not recognized in the financial statements.

### (e) Financial instruments:

Financial instruments are recorded at fair value on initial recognition and are subsequently recorded at cost or amortized cost, unless management has elected to carry the instruments at fair value. The Association has not elected to carry any such financial instruments at fair value.

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment.

### (f) Capital assets:

In accordance with the ASNPO Handbook section 4431, *Tangible Capital Assets held by Not-for-profit Organizations*, the Association has met the criteria to be considered a small organization and as such has not capitalized any expenditures. Capital assets owned by the Association but which have not been capitalized under this accounting policy include computer hardware.

### (g) Use of estimates:

The preparation of financial statements in conformity with ASNPO requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates.

## 2. Cash and cash equivalents:

	2016		2015	
Cash	\$	20,557	\$	45,926
MFA Money Market Funds		198,789		167,169
	\$	219,346	\$	213,095

# ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Notes to Financial Statements (continued)

Year ended December 31, 2016

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### **3. Deferred contributions:**

Deferred contributions include \$44,665 (2015 - \$44,665) of provincial grants restricted for the facilitation of the activities of the treaty advisory committee. During 2016 an additional \$8,210 in deferred contributions was collected and restricted for the activities of the Special Committee on Solid Waste Management.

### **4. Contractual commitments:**

The Association has a contract with the Union of British Columbia Municipalities for secretarial and office services and has committed to pay \$72,180 in 2017 in respect of this contract by way of quarterly payments. The amounts are subject to adjustment each January.

## 2017 AVICC BUDGET

2017

2016

Budget

Actuals

### GENERAL BUDGET

#### Revenues

Dues <sup>1</sup>	83,482	79,144
Interest <sup>2</sup>	1,775	1,929
Other	<u>0</u>	<u>684</u>
<i>Sub-Total General Revenues</i>	85,257	81,757

#### Expenditures

UBCM Contract <sup>4</sup>	77,810	72,180
Executive Meetings <sup>5</sup>	10,500	8,710
Other Meetings <sup>6</sup>	5,000	5,425
Communication and Staff Travel <sup>7,8</sup>	1,600	1,258
Postage, office and miscellaneous <sup>9</sup>	1,000	677
Audit <sup>10</sup>	5,250	5,250
Advocacy <sup>11</sup>	2,375	0
Other <sup>12</sup>	4,000	9,158
<i>Sub-Total General Expenditures</i>	<u>107,535</u>	<u>102,658</u>

#### **Revenues Less Expenses - General**

**(22,278)**

**(20,901)**

### AGM & CONVENTION BUDGET

AGM & Convention Revenue <sup>3</sup>	116,778	120,803
AGM & Convention Expenses <sup>13</sup>	<u>94,500</u>	<u>87,705</u>
<b>Revenues Less Expenses - Convention</b>	<b>22,278</b>	<b>33,098</b>

### TOTAL PROFIT/LOSS

0

12,197

### SOLID WASTE FUNDING FROM RDs

11,790

8,210

#### REVENUES

1. **Dues** - The dues are based on the prior year's population figures on a sliding scale  
Source for population figures is BC Stats, a division of the Ministry of Citizens Services as received from UBCM
2. **Interest** - Funds are invested with the Municipal Finance Authority
3. **AGM & Convention** - Includes both sponsorship and registration income

#### EXPENDITURES

4. **UBCM Service Contract** - covers the cost of the service agreement with UBCM
5. **Executive Meetings** - covers expenses for the in-person and teleconference meetings
6. **Other Meetings** - includes costs for other meetings including Solid Waste Special Committee
7. **Staff Travel** - covers staff travel. Starting in 2016, convention travel is included under convention expenses
8. **Communications** - covers the costs of maintaining the AVICC Website
9. **Postage, Office, Miscellaneous** - covers the costs of office supplies and postage
10. **Audit** - annual expense
11. **Advocacy** - added in 2017
12. **Other** - covers miscellaneous expenses not budgetted in other lines. Includes consultant costs in 2016
13. **AGM & Convention** - covers all the costs of the AGM & Convention except staffing



## REPORT TO THE MEMBERSHIP AT 2017 AVICC AGM & CONVENTION 2017 - 2018 Membership Dues

**Based on Proposed 5% Increase Over the Dues Structure and Changes in Population Since Last Period\***

\*The source for population figures is BC Stats, a division of the Ministry of Technology, Innovation & Citizen's Services, as received by UBCM.

Member	Pop 2016	Pop 2017	2016/2017 % change	Dues 2016	Dues 2017	2016/2017 \$ change	2016/2017 % change
1. Alberni-Clayoquot	8,157	8,429	3.33%	\$928.88	\$1,004.92	\$76.04	8.19%
2. Alert Bay	440	436	-0.91%	\$218.00	\$229.00	\$11.00	5.05%
3. Campbell River	33,395	33,696	0.90%	\$3,209.22	\$3,370.12	\$160.90	5.01%
4. Capital	20,168	22,207	10.11%	\$2,090.18	\$2,382.10	\$291.92	13.97%
5. Central Coast	1,187	1,238	4.30%	\$218.00	\$229.00	\$11.00	5.05%
6. Central Saanich	16,046	15,895	-0.94%	\$1,729.92	\$1,802.66	\$72.74	4.20%
7. Colwood	16,955	17,583	3.70%	\$1,809.37	\$1,957.62	\$148.25	8.19%
8. Comox	13,986	14,400	2.96%	\$1,533.35	\$1,655.16	\$121.81	7.94%
9. Comox Valley	21,647	20,578	-4.94%	\$2,219.45	\$2,232.56	\$13.11	0.59%
10. Courtenay	25,244	26,056	3.22%	\$2,533.83	\$2,735.44	\$201.61	7.96%
11. Cowichan Valley	32,590	33,262	2.06%	\$3,147.64	\$3,305.48	\$157.84	5.01%
12. Cumberland	3,506	3,562	1.60%	\$421.77	\$449.88	\$28.11	6.66%
13. Duncan	4,663	4,768	2.25%	\$560.96	\$602.20	\$41.24	7.35%
14. Esquimalt	16,697	16,830	0.80%	\$1,786.82	\$1,888.49	\$101.67	5.69%
15. Gibsons	4,487	4,550	1.40%	\$539.79	\$574.67	\$34.88	6.46%
16. Gold River	1,242	1,254	0.97%	\$218.00	\$229.00	\$11.00	5.05%
17. Highlands	2,270	2,394	5.46%	\$273.08	\$302.36	\$29.28	10.72%
18. Islands Trust	1,187	1,238	4.30%	\$218.00	\$229.00	\$11.00	5.05%
19. Ladysmith	8,177	8,342	2.02%	\$930.95	\$995.44	\$64.49	6.93%
20. Lake Cowichan	3,114	3,169	1.77%	\$374.61	\$400.24	\$25.63	6.84%
21. Langford	37,275	39,936	7.14%	\$3,506.04	\$3,681.68	\$175.64	5.01%
22. Lantzville	3,389	3,408	0.56%	\$407.70	\$430.43	\$22.73	5.58%
23. Metchosin	4,972	4,792	-3.62%	\$598.13	\$605.23	\$7.10	1.19%
24. Mount Waddington	2,091	2,034	-2.73%	\$251.55	\$256.89	\$5.34	2.12%
25. Nanaimo City	90,524	93,351	3.12%	\$7,579.59	\$7,957.58	\$377.99	4.99%
26. Nanaimo	38,172	38,321	0.39%	\$3,574.66	\$3,753.71	\$179.05	5.01%
27. North Cowichan	29,999	30,229	0.77%	\$2,949.41	\$3,097.50	\$148.09	5.02%
28. North Saanich	10,994	11,143	1.36%	\$1,223.08	\$1,300.47	\$77.39	6.33%
29. Oak Bay	17,474	17,368	-0.61%	\$1,854.73	\$1,937.88	\$83.15	4.48%
30. Parksville	12,598	12,883	2.26%	\$1,389.41	\$1,489.96	\$100.55	7.24%
31. Port Alberni	16,149	16,236	0.54%	\$1,738.92	\$1,833.96	\$95.04	5.47%
32. Port Alice	784	785	0.13%	\$218.00	\$229.00	\$11.00	5.05%
33. Port Hardy	3,943	3,731	-5.38%	\$474.34	\$471.23	-\$3.11	-0.66%



# REPORT TO THE MEMBERSHIP AT 2017 AVICC AGM & CONVENTION

## 2017 Membership Dues

### Based on Proposed 5% Increase Over the Dues Structure and Changes in Population Since Last Period\*

\*The source for population figures is BC Stats, a division of the Ministry of Technology, Innovation & Citizen's Services, as received by UBCM.

Member	Pop 2016	Pop 2017	2016/2017 % change	Dues 2016	Dues 2017	2016/2017 \$ change	2016/2017 % change
34. Port McNeill	2,476	2,500	0.97%	\$297.86	\$315.75	\$17.89	6.01%
35. Powell River	12,893	13,729	6.48%	\$1,420.00	\$1,582.09	\$162.09	11.41%
36. Powell River	5,811	5,848	0.64%	\$685.60	\$723.85	\$38.25	5.58%
37. Qualicum Beach	8,940	8,687	-2.83%	\$1,010.08	\$1,033.01	\$22.93	2.27%
38. Saanich	110,803	110,889	0.08%	\$9,130.93	\$9,585.98	\$455.05	4.98%
39. Sayward	307	311	1.30%	\$218.00	\$229.00	\$11.00	5.05%
40. Sechelt	9,773	9,490	-2.90%	\$1,096.46	\$1,120.46	\$24.00	2.19%
41. Sechelt Indian Govt.	808	852	5.45%	\$218.00	\$229.00	\$11.00	5.05%
42. Sidney	11,065	11,129	0.58%	\$1,230.44	\$1,298.95	\$68.51	5.57%
43. Sooke	12,181	11,868	-2.57%	\$1,346.17	\$1,379.43	\$33.26	2.47%
44. Strathcona	8,511	8,931	4.93%	\$965.59	\$1,059.59	\$94.00	9.73%
45. Sunshine Coast	14,131	14,372	1.71%	\$1,548.38	\$1,652.11	\$103.73	6.70%
46. Tahsis	303	295	-2.64%	\$218.00	\$229.00	\$11.00	5.05%
47. Tofino	2,053	2,190	6.67%	\$246.98	\$276.60	\$29.62	11.99%
48. Ucluelet	1,515	1,634	7.85%	\$218.00	\$229.00	\$11.00	5.05%
49. Victoria	84,793	85,192	0.47%	\$7,141.16	\$7,497.38	\$356.22	4.99%
50. View Royal	10,834	10,137	-6.43%	\$1,206.49	\$1,190.92	-\$15.57	-1.29%
51. Zeballos	101	99	-1.98%	\$218.00	\$229.00	\$11.00	5.05%
	<b>800,820</b>	<b>812,257</b>		<b>\$79,143.52</b>	<b>\$83,481.98</b>	<b>\$4,338.46</b>	

Report Date (17-03-07)

# **2017 AVICC CONVENTION RULES AND PROCEDURES FOR HANDLING RESOLUTIONS**

## **GENERAL RULES**

1. Sessions will begin and end promptly at the scheduled hours.
2. Delegates will use the floor microphones when speaking.
3. All elected officials of members attending the Annual Meeting of the Association shall be delegates entitled to participate in debates and to vote on any matter before the Meeting. [Bylaws s. 23] Other delegates shall not be entitled to the privilege of the floor unless authorized by the Meeting. Guest speakers may be permitted at the direction of the Executive.
4. At all business sessions of the Meeting, fifty-one delegates shall constitute a quorum. [Bylaws s. 16 (3)]

## **VOTING RULES**

5. Only elected officials of members are entitled to vote. [Bylaws s. 22 and 23]
6. Voting on ordinary resolutions normally shall be by a show of hands (holding the voting card) and the Chair's decision as to whether a motion is won or lost is final unless, immediately upon the decision of the Chair being declared, ten or more voting delegates then present, by standing, demand a standing vote, whereupon the Chair shall again put the same question to the Meeting to be decided by a count of those standing in favour of and against the motion. In the event that the result of the standing vote is questioned by twenty-five or more voting delegates then present, or at any time in the discretion of the Chair, the Chair shall order that the matter before the Meeting be determined by ballot, and the result of such ballot shall be final.
7. Where voting is by ballot, scrutineers shall be appointed by the Chair to distribute the ballot, collect the same, and to count and report the vote.
8. In all cases, where the votes of delegates then present, including the vote of the Chair, are equal for and against a question, the question shall be negatived, and it shall be the duty of the Chair to so declare.
9. No vote by proxy shall be recognized or allowed [Bylaws s. 22(3)].
10. When voting by show of hands all delegates shall hold their voting card. In the case of a ballot, the voting card must be presented and initialed by the scrutineers before a ballot is issued.

## **RULES OF PROCEDURE**

11. Robert's Rules of Order shall govern the proceedings of the Association, its Executive and Committees, so far as they may be applicable without coming into conflict with the Constitution or rules adopted by the Association. [Bylaws s.67]
12. The Presiding Officer shall enforce order and strict observance of the Constitution and Rules and Procedures. Subject to an appeal to the meeting sustained by a majority vote of delegates present, the Presiding Officer shall have the right to decide all questions of order and the Officer's rulings in this regard shall be final.

13. A delegate wishing to move, second or speak to a motion shall arise and address the Chair and shall wait until he or she is recognized before speaking. Delegates must announce their name, local government office and membership or other qualifications each time they rise to speak.
14. The sponsor of a motion must confine their remarks to a maximum speaking period of three minutes; other delegates speaking to a resolution are permitted two minutes.
15. No delegate may speak more than once on any one question unless and until all other delegates desiring to speak have been heard.
16. Any amendment and any motion to withdraw any resolution from consideration of the meeting or to refer the same to the Resolutions Committee, or to any other committee, and any motion affecting the resolution must be moved and seconded from the Meeting Floor.
17. Should discussion continue on any resolution for an undue length of time without reasonable agreement being reached, the resolution may be cleared from the floor by a favourable vote to refer the resolution to the Resolutions Committee for further consideration and report.

(Note: Because the time factor does not allow the Resolutions Committee to properly reconsider resolutions, a motion to refer to the Committee will only be accepted in the event adjournment is imminent and there are regular resolutions which have not been dealt with.)

## **HANDLING OF RESOLUTIONS STEP-BY-STEP RULES**

### **PRECEDENCE OF RESOLUTIONS**

18. Resolutions shall be dealt with in numerical order. However, two or more similar resolutions, addressing the same subject matter may be dealt with by a single resolution. [i.e. Resolution #14 covers resolution #15 and #16 then only resolution #14 will be considered by the Meeting.]
19. Resolutions will be grouped into three sections:
  - Part 1 – Those resolutions referred to AVICC by UBCM.
  - Part 2 – Those resolutions received by the deadline.
    - Section “A” – Those that feature new issues of interest to all members.
    - Section “B” – Those that support existing UBCM policy including:
      - Previously considered and endorsed resolutions; or
      - Resolutions in keeping with UBCM policy, including previously approved policy papers or other documents.
    - Section “C” – Resolutions in this section refer to other similar resolutions in Sections “A” or “B” and are not intended for debate.
  - Part 3 – Resolutions received after the deadline

### **PROCEDURES FOR RESOLUTIONS PRINTED IN PART 1 AND PART 2, SECTION “A” OF THE RESOLUTIONS BOOK**

20. The Chair will cause the title and the "enactment" clause of the resolution to be read.
21. The resolution will after reading be properly before the Meeting and will not require a mover or a seconder.
22. A spokesperson for the Resolutions Committee will then give the views of the Resolutions Committee together with any suggestions and reasons therefore.
23. The Chair shall then call on a delegate from the sponsoring member to introduce the resolution.
24. The sponsor is permitted three minutes to introduce the resolution.

25. The Chair will then call for discussion from the floor.
26. If there are not speakers opposed to the motion the Chair may call the question. Discussion shall proceed in accordance with the "Rules of Procedure" (steps 11 to 17) Delegates must confine their remarks to a maximum speaking period of two minutes. Voting on the resolution shall proceed in accordance with the "Voting Rules" (steps 5 to 10). Voting is on the resolution, **NOT** on the recommendation of the Resolutions Committee.

## **PROCEDURES FOR RESOLUTIONS CONTAINED IN PART 2, SECTION "B" OF THE RESOLUTIONS BOOK**

27. After Part 2, Section "A" resolutions have been considered, Part 2, Section "B" resolutions will be entered for discussion with the approval of the Convention.
28. The Chair will introduce a motion to adopt the recommendations for Section "B" resolutions and move the endorsement of the resolutions as a block.
  - i) A voting delegate who wishes to have a Part 2, Section "B" resolution entered for individual discussion shall, after being recognized by the Chair, put forward a motion to remove the resolution from the block and have the resolution entered for discussion.
  - ii) If duly seconded, the Chair shall put the question – "Shall the resolution be removed from the block and admitted for discussion?" – and such question shall require a three-quarters majority vote before the motion can be put forward for discussion by the Convention. [Bylaws s. 21 (6)].
  - iii) If the motion passes, then the Chair will remove the resolution from the block and it will be considered immediately following the Part 2, Section "B" resolutions.
  - iv) The Chair will ask for the endorsement of the Part 2, Section "B" block as amended – and such question shall require a simple majority vote to pass.
  - v) After the Part 2, Section "B" block has been considered, those resolutions removed for individual consideration will be entered for consideration and the procedures for handling resolutions will apply (Steps 20 to 26).

## **PROCEDURES FOR LATE RESOLUTIONS**

29. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution shall be provided to the AVICC by the Wednesday noon preceding the date of the Annual Meeting.
30. Late Resolutions shall be available for discussion after resolutions printed in the resolutions book have been considered but not before the time printed in the Meeting Program for consideration of Late Resolutions. Late Resolutions shall be dealt with only if the Meeting so decides.
31. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
32. Resolutions received after the deadline shall be examined by the Resolutions Committee and shall be separated into the following categories:
  - i) Emergency Resolutions recommended to be placed before the Convention for Plenary discussion.
  - ii) Resolutions not recommended to be admitted for Plenary discussion.
33. The Chair shall put forward a motion that contains the recommendations of the Resolutions Committee on entering Resolutions Received after the Deadline for discussion which, if duly seconded, will be dealt with as follows: The Chair shall put the question – "Shall the Report of the Resolutions Committee and the recommendations therein be adopted? – and such question shall require a three-quarters majority vote [Bylaws s. 21 (6)].

34. Late Resolutions admitted for plenary discussion shall be dealt with in the order presented in the Late Resolutions Report.
35. In the event that a late resolution is recommended to be admitted for discussion, the sponsor may be asked to produce sufficient copies for distribution to the Convention.
36. The Chair will cause the title and "enactment" clause of the Late Resolution to be read by a spokesperson for the Resolutions Committee.
37. The Late Resolution will after reading be properly before the Meeting and the procedures for handling resolutions will apply (Steps 20 to 26).

#### **FOR RESOLUTIONS NOT PRINTED IN THE RESOLUTIONS BOOK**

38. Any delegate may, during a Meeting, put forward any motion which, if duly seconded, shall be dealt with as follows: The Chair shall put the question - "Shall the motion before the meeting be admitted for discussion?" - and such question shall require a three-quarters majority vote before the motion can be put forward for discussion by the Meeting [Bylaws s. 21 (6)].

At the discretion of the Chair any such motion shall be submitted in writing and copies may be required to be provided to all delegates present before consideration thereof.

39. Notwithstanding the foregoing the Executive may submit any matters not requiring Special Resolution to any Meeting for consideration or action at any time.

#### **FOR SPECIAL RESOLUTIONS**

40. All resolutions originating at a Meeting workshop or seminar that is not held as a regular plenary session shall be referred to the Executive unless handled pursuant to Steps 38 or 39.
41. AMENDMENTS TO CONSTITUTION AND BYLAWS: Any amendments to the Constitution and Bylaws may only be made pursuant to Special Resolution duly adopted by the Association. [Bylaws s. 70].
42. SPECIAL RESOLUTIONS: Notice of Special Resolutions intended to be submitted for consideration shall be given in writing to the Secretary not later than forty-five (45) days prior to the date fixed for the Annual meeting, and shall be included in the printed material sent to members by the Secretary at least fourteen (14) days prior to the Meeting [Bylaws s. 21]. A two-thirds majority vote of the delegates then present shall be necessary to adopt a Special Resolution. [Bylaws s. 65].

# 2017 RESOLUTIONS

## PART SR - SPECIAL RESOLUTIONS

SR1 Amend AVICC's Constitution and Bylaws Regarding Membership – AVICC Executive Committee

## PART AE – AVICC EXECUTIVE RESOLUTIONS

AE1 Special Committee on Solid Waste Management – AVICC Executive Committee

AE2 Role of AVICC in Advancing Social Procurement Practices – AVICC Executive Committee

## PART 1 – REFERRED RESOLUTIONS

None in 2017

## PART 2 – RESOLUTIONS RECEIVED BY THE DEADLINE

**Part 2 - Section “A”** – This section contains resolutions that feature new issues of interest to all members.

- R1 Vancouver Island Transportation Master Plan – Nanaimo RD
- R2 Creating a Fair Market Approach to the Lease Rates for Marinas – City of Nanaimo
- R3 Extension of Taxation Authority for Vacant and Derelict Buildings to Local Government – City of Victoria
- R4 Bill C-15 Federal Banking “Bail-in” Legislation – Nanaimo RD
- R5 Funding for Fire Equipment – District of Port Hardy
- R6 Community Works Funding – Small Communities – Village of Sayward
- R7 E&N Transportation Corridor Development Cost Charge – Town of View Royal
- R8 Comprehensive Reporting of Community Energy & Emissions Inventory – District of Highlands
- R9 Preventing Polystyrene Foam Pollution in the Marine Environment – Islands Trust
- R10 Ending the Inhumane Use of Animal Traps – City of Nanaimo
- R11 Redirecting of Container Deposits to Municipalities to Enhance Recycling Initiatives – City of Nanaimo
- R12 ALC Policy on Breweries, Distilleries and Meaderies – Sunshine Coast RD
- R13 Hazardous Properties Remediation Costs – Nanaimo RD
- R14 Exam Requirements for Owner Builder Certification – Nanaimo RD
- R15 Open Government at Area Associations – Town of Port McNeill
- R16 BC Federation of Students' Campaign Don't Close the Doors on Adult Education – City of Nanaimo

**Part 2 - Section “B”** - This section contains resolutions that support existing UBCM policy, including:

- R17 Highway Maintenance – Comox Valley RD
- R18 Highway Lane Markings – Village of Sayward
- R19 Restoration of Land Value Tax – City of Victoria
- R20 Victim Services Program Funding – Nanaimo RD
- R21 Future Federal/Provincial/Local Government Infrastructure Funding Programs – Village of Sayward
- R22 Split Classification for Short Term Commercial Accommodation – District of Tofino
- R23 Canada Goose Population Management – City of Parksville
- R24 Removal of Scotch Broom – Town of Qualicum Beach
- R25 Development Permits for Private Institutional Developments – District of Sechelt
- R26 Non-Tenured Value-Added Wood Processors – Municipality of North Cowichan
- R27 Creation of a panel focused on management & preservation of Old Growth Forests – Town of Port McNeill
- R28 Aboriginal Day – District of Metchosin
- R29 Rental Housing – Township of Esquimalt

**Part 2 - Section “C”** – Resolutions in this section refer to other similar resolutions in Sections “A” or “B”.

- R30 Social Procurement Working Group – Town of Qualicum Beach
- R31 Social/Community Benefit Procurement – City of Victoria, District of Tofino, City of Campbell River

# 2017 RESOLUTIONS

Delegates will receive a Supplementary Information Package in Campbell River containing any Late Resolutions.

## **PART SR - SPECIAL RESOLUTIONS**

### **SR1) Special Resolution to Amend AVICC's Constitution and Bylaws Respecting Membership**

**AVICC Executive**

WHEREAS the North Coast Regional District (NCRD) and the Village of Queen Charlotte within the NCRD have applied to join the AVICC as local government members while also retaining membership within the NCLGA; and

WHEREAS the AVICC's Constitution and Bylaws define members in part by geographic area through a listing of regional districts eligible for membership;

THEREFORE BE IT RESOLVED that the Constitution and Bylaws of the Association of Vancouver Island and Coastal Communities be amended in general terms as follows, and in specific terms as set out in Schedule A attached to this resolution:

- The opening paragraph of section 2 Purposes in the Constitution be amended to add North Coast to the listing of regional districts;
- Section 3(2) be amended to add North Coast to the listing of regional districts.

#### **Schedule A**

#### **Original and Proposed Amendments to AVICC's Constitution and Bylaws Regarding Membership**

#### **PROPOSED AMENDMENTS TO THE CONSTITUTION:**

The section now reads:

#### **2. PURPOSES**

The Association of Vancouver Island and Coastal Communities is a body formed for the purpose of representing in one organization the various municipalities, regional districts and other local governments on Vancouver Island, and within the Islands Trust, the Central Coast, Sunshine Coast and Powell River Regional Districts.

The amended section would read:

#### **2. PURPOSES**

The Association of Vancouver Island and Coastal Communities is a body formed for the purpose of representing in one organization the various municipalities, regional districts and other local

governments on Vancouver Island, and within the Islands Trust, the Central Coast, North Coast, Sunshine Coast and Powell River Regional Districts.

#### PROPOSED AMENDMENTS TO THE BYLAWS:

The section now reads:

##### Part 2 – Membership

3. The members of the Society are

(2) the cities, districts, townships, towns, villages and regional districts located within or partly within the following Regional Districts: Alberni-Clayoquot, Capital Regional, Central Coast, Comox Valley, Cowichan Valley, Mount Waddington, Nanaimo, Powell River, Strathcona and Sunshine Coast, that have been accepted by the directors to join the Society as local government members; and

The amended section would read:

##### Part 2 – Membership

3. The members of the Society are

(2) the cities, districts, townships, towns, villages and regional districts located within or partly within the following Regional Districts: Alberni-Clayoquot, Capital Regional, Central Coast, Comox Valley, Cowichan Valley, Mount Waddington, Nanaimo, North Coast, Powell River, Strathcona and Sunshine Coast, that have been accepted by the directors to join the Society as local government members; and

*AVICC Executive Committee recommendation: No Recommendation*

*AVICC Executive Committee comments:*

*If the NCRD is added as a member, all local governments within the NCRD are eligible for membership by paying dues and without further changes required to the bylaws.*

*The AVICC Executive Committee has extended an opportunity to the Mayor of the Village of Queen Charlotte to speak to the resolution.*

*UBCM has advised that there is no restriction in UBCM bylaws that would prevent a local government member from belonging to more than one area association. The Village of Valemount currently belongs to AKBLG and NCLGA. Dual membership would allow those members to bring resolutions forward to both Area Associations, and members could stand for the AVICC Executive Committee as well as the NCLGA Executive Committee.*

## **PART AE – AVICC EXECUTIVE RESOLUTIONS**

### **AE1) AVICC Special Committee on Solid Waste Management**

**AVICC Executive**

WHEREAS the Association of Vancouver Island and Coastal Communities' (AVICC) Special Committee on Solid Waste Management, with representatives from nine regional districts, was formed in 2015 to research, prepare and present the findings and recommendations to the 2016 convention on this mandated service;

AND WHEREAS the Special Committee reported out to the AVICC membership at the 2016 convention, the membership endorsed the 2016 action plan and further directed the Special Committee to report back to the 2017 convention with outcomes;

THEREFORE BE IT RESOLVED THAT the AVICC endorses and supports the continuation of the Special Committee on Solid Waste Management with areas of work being: Partnership; Advocacy; Long-term Disposal; Regulations and Enforcement, and the 2017 action plan being:

Partnership – Develop a shared communication campaign for participating members.

Advocacy – engage the British Columbia Ministry of Environment and industry groups to review and expand waste reduction and diversion policies.

Long-term Disposal – conduct an assessment to forecast future solid waste disposal demand of AVICC member populations in twenty, forty and sixty years time.

Regulations and Enforcement – ensure that, where practicable, disposal bans and bylaws are consistent across regions to reduce leakage across borders.

AND FINALLY THAT the AVICC Special Committee on Solid Waste Management report back to the 2018 convention with outcomes.

*AVICC Executive Committee recommendation: Endorse*

*AVICC Executive Committee comments:*

*The AVICC Executive Committee supports the work of the Special Committee on Solid Waste Management and the continuation of the Special Committee for another term.*

### **AE2) Role of AVICC in Advancing Social Procurement Practices**

**AVICC Executive**

WHEREAS in 2016 the AVICC and UBCM membership passed a resolution to "advance the use of social procurement practices"; and

WHEREAS the AVICC Executive has discussed the issue of Social Procurement at length on six occasions in the past year including receiving a delegation from a working group of volunteer elected officials requesting funding and support for establishing a “Community Benefit Procurement Hub” and establishing an AVICC Committee; and

WHEREAS the AVICC has received a 2017 resolution from four municipalities requesting AVICC appoint a liaison to the working group that is planning to undertake a feasibility assessment of a “Community Benefit Procurement Hub”; and

WHEREAS the AVICC Executive requested the working group to develop a resolution to present through the resolution process at the 2017 AVICC Convention for a decision on clear direction to the Executive;

THEREFORE BE IT RESOLVED that the membership clarify direction on the role of the AVICC and social procurement practices by endorsing the following:

- Advancing social procurement practices by implementing a Community Benefit Procurement Hub is beyond the current resources of the AVICC and is primarily a provincial issue;
- The AVICC support the advancement of social procurement practices by disseminating information about the resources available to those members interested in pursuing social procurement in their communities; and
- The AVICC appoint a liaison to the working group of volunteer elected officials.

*AVICC Executive Committee recommendation: No Recommendation*

*AVICC Executive Committee comments:*

*The AVICC Executive seeks clarity on the role of the association with regard to the new purchasing practice of social procurement. The Executive generally supports the concepts behind the practice of social procurement, but is not clear on what funding or resources the working group is requesting for a feasibility assessment or the set up and long-term operation of a Community Benefit Procurement Hub.*

*Without further consultation with the membership, it is not clear that this is a direction the membership wants the AVICC to move toward. The working group’s Hub proposal is a long-term proposition, and a significant departure from how the Association has operated. The AVICC’s role has not historically been to provide services or fund startups. This is a change in role that the members need to clearly confirm and support with additional funding. The AVICC’s current resource levels limit its ability to commit resources to participate or fund additional groups or committees.*

*Social procurement is not a mandated role for local governments. Members interested in pursuing these practices for their communities could continue to work together, and the AVICC could inform interested members of the group’s work, and let members know how they could be involved.*

*The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting appointment of a liaison from the association's Executive to a working group focused on implementing social procurement policies and practices.*

*The Resolutions Committee notes that the UBCM membership endorsed amended resolution 2016-B76, which asked UBCM to advance the use of social procurement practices by local governments.*

*See also resolutions R30 and R31*

## **PART 1 – REFERRED RESOLUTIONS**

The following are resolutions that were referred to the Association by UBCM.

No resolutions were referred for AVICC consideration in 2017.

## **PART 2 – RESOLUTIONS RECEIVED BY THE DEADLINE**

The following are the resolutions received by the February 21, 2017 resolutions deadline. Delegates will receive a *Supplementary Information Package* by email that will contain the Resolutions Committee's Comments and Recommendations.

**Part 2 – Section "A"** – This section contains resolutions that feature new issues of interest to all members.

## **TRANSPORTATION**

### **R1) Vancouver Island Transportation Master Plan**

**RD of Nanaimo**

WHEAREAS a Vancouver Island Transportation Master Plan would outline Inter-Regional necessary improvement to the Islands transportation network;

AND WHEREAS the Ministry of Transportation and Infrastructure has the ultimate responsibility for transportation planning on Vancouver Island;

THEREFORE BE IT RESOLVED that the Province of British Columbia prepare a Vancouver Island Transportation Master Plan.

*Resolutions Committee recommendation: No Recommendation*

*Resolutions Committee comments:*

*The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking the provincial government to prepare a transportation master plan for Vancouver Island.*

*The Committee notes that members endorsed resolution 2003-B59, which called on the provincial government to establish an integrated transportation management plan for the province as a whole.*

*In response to the resolution, the provincial government referenced its 2003 publication “Opening Up BC – a Transportation Plan for British Columbia.”*

*The Committee understands that more recently, the provincial government has released “BC on the Move,” a 10-year transportation plan, which sets out the Province’s intent to undertake transportation upgrades in various regions of BC.*

## **R2) Creating a Fair Market Approach to the Lease Rates for Marinas**

**City of Nanaimo**

WHEREAS under the Canada *Marine Act* the federally governed Port Authority is required to set the lease rate structure for water lots at market value and Nanaimo Marina Owners contest that the Nanaimo Port Authority lease rates structure does not represent a fair market approach;

WHEREAS the Nanaimo Marina Owners recommend a fair market model based on a business owners’ income;

THEREFORE BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities advocate for a lease fee model that is based on a fair market approach for all port authorities; and, work with the City of Nanaimo and the Nanaimo Port Authority to develop a lease fee model that is based on a fair market approach.

*Resolutions Committee recommendation: No Recommendation*

*Resolutions Committee comments:*

*The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking that all federal port authorities use a lease fee model based on a fair market approach.*

## **TAXATION**

### **R3) Extension of Taxation Authority for Vacant and Derelict Buildings to Local Government**

**City of Victoria**

WHEREAS the Government of British Columbia and Legislative Assembly responded to a housing affordability crisis in July 2016 by proceeding with legislation that empowered the City of Vancouver to introduce a surtax on vacant residential properties;

AND WHEREAS communities across British Columbia face housing affordability pressures, while a portion of the housing supply in all communities remains vacant, including properties that have remained derelict for years or decades, noting that vacant and derelict buildings pose substantial risks in terms of public safety in communities, as well as livability and desirability for nearby and adjoining neighbourhoods and properties;

THEREFORE BE IT RESOLVED THAT the Province of British Columbia extend the authority to introduce a surtax on vacant and derelict residential properties to local governments across British Columbia, and encourage the occupancy, maintenance, and improvement of buildings to address housing affordability and public safety.

*Resolutions Committee recommendation: No Recommendation*

*Resolutions Committee comments:*

*The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking the provincial government to grant all local governments the authority to levy a surtax on vacant and derelict residential properties.*

*However, the Committee notes that members endorsed resolution 2012-B130, which called for amendments to the Community Charter to grant local government authority to set higher property tax rates for derelict and vacant buildings as a deterrent against property owners allowing their premises to become unsightly.*

*See also resolution R19.*

## **FINANCE**

### **R4) Bill C-15 Federal Banking “Bail-in” Legislation**

**RD of Nanaimo**

WHEREAS the Canada Economic Plan (2014) and Bill C-15 (2016) enact legislation for a Bail-in regime for “domestic – systemically important” banks (DSIBs) providing power to the Canada Deposit Insurance Corporation to convert prescribed debt of a non-viable bank into common shares (Bail-in);

AND WHEREAS local governments in British Columbia accumulate large financial reserves through taxation to hold for future infrastructure development both directly with banks and through the Municipal Finance Authority investment program, the loss of which through a Bail-in program would widely harm all local governments;

THEREFORE BE IT RESOLVED that the Provincial Government take measures to reduce the risk of local government reserves being used for Bail-in conversion, either by promoting changes to federal legislation to specifically exclude local government reserves from Bail-in or by promoting legislation such as Glass-Steagall rules; or if unable to do this, by creation of a secure repository for reserve funds, and/or by providing advice to local governments to avoid Bail-in risk.

*Resolutions Committee recommendation: No Recommendation*

*Resolutions Committee comments:*

*The Resolutions Committee advises that the UBCM membership has not previously considered a resolution regarding local government exposure to risk from reserve funds being used for bail-in conversion.*

**R5) Funding for Fire Equipment**

**District of Port Hardy**

WHEREAS Communities are required to provide essential services including fire safety, and emergency vehicles and equipment for fire safety are costly;

AND WHEREAS grants for emergency equipment have all but disappeared since the early 2000's, with small communities required to fund 100% of emergency equipment through taxation;

THEREFORE BE IT RESOLVED THAT the Association for Vancouver Island and Coastal Communities and the Union of British Columbia Municipalities request the Province of British Columbia to create grants for emergency vehicles and equipment and make them available to Municipalities and Regional Districts with populations less than 100,000 at a cost share of no less than 50%.

*Resolutions Committee recommendation: No Recommendation*

*Resolutions Committee comments:*

*The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking the Province to establish a grant funding program for local governments with population under 100,000, that would provide at least 50% provincial funding towards emergency vehicles and equipment.*

*The Committee notes, however, that members have consistently endorsed resolutions seeking sources of funding for first responder supplies and equipment (2014-B15, 2012-B10, 2010-B6, 2000-B15, 1993-A5, 1993-B40).*

**R6) Community Works Funding – Small Communities**

**Village of Sayward**

WHEREAS many communities are wrestling with increased infrastructure costs for essential services and in finding adequate sources of funding;

AND WHEREAS small communities have very limited funding options for providing basic infrastructure for their residents;

THEREFORE BE IT RESOLVED the UBCM work with the Province to change the base level of Community Works Funding to \$100,000 for communities under 5,000.

*Resolutions Committee recommendation: No Recommendation*

*Resolutions Committee comments:*

*The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking for the provincial government to amend a federal funding program, specifically the Community Works Fund of the Renewed Gas Tax Agreement, to raise to \$100,000 the base level of funding for communities with a population of less than 5,000.*

*The Committee wonders whether the sponsor might wish to direct this request to the federal government rather than the provincial government, since the funding program is a federal one.*

*For the reference of the membership, the Resolutions Committee has compiled some background information about the Community Works Fund.*

- The \$50,000 baseline amount is established within the gas tax framework agreement, meaning that the only way to change the baseline amount is to amend the overall gas tax framework agreement. At this time, the agreement provides an opportunity for the three parties to review the agreement after 5 years (2019).*
- The \$50,000 base funding is indexed, so it does increase over the life of the program, in accordance with the indexing measures that the federal government prescribed in the agreement.*
- Consistent with other resolutions requesting UBCM to make amendments to the gas tax framework agreement and programs, UBCM approaches involvement in the federal gas tax program as having two distinct and never intersecting roles – one is as the administrator of the agreement. The other is UBCM’s role as advocate that only can occur during periods when the framework agreement is being reviewed (as established within the agreement) or during open negotiations (during the drafting of a new agreement). A caution here would be that UBCM would not expect either the federal or provincial government to amend a signed agreement at their whim.*
- Local governments under 5000 in population represent 88 of the 189 local governments that receive Community Works Fund in BC. The total dollar implication of changing the baseline amount awarded to these smaller local governments would be \$4.4 million per year, being taken away from the other 111 local governments that receive Community Works Fund.*
- In BC, recognizing the unique challenges faced by smaller local governments, both the Province and UBCM supported pooling a portion of the per capita allocation into the Strategic Priorities Fund (SPF). The SPF has been established within the framework agreement. The SPF addresses the issues captured in this resolution, by providing a pooled fund, available through application, that provides smaller local governments the ability to apply and receive up to \$6 million, with 100% funded through the gas tax fund.*

*The Resolutions Committee understands that the \$50,000 baseline is not a standard across the country, and UBCM can follow up to get a sense of what is being done in different jurisdictions.*

*The Committee would observe that increasing the base, as proposed by this resolution, could have a particularly negative effect on the federal gas tax funding framework in BC. It could be argued that a larger base funding amount under the Community Works Fund would decrease communities’ need for*

*the SPF, to the point where the provincial and federal governments might question the overall point of the SPF. Losing the SPF would eliminate a key source of funding for local governments: as an example, Sayward, with a population of less than 350, received an SPF grant of \$2.9 million (100% program financed project). A \$50,000 bump to the baseline Community Works Fund received by Sayward would not cover the \$2.9 million opportunity loss to Sayward if the SPF program were to be eliminated.*

**R7) E&N Transportation Corridor Development Cost Charge**

**Town of View Royal**

WHEREAS the Esquimalt & Nanaimo (E&N) Corridor is publicly owned; a critical transportation and utility corridor for Vancouver Island intended to help alleviate congestion on our major roads; and where 90% of the Island's population lives, works and recreates within a 5km distance from the Corridor;

AND WHEREAS Island municipalities would need to supplement the costs of a transportation service in this corridor given that it would not be fully sustained solely by taxes, grants, passenger fares and/or railway revenue;

THEREFORE BE IT RESOLVED THAT the Association of Vancouver Island and Coastal Communities petition the Province of British Columbia to amend legislation enabling Vancouver Island municipalities and regional districts to collect Development Cost Charges for the purpose of constructing/altering transportation service on the E&N Corridor.

*Resolutions Committee recommendation: No Recommendation*

*Resolutions Committee comments:*

*The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting that the provincial government grant selected local governments the ability to collect development cost charges in order to establish a transportation service on the E&N corridor.*

*The Committee notes, however, that the UBCM membership endorsed resolution 2005-B143, which asked the provincial and federal governments to support local government acquisition and maintenance of the Esquimalt and Nanaimo Railway Company right-of-way.*

*The Committee also notes that members endorsed resolution 2010-B107, which called on the federal and provincial governments to provide funding to support the economic viability of short-line railways as a means of maintaining transportation infrastructure and corridors for future use or expansion.*

**ENVIRONMENT**

**R8) Comprehensive Reporting of Community Energy & Emissions Inventory**

**District of Highlands**

WHEREAS the Province of BC provides Community Energy and Emissions Inventory (CEEI) numbers to BC municipalities, but the Province omits or has inconsistent reporting of emissions from:

- Manufactured goods (Embodies emissions in vehicles, building materials, and all consumer goods)
- Aviation for individuals and commercial transport
- Loss of soil carbon from agriculture
- Deforestation (loss of sequestered CO<sub>2</sub>);

AND WHEREAS these emissions account for a significant amount of total emissions;

THEREFORE BE IT RESOLVED that UBCM request the provincial government to improve the CEEI to account for these significant sources and where not possible, fully acknowledge these sources of emissions when reporting to local governments.

*Resolutions Committee recommendation: No Recommendation*

*Resolutions Committee comments:*

*The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the provincial government to improve the quality and specificity of data reported as part of the Community Energy and Emissions Inventory (CEEI).*

*However, the Committee notes that members endorsed resolution 2010-B84, which requested that the Province commit to funding a CEEI update for local governments every two years.*

## **R9) Preventing Polystyrene Foam Pollution in the Marine Environment**

**Islands Trust**

WHEREAS foam from marine infrastructure is an increasing source of pollution on British Columbia's beaches;

AND WHEREAS there is concern that plastic-associated chemicals from polystyrene and other types of rigid foam are harming the marine environment and contaminating food webs;

THEREFORE BE IT RESOLVED that UBCM request the provincial and federal governments to implement measures that prevent rigid foam pollution in the marine environment.

*Resolutions Committee recommendation: No Recommendation*

*Resolutions Committee comments:*

*The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the provincial and federal governments to implement measures to prevent pollution of the marine environment with rigid foam and associated chemicals.*

## **R10) Ending the Inhumane Use of Animal Traps**

**City of Nanaimo**

WHEREAS the Province has indicated a review of wildlife trapping regulations is underway and the use of body and leg hold traps within urban areas continues to pose an unacceptable risk of injuries to humans and pets, and the unrestricted sale of traps to unlicensed individuals continues;

AND WHEREAS since 2012, the Province has not provided the required ministerial approval for wildlife trapping bylaws submitted from the City of Vernon, City of Surrey, District of Sechelt and City of Nanaimo;

THEREFORE BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities request the Province provide ministerial approval to local government bylaws in a timely manner, until such time that the Province completes a review of the trapping regulations.

*Resolutions Committee recommendation: No Recommendation*

*Resolutions Committee comments:*

*The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking the provincial government to provide timely ministerial approval for local government bylaws regarding wildlife trapping.*

*The Committee notes, however, that members have consistently endorsed resolutions seeking more stringent regulation of wildlife trapping, whether by the provincial government or by local governments (2013-B62, 2012-B124, 2011-B171). A common aim of these resolutions has been to prevent injury to humans or domesticated animals from wildlife traps.*

*In response to the 2013 resolution, the provincial government committed to continue working with local governments to reduce the risk to domestic animals posed by wildlife trapping. The Province referenced an in-process review of trapping regulations, as well as the development of educational programs to emphasize the importance of signage in active trapping areas.*

## **R11) Redirecting of Container Deposits to Municipalities to Enhance Recycling Initiatives**

**City of Nanaimo**

WHEREAS in the Province of British Columbia somewhere between 10 to 15 million dollars annually is collected on containers but is not redeemed;

WHEREAS communities and regional districts are implementing innovative and valuable recycling programs including social enterprise participation;

THEREFORE BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities request the provincial government redirect unredeemed container deposits to communities and regional districts for the express purpose of funding recycling initiatives, including social enterprise participation.

*Resolutions Committee recommendation: Not Endorse*

*Resolutions Committee comments:*

*The Resolutions Committee notes that the UBCM membership considered but did not endorse resolution 2016-B128, which asked the provincial government to redirect unredeemed container deposits annually into a fund for the acquisition and protection of privately owned natural spaces in BC.*

*The Committee acknowledges that while the 2017 resolution from the City of Nanaimo also raises the issue of revenue from unredeemed container deposits, it identifies a different purpose for those revenues: recycling initiatives, including social enterprise participation.*

## **LAND USE**

### **R12) ALC Policy on Breweries, Distilleries and Meaderies**

**Sunshine Coast RD**

WHEREAS an inequity exists between Agricultural Land Commission rules that apply to breweries, distilleries and meaderies under Policy L-21 vs. wineries and cideries under Policy L-03 which impede the economic growth, agricultural production and agri-tourism opportunities in rural communities;

AND WHEREAS Agricultural Land Commission Policy L-21 requires that at least 50% of products for breweries, distilleries and meaderies be grown on site;

THEREFORE BE IT RESOLVED THAT the Ministry of Agriculture and the Agricultural Land Commission be requested to revise the Agricultural Land Reserve Use, Subdivision and Procedure Regulation to allow breweries, distilleries and meaderies to contract with another BC grower to meet the 50% farm product requirement.

*Resolutions Committee recommendation: No Recommendation*

*Resolutions Committee comments:*

*The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting amendments to the Agricultural Land Reserve Use, Subdivision and Procedure Regulation to provide breweries, distilleries and meaderies with flexibility similar to that accorded to wineries and cideries when determining “activities designated as farm use.”*

*The Committee understands that in order for activities to be designated as farm use, breweries, distilleries, and meaderies operating on land in the Agricultural Land Reserve must demonstrate that at least 50 per cent of the farm products used to produce the alcohol have been grown on the farm. In the case of wineries and cideries, however, if the area of a winery or cidery within the Agricultural Land Reserve is greater than two hectares, they are permitted to supplement their own agricultural production by contracting with other BC farms to purchase agricultural product used to make the wine*

*or cider. Agricultural products purchased under these conditions are counted towards the 50 per cent requirement.*

## **REGIONAL DISTRICTS**

### **R13) Hazardous Properties Remediation Costs**

**RD of Nanaimo**

WHEREAS regional districts exercise their legislated authority to remediate properties of hazardous conditions and/or environmental contamination, the cost of which may be recovered from the property owners or added to taxes in arrears if unpaid on December 31st in the year in which the work is done;

AND WHEREAS if the taxes and debts remain unpaid, pursuant to the Taxation (Rural Area) Act a property may be forfeited to the Province and the Province is under no obligation to reimburse a regional district for the cost of remediating properties of hazardous conditions and/or environmental contamination;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities urges the Province to enact legislation or provisions that enable regional districts to be reimbursed for the costs of remediating properties of hazardous conditions and/or environmental contamination that are subsequently forfeited to the Province on default of payment of the costs by the property owner.

*Resolutions Committee recommendation: No Recommendation*

*Resolutions Committee comments:*

*The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the provincial government to reimburse regional districts the costs of remediating contaminated properties, in cases where the contaminated property has subsequently been forfeited to the provincial government due to unpaid taxes.*

## **SELECTED ISSUES**

### **R14) Exam Requirements for Owner Builder Certification**

**RD of Nanaimo**

WHEREAS the Province of BC through the *Homeowner Protection Act* establishes the requirements for property owners to be authorized as Owner Builders by BC Housing to build and occupy a new home for their personal use;

AND WHEREAS due to recent amendments to the *Act*, BC Housing requires that Owner Builders write and pass an Owner Builder Authorization Exam prior to authorization under the legislation and has not produced a study guide or hosted educational sessions to allow property owners to prepare for the required examination which has resulted in an extremely high failure rate for applicants;

THEREFORE BE IT RESOLVED that in support of the ability for property owners to reasonably receive authorization as Owner Builders, that the Union of British Columbia Municipalities urge the Province to prepare study materials and host education sessions designed to assist applicants through the required examination process.

*Resolutions Committee recommendation: No Recommendation*

*Resolutions Committee comments:*

*The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting that the provincial government provide study materials and educational opportunities for applicants who wish to undertake the Owner Builder Authorization Exam under the Homeowner Protection Act.*

## **R15) Open Government at Area Associations**

**Town of Port McNeill**

Whereas the *Community Charter* mandates that meetings of councils “must be open to the public” and that councils “must not vote on the reading or adoption of a bylaw when its meeting is closed to the public,” except in narrow circumstances involving land, legal, labour and other confidential matters;

And whereas Area Associations are the central bodies of local governments in British Columbia, with annual meetings serving as the forum where non-confidential matters relating to the functioning of local government and its relation to other levels of government are considered, debated and decided upon;

Therefore be it resolved that AVICC calls on the executive and staff of AVICC to ensure that future AVICC Conventions are open to the public, by eliminating entrance fees for observers, and by making good-faith efforts to convene meetings in facilities that have adequate space to provide a reasonable level of access for members of the public;

And be it further resolved that this resolution be referred to the 2017 annual meeting of UBCM, requesting favourable consideration and the adoption of an Open Meetings policy for those meetings, to ensure free and reasonable access for members of the public.

*Resolutions Committee recommendation: Not Endorse*

*Resolutions Committee comments:*

*The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking the association to offer free registration to any members of the general public who wish to attend the annual convention, and to increase the venue size in order to accommodate larger crowds for all convention program sessions.*

*The Committee would observe that UBCM has a longstanding practice of accrediting recognized media to attend Convention without a registration fee. Media may attend any policy session, resolutions session, clinic, forum or workshop. At the 2016 UBCM Convention in Victoria, media generated over 1400 print and broadcast items on convention-related topics during the week of Convention. These media stories are published or broadcast in all regions of the Province. In addition, throughout Convention there is a lively discussion of convention resolutions, clinics and sessions through social media platforms.*

*With regard to the resolution's request to eliminate fees for observers, in 2016 UBCM charged a registration fee of \$675 for non-member observers who attend Convention. Attendees in this category include individuals representing businesses, labour unions and non-profit organizations and a variety of other convention attendees. Total registration fees from this category of delegates was \$185,065. These registration fees go towards offsetting the costs of the overall Convention, including the costs incurred by these observers partaking in refreshment breaks, breakfasts, etc.*

*This resolution would eliminate this revenue source, as all attendees from the non-member category could now declare themselves as observers and would no longer be subject to a registration fee. If the 2016 registration fees for non-member observers were no longer charged, this revenue source would need to be recouped elsewhere. If the costs were transferred to our member voting delegates (elected officials) and member non-voting delegates (local government staff) categories, this could result in registration fees for our members increasing by \$172 for each delegate.*

#### **R16) BC Federation of Students' Campaign Don't Close the Doors on Adult Education**

**City of Nanaimo**

WHEREAS the Ministry has abolished funding for Adult Basic Education programs and instituted tuition fees;

THEREFORE BE IT RESOLVED that the BC Federation of Students' campaign Don't Close the Doors be endorsed by requesting the Ministry reinstate funding for Adult Basic Education programs and abolish tuition fees.

*Resolutions Committee recommendation: No Recommendation*

*Resolutions Committee comments:*

*The Resolutions Committee notes that due to time constraints, resolution 2016-B131 regarding provincial funding for adult basic education, was referred automatically to the UBCM Executive for their consideration. In particular the resolution called on the provincial government to "reinststate long-term, dedicated funding for adult basic education." The Committee understands that the UBCM Executive has not yet made a decision on the 2016 resolution.*

Part 2 – Section “B” – This section contains resolutions that support existing UBCM policy, including:

- Previously considered and endorsed resolutions; or
- Resolutions in keeping with the UBCM policy, including previously approved policy papers or other documents.

## **TRANSPORTATION**

### **R17) Highway Maintenance**

**Comox Valley RD**

WHEREAS the Ministry of Transportation and Infrastructure is responsible for highway maintenance and provides service delivery performance requirements within their maintenance contracts and no independent process is provided to ensure the timely delivery of those services and communication of when those services will be delivered;

AND WHEREAS community and neighbourhood concerns in electoral areas suggests that the Ministry of Transportation and Infrastructure needs to fund its highways and road maintenance programs in a more effective manner;

THEREFORE BE IT RESOLVED THAT the Association of Vancouver Island and Coastal Communities request that the Ministry of Transportation and Infrastructure

- a) review how it provides performance measures to its public and how it keeps its public informed as to when it can expect the remediation of a maintenance deficiency so that it can devise a process that will assure the public that it is delivering its highway maintenance obligations, and;
- b) ensure adequate resourcing is available to administer and monitor highways and road maintenance contracts such that public safety and traveling conditions are enhanced on rural roads.

*Resolutions Committee recommendation: Endorse*

*Resolutions Committee comments:*

*The Resolutions Committee notes that the UBCM membership has consistently endorsed resolutions calling on the Province to communicate more transparently with the public about highway maintenance performance measures and increase the funding for road maintenance and safety improvements (2009-B16, 2009-B161, 2008-B113, 2007-B97, 2005-B80, 2001-B14).*

*Resolution 2008-B113 specifically requested that the Province:*

- *conduct more stringent monitoring and performance audits of road maintenance contractors; and*
- *communicate more transparently, frequently and regularly with stakeholders and the general public about the results of such performance assessments.*

*In response to resolution 2008-B113, the provincial government described:*

- *the quality control requirements it imposes upon highway maintenance contractors;*
- *different mechanisms used by provincial staff to assess the performance of highway maintenance contractors; and*
- *the frequency and nature of provincial communication with stakeholders including local governments, regarding highway maintenance.*

**R18) Highway Lane Markings**

**Village of Sayward**

WHEREAS in many driving areas, driving is made unsafe for the public due to faded line markings both on the shoulder and the centre of highways;

AND WHEREAS the Department of Transportation has contractor line painting guidelines which do not respond adequately to the adverse weather conditions faced by drivers;

THEREFORE BE IT RESOLVED, to increase public safety on roads the Department of Transportation be requested to change the guidelines to increase the frequency and visibility of shoulder and centre line painting on all Provincial roads.

*Resolutions Committee recommendation: Endorse*

*Resolutions Committee comments:*

*The Resolutions Committee notes that the UBCM membership endorsed resolutions 2016-B10 and 2014-B53, both of which requested that the Province improve the line markings and the maintenance of those markings on all provincial roads.*

*In response to resolution 2016-B10, the provincial government indicated that it had been working for several years to improve the durability and effectiveness of highway markings, through product research and by implementing more stringent requirements in its contracts for pavement marking.*

**TAXATION**

**R19) Restoration of Land Value Tax**

**City of Victoria**

WHEREAS, concern around housing affordability is widespread in British Columbia communities, and the Land Value Tax provides a fiscal mechanism to incentivize improvements to property for housing and other purposes, and creates a disincentive to holding vacant property for speculative purposes;

AND WHEREAS local governments in British Columbia previously had the authority to introduce Land Value Taxes—taxing land at a higher rate than improvements;

THEREFORE BE IT RESOLVED THAT the Government of British Columbia restore the authority of local governments to introduce a Land Value Tax, to incentivize improvements to property for housing and other purposes, and create a disincentive to holding vacant property for speculative purposes.

*Resolutions Committee recommendation: Endorse*

*Resolutions Committee comments:*

*The Resolutions Committee notes that the UBCM membership has consistently endorsed resolutions calling on the Province to grant municipalities the option of setting differing property tax rates for land and improvements (2011-B24; 2008-B18; 2007-B72). The Committee would observe that these previous resolutions have focused more on the issue of vacant and derelict buildings, rather than housing affordability.*

*In response to resolution 2011-B24, the provincial government highlighted the utility of existing mechanisms in the Community Charter and related regulations, such as local service taxes that municipalities can impose on land, on improvements, or on both; and revitalization tax exemptions, which can be used to provide tax relief for property owners who make significant improvements to their properties.*

*The Committee also notes that members endorsed resolution 2016-B13, which called for an amendment to the Prescribed Classes of Property Regulation to include prescribed classes for vacant land and vacant contaminated land, making possible a higher tax rate or flat taxes for these classes of property.*

*See also resolution R3.*

## **FINANCE**

### **R20) Victim Services Program Funding**

**RD of Nanaimo**

WHEREAS Victim Services Programs provide support and assistance to victims of crime;

AND WHEREAS the Ministry of Public Safety has the ultimate responsibility for the Victim Services Programs and yet does not fully fund these programs;

THEREFORE BE IT RESOLVED that the Province of British Columbia fully fund all Victim Services Programs.

*Resolutions Committee recommendation: Endorse*

*Resolutions Committee comments:*

*The Resolutions Committee notes that the UBCM membership has consistently endorsed resolutions requesting that the Province provide funding for victim services programs (2015-B4; 2014-B4; 2011-B14; 2010-B12; 2008-B4; 2006-B9; 2003-Victims Services Program; 1996-B43).*

*In response to resolution 2015-B4, the Province re-iterated its position that police-based victim service programs should be cost shared with local governments in communities that contribute to their policing costs.*

## **R21) Future Federal/Provincial/Local Government Infrastructure Funding Programs**

**Village of Sayward**

WHEREAS many communities are wrestling with increased infrastructure costs for essential services and in finding adequate sources of funding;

AND WHEREAS small communities have very limited funding options for providing basic infrastructure for their residents;

THEREFORE BE IT RESOLVED the UBCM work with the Province and Federal Government to develop future infrastructure funding programs that provide for a lower cost-share threshold for communities under 5,000.

*Resolutions Committee recommendation: No Recommendation*

*Resolutions Committee comments:*

*The Resolutions Committee notes that the UBCM membership has consistently endorsed resolutions seeking cost-shared infrastructure programs that are designed to ease the financial burden on small communities by reducing the share of eligible expenditures that small communities are expected to contribute (2015-B22, 2015-B87, 2014-B19, 2012-B13, 2009-B29, 2004-A7, 2000-B12).*

## **ASSESSMENT**

### **R22) Split Classification for Short Term Commercial Accommodation**

**District of Tofino**

WHEREAS B.C. Reg. 438/81 'Prescribed Classes of Property Regulation' enables BC Assessment to split-classify two specific Short Term Overnight Commercial Accommodation Properties (strata accommodation properties and 'bed and breakfast' residential properties) between Class 1 and Class 6 to reflect the dual residential and commercial use of these properties; and

WHEREAS the regulation does not capture residential properties that are also used commercially for short-term overnight accommodation (known as "short term rentals" or "vacation rentals"), creating a tax fairness issue;

THEREFORE BE IT RESOLVED that the Province amend legislation so that all residential properties used for short-term overnight accommodation be eligible to be split-classified between Class 1 and Class 6, and that classification methodology for short-term rentals be developed in consultation with stakeholders.

*Resolutions Committee recommendation: Endorse*

*Resolutions Committee comments:*

*The Resolutions Committee notes that the UBCM membership endorsed resolution 2016-A4, which called on the Province to work with UBCM to regulate short term accommodation in a manner that would address compliance, and taxation fairness between providers of short term accommodation.*

*In response to the resolution, the provincial government observed that concern with “levelling the playing field” between traditional accommodation providers and those providing accommodation through peer-to-peer networks, relates primarily to a “lack of regulatory requirements for the sharing economy, rather than actual differences in tax treatment.” The Province highlighted income tax compliance efforts by the provincial and federal governments related to the sharing economy. The Province also pointed out that accommodation “subject to tax under the Provincial Sales Tax Act remains taxable regardless of how it is advertised or how providers and customers connect”.*

## **ENVIRONMENT**

### **R23) Canada Goose Population Management**

**City of Parksville**

WHEREAS in the 1950s wildlife managers began relocating Canada Geese to the east coast of Vancouver Island, leading to the over abundant goose population which has devastated agricultural lands, estuaries, wildlife and critical fish habitat across Vancouver Island, bringing some of these vital ecosystems to the brink of extinction;

AND WHEREAS the City of Parksville, Regional District of Nanaimo and Guardians of the Mid Island Estuaries Society have employed sound science and a series of management actions designed to reduce resident geese numbers to levels consistent with estuary recovery in 2010;

NOW THEREFORE BE IT RESOLVED THAT the Association of Vancouver Island and Coastal Communities fully supports a regional coordinated approach to resident Canada Goose management, including population controls needed to protect natural assets and promote sustained recovery of vital estuary habitats.

*Resolutions Committee recommendation: Endorse*

*Resolutions Committee comments:*

*The Resolutions Committee notes that the UBCM membership endorsed amended resolution 2016-B59 regarding the management of non-migratory resident Canada Geese. Specifically, the resolution called for:*

- *federal exemption of non-migratory resident Canada Geese from the Migratory Bird Treaty Act of 1918;*
- *local government to be offered the option of choosing to undertake management of non-migratory resident Canada Geese in their communities; and*
- *funding from other orders of government to assist local governments who choose to undertake management of non-migratory resident Canada Geese in their communities.*

*More generally, the Committee notes that members have sought solutions to control populations of geese, with some proposals seeking greater authority and involvement of local governments in managing the problem (2013-B107, 2011-B42, 2002-B53).*

*In response to resolution 2016-B59, the provincial government acknowledged the risks to transportation safety, health, property, and natural habitats posed by resident Canada Geese, and expressed general support for local government efforts to gain more control over the management of resident Canada Geese.*

**R24) Removal of Scotch Broom**

**Town of Qualicum Beach**

WHEREAS invasive Scotch broom has spread from an initial infestation in Sooke to become ubiquitous across Vancouver Island, creating a significant fire hazard and choking out native species;

AND WHEREAS cooperative effort by local government and a local volunteer community group—Broombusters Invasive Plant Society—in the Qualicum Beach area has shown that concerted action can prove effective against invasive Scotch broom;

AND WHEREAS increased resources are needed to expand this project Island-wide:

THEREFORE be it resolved that the AVICC call on the Province to work with Vancouver Island local governments and community groups to effectively clear Scotch broom from highways, rail lines and power line rights-of-way over the next three years.

*Resolutions Committee recommendation: Endorse*

*Resolutions Committee comments:*

*The Resolutions Committee notes that the UBCM membership has endorsed resolutions calling for the inclusion of specific plant species under the Weed Control Act (2004-B73 giant hogweed; 1992-B42 purple loosestrife). The Committee further notes that members have consistently endorsed resolutions proposing solutions and calling on the Province to work more aggressively to combat the spread of invasive plant species (2014-B22, 2010-B29, 2007-B30, 2007-B31, 2005-B25, 2004-B72, 2003-B81).*

*In response to resolution 2014-B22, the provincial government listed its ongoing efforts to manage invasive plant species, including the treatment of invasive plants; signage; an Inter-Ministry Invasive Species Working Group; and collaborative work with regional invasive plant committees, the Invasive Species Council of BC, and individual local governments.*

## **LAND USE**

### **R25) Development Permits for Private Institutional Developments**

**District of Sechelt**

WHEREAS, historically, institutional developments were funded and built by senior levels of government and so legislation that would allow local government development permit oversight for the form and character of these developments was not contemplated in the *Local Government Act*;

AND WHEREAS institutional developments are now being funded and built by private providers in the Province of BC;

THEREFORE BE IT RESOLVED that the Province of BC be requested to amend the appropriate sections of the *Local Government Act* regarding the designation of development permit areas for form and character to include privately owned institutional development in a manner consistent with that of commercial, industrial, or multi-family residential developments.

*Resolutions Committee recommendation: Endorse*

*Resolutions Committee comments:*

*The Resolutions Committee notes that the UBCM membership has consistently endorsed resolutions calling on the provincial government to amend the Local Government Act to grant local governments the authority of development permit oversight for institutional developments (2004-B19, 2001-B30, 1993-B13).*

*In response to resolution 2004-B19, the provincial government expressed willingness to consider such amendments “the next time there is a general review of Part 26 of the Local Government Act.” UBCM is not aware of any subsequent action by the provincial government on this issue.*

## **COMMUNITY ECONOMIC DEVELOPMENT**

### **R26) Non-Tenured Value-Added Wood Processors**

**Municipality of North Cowichan**

Whereas British Columbia’s non-tenured value-added wood processors find it increasingly difficult to access a share of public wood resources for further processing in British Columbia due to the consolidation and control of the non-competitive harvest into very few hands;

And whereas British Columbia's non-tenured value-added wood processors have had their access to the U.S. market impeded by the dispute between the U.S. Lumber Coalition and the tenured companies that have exclusive access to B.C.'s non-competitive and administratively-priced wood resource;

Therefore be it resolved that the Province of British Columbia be requested to take whatever steps are necessary to ensure that B.C.'s non-tenured value-added wood processors have access to a share of the B.C.'s non-competitive wood resource for the purpose of processing it in B.C. and that B.C.'s non-tenured value-added wood processors have unimpeded access to the U.S. market for their products;

And be it further resolved that in the event of a quota based Softwood Lumber Agreement with the United States that the Province of British Columbia allocate quota in such a way that it does not impede the survival and growth of B.C.'s non-tenured value added wood processors.

*Resolutions Committee recommendation: Endorse*

*Resolutions Committee comments:*

*The Resolutions Committee notes that the UBCM membership has consistently endorsed resolutions and policy in support of non-tenured value-added wood processors (2011-B167, 2006-B43, 2005-B32, 2003-B29, 2002 Forest Policy Paper, 2001-B85, 1998-B75, 1997-LR4).*

## **R27) Creation of a Panel focused on Management and Preservation of Old Growth Forests**

**Town of Port McNeill**

Whereas:

- The preservation and management of old growth forests is clearly an important issue;
- Currently, there are a number of plans to manage and preserve old growth forests that include parks, old growth management areas and areas identified as critical habitat;
- Industry continues to harvest old growth forests and many communities depend on the economy generated from forests—from harvesting and other forest uses;
- First Nations have many forestry interests and concerns in their traditional territories; and
- A balance between healthy forests and healthy communities is essential and achievable;

And whereas a broad-based advisory group could help formulate a coordinated strategy with respect to the management and preservation of old growth forests:

Therefore be it resolved that AVICC support the formation of an advisory committee focused on the management and preservation of old growth forests, and that this advisory group consist of First Nations groups, local government representatives from forest communities, industry, and environmental representation.

*Resolutions Committee recommendation: Endorse*

*Resolutions Committee comments:*

*The Resolutions Committee notes that the UBCM membership endorsed amended resolution 2016-C27, which asked the provincial government to amend the Vancouver Island Land Use Plan and protect from logging all old-growth forest on provincial Crown land on Vancouver Island.*

*The Committee also notes that in 1992, members endorsed resolution LR5, which asked the Province to “take the necessary measures to ensure that the proposed protected areas are not compromised before the Protected Areas Strategy has been completed.” This resolution was brought forward in part, to protect the old growth in the area until the Protected Area Strategy had been finalized.*

*The Committee understands that over the past year, UBCM’s Community Economic Development Committee has been advocating for a greater role for local governments in forest policy decision-making. The Community Economic Development Committee surveyed local governments regarding this topic, and the responses indicated that communities wish to be engaged and consulted prior to decisions being made that will affect the forests in their area. In a follow up round table session at the 2016 UBCM Convention, UBCM released the report, “Forest Policy Decision-Making: The Case for Greater Community Consultation and Engagement.” In the report, UBCM made five recommendations, one of which was to seek support for the establishment of communication protocols or local forest advisory committees. This direction appears to be consistent with the request of the sponsor in regard to old growth.*

## **SELECTED ISSUES**

### **R28) Aboriginal Day**

### **District of Metchosin**

WHEREAS number 80 of the Calls to Action of the Truth and Reconciliation Commission of Canada calls for a national statutory holiday for Truth and Reconciliation,

And WHEREAS National Aboriginal Day recognizes and celebrates the cultures and contributions of the First Nations, Inuit and Métis peoples of Canada, but is not a national statutory holiday,

And WHEREAS a statutory holiday would allow all Canadians to be able to participate in the recognition and celebration of First Nations' cultures and histories,

THEREFORE be it resolved that the federal government, working with Aboriginal leaders, designate a national statutory holiday that celebrates the cultures and histories of the First Nations, Inuit and Metis peoples of Canada.

*Resolutions Committee recommendation: Endorse*

*Resolutions Committee comments:*

*The Resolutions Committee notes that due to time constraints, resolution 2016-B138 was referred to the UBCM Executive for their consideration. Resolution 2016-B138 asked the provincial and federal governments to declare June 21, National Aboriginal Day, a statutory holiday across Canada. Upon consideration, the UBCM Executive endorsed the resolution.*

## **R29) Rental Housing**

## **Township of Esquimalt**

WHEREAS: Lower investment in rental housing stock over the past 30 years have resulted in a low vacancy rate and steadily increasing rental costs in many communities;

AND WHEREAS: Market conditions have led to increased appetite for rental building owners to invest in upgrades to their buildings which provide improved unit quality, safety, and energy efficiency, but this creates the impetus for existing tenants to be evicted and subsequently experience challenges finding suitable and affordable replacement housing;

THEREFORE BE IT RESOLVED THAT: The Township of Esquimalt, and the member communities of the Association of Vancouver Island and Coastal Communities, call upon the Province to provide a funding model and regulatory framework to assist local governments in reducing the impact of "renovictions" on tenants while continuing to encourage investment in upgrading older rental housing; AND

FURTHER BE IT RESOLVED THAT: The Township of Esquimalt, and the member communities of the Association of Vancouver Island and Coastal Communities, call upon the Province to increase the housing allowance portion of Income Assistance and Disability Assistance, as well as housing subsidies through BC Housing, to mitigate the impact of rising rental costs on low-income and vulnerable British Columbians.

*Resolutions Committee recommendation: Endorse*

*Resolutions Committee comments:*

*The Resolutions Committee notes that the UBCM membership has consistently endorsed resolutions seeking ways to encourage investment in older and new rental housing stock (2016-OF1, 2015-B14, 2015-B47, 2015-B48, 2015-B49, 2014-B46, 2013-B54, 2012-B143, 2009-C28, 2008-A3, 2007-A7, 2007-B40, 2007-B108, 2007-B197, 2006-B118, 2005-B47, 2004-B30, 2000-B77, 1998-B15, 1991-A13, 1991-B56, 1990-A20, 1990-A21).*

*The Committee also notes that members have consistently endorsed resolutions calling on the provincial government to increase income assistance and disability assistance rates, as well as housing subsidies (2015-B45, 2014-B42, 2014-B44, 2013-B53, 2011-B175, 2000-B30, 2000-B31, 1999-A22).*

Part 2 – Section “C” – Resolutions in this section are referred to other, similar resolutions that will be considered for debate. The resolutions in this section are provided for reference, and are not intended for debate.

### **R30) Social Procurement Working Group**

### **Town of Qualicum Beach**

WHEREAS at the 2016 AVICC AGM & Convention in Nanaimo, membership gave direction to the AVICC to "advance the use of social procurement policies"; and

WHEREAS, the term ‘social procurement’ is generally used to describe the practice of using purchasing power to leverage community benefit and is also known as ‘community benefit procurement’; and

WHEREAS the AVICC Executive has received presentations and proposals from a Working Group of volunteer elected officials and subject matter experts about how to advance this membership direction so as to best assist interested local governments in implementing community benefit procurement policies and practices;

THEREFORE BE IT RESOLVED that the AVICC Executive appoint a liaison to the Working Group; and further that the Working Group undertake a feasibility assessment of a “Community Benefit Procurement Hub” as per the information circulated at the AVICC 2017 Convention for the AVICC membership and report back to the AVICC at the 2018 AGM.

*Resolutions Committee recommendation: No Recommendation*

*Resolutions Committee comments:*

*The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting appointment of a liaison from the association’s Executive to a working group focused on implementing social procurement policies and practices.*

*The Committee would observe that it is within the purview of the membership to ask the Executive board to engage on their behalf with a third party group. However, it is outside the membership’s purview to provide direction to a third party group, let alone require the third party group to report back to AVICC members at a future date. AVICC members may wish to consider an amendment to the resolution to more clearly reflect the limits of their jurisdiction in this matter.*

*The Resolutions Committee notes that the UBCM membership endorsed amended resolution 2016-B76, which asked UBCM to advance the use of social procurement practices by local governments.*

*See also resolution EA2 and R31.*

### **R31) Social / Community Benefit Procurement**

**City of Victoria, District of Tofino, City of Campbell River**

WHEREAS at the 2016 AVICC AGM & Convention in Nanaimo, membership gave direction to the AVICC to "advance the use of social procurement policies";

AND WHEREAS the AVICC Executive has received presentations and proposals from an ad hoc Working Group of volunteer elected officials and subject matter experts about how to advance this membership direction to best assist interested local governments in implementing social procurement (community benefit procurement) policies and practices;

THEREFORE BE IT RESOLVED that the AVICC Executive appoint a liaison to the Working Group; AND that the Working Group undertake a feasibility assessment of a "Community Benefit Procurement Hub" as per the information circulated at the AVICC 2017 Convention for the AVICC membership and report back to the AVICC at the 2018 AGM.

*Resolutions Committee recommendation: Refer to Similar Resolution*

*Resolutions Committee comments:*

*Refer to resolution EA2 and R30.*

### **PART 3 – LATE RESOLUTIONS**

Delegates will receive a Supplementary Information Package when they register onsite in Campbell River that will contain the Resolutions Committee's Report on Resolutions Received after the Deadline.

## APPENDIX A

### FORM 3 - SOCIETY ACT CONSTITUTION OF THE ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

#### 1. NAME

The name of the society is the Association of Vancouver Island and Coastal Communities.

#### 2. PURPOSES

The Association of Vancouver Island and Coastal Communities is a body formed for the purpose of representing in one organization the various municipalities, regional districts and other local governments on Vancouver Island, and within the Islands Trust, the Central Coast, Sunshine Coast and Powell River Regional Districts.

The purposes of the Association shall be:

- (a) To secure all possible united action in dealing with local government matters.
- (b) To co-operate with other organizations dealing with matters under Provincial and Federal jurisdiction.
- (c) To co-operate with the Union of B.C. Municipalities and other associations of local governments in British Columbia for the advancement of the principles of local government.
- (d) To secure united action among its member local governments and to promote greater autonomy within local governments.
- (e) To acquire and distribute amongst the members, information that may be deemed to be of value to local governments.
- (f) To hold meetings for promoting the objects aforesaid.

#### BYLAWS OF THE ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

##### Part 1 – Interpretation

- 1. (1) In these Bylaws, unless the context otherwise requires:
    - “**directors**” mean the directors of the Society for the time being;
    - “**Society Act**” means the *Society Act* of British Columbia from time to time in force and all amendments to it;
    - “**registered address**” of a member means the member’s address as recorded in the register of members.
  - (2) The definitions in the *Society Act* on the date these Bylaws become effective apply to these bylaws.
2. Words importing the singular include the plural and vice versa, and words importing a male person include a female person and a corporation.

## Part 2 – Membership

3. The members of the Society are
  - (1) the applicants for incorporation of the Society;
  - (2) the cities, districts, townships, towns, villages and regional districts located within or partly within the following Regional Districts: Alberni-Clayoquot, Capital Regional, Central Coast, Comox Valley, Cowichan Valley, Mount Waddington, Nanaimo, Powell River, Strathcona and Sunshine Coast, that have been accepted by the directors to join the Society as local government members; and
  - (3) other local governments located within or partly within the regional districts listed in Bylaw 3(2) that meet the criteria established by the Executive for membership.
  - (4) persons who are officials of members by virtue of having been elected in accordance with the laws of British Columbia or Canada ['Elected Officials'], and who have subsequently become members in accordance with these Bylaws, for as long as they hold office.
4.
  - (1) A city, district, township, town, village, regional district or other local government that meets the criteria in Bylaw 3(2) and (3) may apply to the directors for membership in the Society and on acceptance by the directors and having paid the membership dues is a member.
  - (2) Except for a person who is an authorized representative under Bylaw 23(1) of a member local government, any person who is an official of a member by virtue of having been elected in accordance with the laws of British Columbia or Canada ['Elected Officials'], may apply to the Directors for membership in the Society and on acceptance by the Directors is a member until they no longer hold office.
5. Every member must uphold the constitution and comply with these Bylaws.
6.
  - (1) The amount of the first annual membership dues must be determined by the directors and after that the annual membership dues must be determined at the general meeting of the Society.
  - (2) The annual membership dues must be paid before the annual general meeting and before members will be permitted to vote at the annual general meeting.
  - (3) A person accepted for membership under Bylaw 4(2) is not required to pay any annual membership dues.
7. A person ceases to be a member of the Society,
  - (a) by delivering his or her resignation in writing to the Secretary of the Society or by mailing or delivering it to the address of the Society;
  - (b) on his or her death or, in the case of a corporation, on dissolution;
  - (c) on being expelled, or
  - (d) on having been a member not in good standing for 12 consecutive months.

- (e) if he or she was accepted for membership under Bylaw 4(2), on ceasing to hold the office referred to in Bylaw 4(2); or
  - (f) on becoming an authorized representative under bylaw 23(1).
8. (1) A member may be expelled by a special resolution of the members passed at a general meeting.
- (2) The notice of special resolution for expulsion must be accompanied by a brief statement of the reasons for the proposed expulsion.
- (3) The person who is the subject of the proposed resolution for expulsion must be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
9. All members are in good standing except a member who has failed to pay his or her current annual membership fee, or any other subscription or debt due and owing by the member to the Society, and the member is not in good standing so long as the debt remains unpaid.

### **Part 3 – Meetings of Members**

10. General meetings of the Society must be held at the time and place, in accordance with the *Society Act*, that the directors decide.
11. Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
12. The directors may, when they think fit, convene an extraordinary general meeting.
13. (1) Notice of a general meeting must specify the place, day and hour of the meeting, and, in case of special business, the general nature of that business.
- (2) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
14. The first annual general meeting of the Society must be held not more than 15 months after the date of incorporation, and after that an annual general meeting must be held at least at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting. The location of an annual general meeting other than the first annual general meeting must be determined by ordinary resolution at the annual general meeting.

### **Part 4 – Proceedings at General Meetings**

15. Special business is
- (a) all business at an extraordinary general meeting except the adoption of rules of order, and
  - (b) all business conducted at an annual general meeting, except the following:
    - (i) the adoption of rules of order;
    - (ii) the consideration of the financial statements;
    - (iii) the report of the directors;

- (iv) the report of the auditor, if any;
  - (v) the election of directors;
  - (vi) the appointment of the auditor, if required;
  - (vii) the other business that, under these Bylaws, ought to be conducted at an annual general meeting, or business that is brought under consideration by the report of the directors issued with the notice convening the meeting.
16. (1) Business, other than the election of a chair and the adjournment or termination of the meeting, must not be conducted at a general meeting at a time when a quorum is not present.
- (2) If at any time during a general meeting there ceases to be a quorum present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- (3) A quorum is 51 members present or a greater number that the members may determine at a general meeting.
17. If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, must be terminated, but in any other case, it must stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.
18. Subject to Bylaw 19, the president of the Society, the vice president or, in the absence of both, one of the other directors present, must preside as chair of a general meeting.
19. If at a general meeting
- (a) there is no president, vice president or other director present within 15 minutes after the time appointed for holding the meeting, or
  - (b) the president and all the other directors present are unwilling to act as the chair,
- the members present must choose one of their number to be the chair.
20. (1) A general meeting may be adjourned from time to time and from place to place, but business must not be conducted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (2) When a meeting is adjourned for 10 days or more, notice of the adjourned meeting must be given as in the case of the original meeting.
- (3) Except as provided in this Bylaw, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned general meeting.
21. (1) The chair of a meeting may move or propose a resolution.
- (2) In the case of a tie vote, the chair does not have a casting or second vote in addition to the vote to which he or she may be entitled as a member, and the proposed resolution does not pass.

- (3) Unless the *Society Act* or these Bylaws otherwise provide, any action to be taken by a resolution of the members of the Society may be taken by ordinary resolution.
  - (4) Resolutions will be considered by the Society at the annual general meeting only if they are in the hands of the secretary/treasurer no later than 45 days prior to the annual general meeting in sufficient copies to permit distribution to the clerk or secretary of the members.
  - (5) Copies of the resolutions received by the secretary/treasurer must be distributed to the clerk or secretary of the members at least 14 days prior to the annual general meeting.
  - (6) Notwithstanding the foregoing, the members may submit any matter to the Annual General Meeting for consideration or action at any time if 3/4 of members in attendance at the Annual General Meeting approve.
  - (7) Despite clause (6) above, a resolution to amend the Constitution or these Bylaws must be given in writing to the secretary/treasurer 45 days before an annual general meeting or special meeting.
22. (1) A member in good standing present at a meeting of members is entitled to one vote.
- (2) Voting is by show of hands.
  - (3) Voting by proxy is not permitted.
23. (1) A member local government may vote by its authorized representative who is entitled to speak and vote, and in all other respects exercise the rights of a members, and that representative must be considered as a member for all purposes with respect to a meeting of the Society.
- (2) Only a member accepted under Bylaw 4(2) may be an authorized representative under Bylaw 23(1) for either a member municipality, a member regional district, the Islands Trust or other local government, in which he or she holds office, but not for more than one of them.
  - (3) When a member accepted under Bylaw 4(2) has been made an authorized representative under Bylaw 23(1), that person then ceases to be a member of the Society in accordance with Bylaw 7(f).

#### **Part 5 – Directors and Officers**

24. (1) The directors may exercise all the powers and do all the acts and things that the Society may exercise and do, and that are not by these Bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Society in a general meeting, but subject, nevertheless, to
- (a) all laws effecting the Society,
  - (b) these Bylaws, and
  - (c) rules, not being inconsistent with these Bylaws, that are made from time to time by the Society in a general meeting.

- (2) A rule, made by the Society in a general meeting, does not invalidate a prior act of the directors that would have been valid if that rule had not been made.
25. (1) The president, immediate past president, first vice president, second vice president, three directors at large, Electoral Area Representative elected annually at the Annual Meeting, and one or more other persons are the directors and the executive of the Society.
- (2) The number of directors must be 8 or a greater number determined from time to time at a general meeting.
- (3) A person is eligible to be a director only when they are and while they remain eligible for membership under Bylaw 4(2).
26. (1) The directors must retire from office at each annual general meeting when their successors are elected.
- (2) Separate elections must be held for each office to be filled.
- (3) An election may be by acclamation, otherwise it must be by ballot.
- (4) If a successor is not elected, the person previously elected or appointed continues to hold office.
- (5) A director may be nominated in writing in advance of the annual general meeting or may be nominated from the floor at the annual general meeting.
- (6) All elected official members of the Society are eligible to stand for election to the executive provided however, that the position of Electoral Area Representative must be filled by an Electoral Area Director.
- (7) All elected official members of the Society present at the annual general meeting are entitled to vote for the executive position of Director at Large.
- (8) Only elected official members of the Society representing Electoral Areas are entitled to vote for the position of Electoral Area Representative.
- (9) Voting by proxy shall not be permitted.
27. (1) The directors may at any time and from time to time appoint a member as a director to fill a vacancy in the directors.
- (2) A director so appointed holds office only until the conclusion of the next annual general meeting of the Society, but is eligible for re-election at the meeting.
28. (1) If a director resigns his or her office or otherwise ceases to hold office, the remaining directors must appoint a member to take the place of the former director.
- (2) An act or proceeding of the directors is not invalid merely because there are less than the prescribed number of directors in office.
- (3) If a director ceases to hold the elected office required by Bylaw 4(2) for membership in the Society, the director ceases to hold office as a director of the Society.

29. (1) The members may, by special resolution, remove a director, before the expiration of his or her term of office, and may elect a successor to complete the term of office.
- (2) The office of a director must be vacated if the director:
- (a) delivers a resignation in writing to the secretary or mails or delivers it to the address of the Society;
  - (b) is convicted of an indictable offence, and the directors have resolved to remove him;
  - (c) fails to attend three consecutive meetings of the directors without good and sufficient reason in the opinion of the directors and the directors must have resolved to remove him;
  - (d) if he is found by a Court to be of unsound mind;
  - (e) if he becomes bankrupt; or
  - (f) on death.
30. A director must not be remunerated for being or acting as a director but a director must be reimbursed for all expenses necessarily and reasonably incurred by the director while engaged in the affairs of the Society.

#### **Part 6 – Proceedings of Directors**

31. (1) The directors may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
- (2) The directors may from time to time set the quorum necessary to conduct business, and unless so set the quorum is 5 of the directors then in office.
- (3) The president is the chair of all meetings of the directors, but if at a meeting the president is not present within 30 minutes after the time appointed for holding the meeting, the first vice president must act as chair, but if neither is present the directors present may choose one of their number to be the chair at that meeting.
- (4) A director may at any time, and the secretary, on the request of a director, must, convene a meeting of the directors.
- (5) Without limiting the generality of Bylaw 31(1), the directors of the Society must manage the affairs and the property of the Society, including, but not limited to, the power to:
- (a) enter into contracts and agreements on behalf of the Society and to delegate in such terms and conditions it considers appropriate the entering into contracts and agreements;
  - (b) authorize expenditures on behalf of the Society from time to time;
  - (c) delegate by unanimous resolution to an officer or officers of the Society the right to employ and pay salaries to employees;
  - (d) enter into trust arrangements with a trust company, bank or the Municipal Finance Authority for the purpose of creating a trust fund in which the capital interest may be made available for the benefit of promoting the interest of the Society in accordance with the terms as the directors may prescribe;

- (e) take any steps it deems requisite to enable the Society to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments and donations of any kind whatsoever for the purpose of furthering the objects of the Society; and
  - (f) subject to section 32 of the *Society Act*, the directors may from time to time on behalf of the Society invest the funds of the Society in any investments whatsoever which in the director's discretion it may consider advisable, and the Board may delegate on such terms and conditions as it considers appropriate the power to invest the funds of the Society.
- (6) Reasonable notice of a meeting must be given by specifying the place, the date and the hour of such meeting by mail, postage prepaid, addressed to each of the directors at his or her address as it appears on the books of the Society or by leaving it at his or her usual business or residential address or by telephone, telegram, telex or any method of transmitting legibly recorded messages or by personal service. Reasonable notice must be seven days or a lesser period if agreed to by all 8 directors.
- (7) The directors may confer and vote by teleconference or by other electronic means.
32. (1) The directors may delegate any, but not all, of their powers to committees consisting of the director or directors as they think fit.
- (2) A committee so formed in the exercise of the powers so delegated must conform to any rules imposed on it by the directors, and must report every act or thing done in exercise of those powers to the earliest meeting of the directors held after the act or thing has been done.
33. A committee must elect a chair of its meetings, but if no chair is elected, or if at a meeting the chair is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee must choose one of their number to be the chair of the meeting.
34. The members of a committee may meet and adjourn as they think proper.
35. For a first meeting of directors held immediately following the appointment or election of a director or directors at an annual or other general meeting of members, or for a meeting of the directors at which a director is appointed to fill a vacancy in the directors, it is not necessary to give notice of the meeting to the newly elected or appointed director or directors for the meeting to be constituted, if a quorum of the directors is present.
36. A director who may be absent temporarily from British Columbia may send or deliver to the address of the Society a waiver of notice, which may be by letter, telegram, telex or cable, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn,
- (a) a notice of meeting of directors is not require to be sent to that director, and
  - (b) any and all meetings of the directors of the Society, notice of which has not been given to that director, if a quorum of the directors is present, are valid and effective.
37. (1) Questions arising at a meeting of the directors and committee of directors must be decided by a majority of votes.

- (2) In the case of a tie vote, the chair does not have a second or casting vote.
- 38. A resolution proposed at a meeting of directors or committee of directors need not be seconded, and the chair of a meeting may move or propose a resolution.
- 39. A resolution in writing, signed by all the directors and placed with the minutes of the directors, is as valid and effective as if regularly passed at a meeting of directors.

#### **Part 7 – Duties of Officers**

- 40. (1) The president presides at all meetings of the Society and of the directors.
- (2) The president is the chief executive officer of the Society and must supervise the other officers in the execution of their duties.
- (3) The president must designate the bank with which the Society's accounts must be kept.
- (4) Either the president or a director authorized by resolution of the Board must co-sign with the secretary/treasurer banking resolutions and cheques drawn on the Society's bank account.
- (5) The president must generally exercise such oversight of the affairs of the Society as may best promote its prosperity and protects its interest.
- (6) The president must be the chair of the meetings held by the directors.
- (7) The president may appoint two persons to audit the accounts of the secretary/treasurer if he deems it necessary.
- (8) The president may appoint such special committees as he deems necessary.
- (9) The Executive of the Society shall appoint a secretary-treasurer.
- 41. The vice president must carry out the duties of the president during the president's absence.
- 42. The secretary must do the following:
  - (a) conduct the correspondence of the Secretary;
  - (b) issue notices of meetings of the Society and directors;
  - (c) keep minutes of all meetings of the Society and directors;
  - (d) have custody of all records and documents of the Society except those required to be kept by the treasurer;
  - (e) have custody of the common seal of the Society;
  - (f) maintain the register of members;
  - (g) in January of each year advise all members in the Society the amount of their annual dues.

43. The treasurer must
- (a) keep the financial records, including books of account, necessary to comply with the *Society Act*, and
  - (b) render financial statements to the directors, members and others when required;
  - (c) deposit all monies to the credit of the Society's bank and pay all accounts due by the Society;
  - (d) present at the annual general meeting a full and complete statement of the finances of the Society, showing all receipts and disbursements for the year and listing by membership the annual fees paid;
  - (e) document director expenses incurred in the performance of his or her duties including, but without limiting the generality of the foregoing, long distance phone calls, photocopying, postage, stationary, etc. and charge these to the Society as administrative and overhead fees.
44. (1) The offices of secretary and treasurer may be held by one person who is to be known as the secretary treasurer.
- (2) If a secretary/treasurer holds office, the total number of directors must not be less than 5 or the greater number that may have been determined under Bylaw 25(2).
- (3) The secretary/treasurer must be appointed by the directors and may be made an employee by resolution of the directors.
- (4) The secretary/treasurer must be employed for one year from the date he or she is hired, but must be re-eligible for rehiring at the expiration of their employment term.
- (5) The secretary/treasurer must be subject to removal by resolution of the directors at any time.
45. In the absence of the secretary from a meeting, the directors must appoint another person to act as secretary at the meeting.

#### **Part 8 – Seal**

46. The directors may provide a common seal for the Society and may destroy a seal and substitute a new seal in its place.
47. The common seal must be affixed only when authorized by a resolution of the directors and then only in the presence of the persons specified in the resolution, or if no persons are specified, in the presence of the president and secretary or president and secretary treasurer.

#### **Part 9 – Indemnities to Directors and Officers**

48. Subject to the provisions of the *Society Act*, the directors must cause the Society to indemnify a director or former director of the Society and the heirs and personal representatives of any such person against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment actually and reasonably incurred by him, her or them including an amount paid

to settle an action or satisfy a judgment in a civil or administrative action or proceeding to which he or she or they are made a party by reason of his or her being or having been a director of the Society, including any action brought by the Society. Each director of the Society on being elected or appointed must be deemed to have contracted with the Society on the terms of the foregoing indemnity.

49. Subject to the provisions of the *Society Act*, the directors may cause the Society to indemnify any officer of the Society and his or her heirs and personal representatives against all costs and expenses whatsoever incurred by him or them and resulting from acting as an officer of the Society.
50. The directors may cause the Society to purchase and maintain insurance for the benefit of any person who is or was serving as a director or officer of the Society and his or her heirs or personal representatives against any liability incurred by him or her as such director or officer.

#### **Part 10 – Execution of Documents**

51. Contracts, documents or any instruments in writing requiring the signature of the Society, must be signed by any two officers and all contracts, documents and instruments in writing so signed must be binding upon the Society without any further authorization or formality. The directors must have the power from time to time by unanimous agreement of the directors to appoint an officer or officers on behalf of the Society to sign specific documents, contracts and instruments in writing. The directors may give the Society's power of attorney to any registered dealer in securities for the purposes of the transferring of and sealing with any stocks, bonds and other securities of the Society.

#### **Part 11 – Borrowing**

52. In order to carry out the purposes of the Society the directors may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting that power, by the issue of debentures.
53. A debenture must not be issued without the authorization of a special resolution.
54. The members may, by special resolution, restrict the borrowing powers of the directors, but a restriction imposed expires at the next annual general meeting.

#### **Part 12 – Auditor**

55. This Part applies only if the Society is required or has resolved to have an auditor.
56. The first auditor must be appointed by the directors who must also fill all vacancies occurring in the office of auditor.
57. At each annual general meeting the Society must appoint an auditor to hold office until the auditor is re-elected or a successor is elected at the next annual general meeting.
58. An auditor may be removed by ordinary resolution.
59. An auditor must be promptly informed in writing of the auditor's appointment or removal.
60. A director or employee of the Society must not be its auditor.

61. The auditor may attend general meetings.

### **Part 13 – Notices to Members**

62. A notice may be given to a member, either personally or by mail to the member at the member's registered address.

63. A notice sent by mail is deemed to have been given on the second day following the day on which the notice is posted, and in proving that notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.

64. (1) At least 30 days written notice of a general meeting must be given to
- (a) every member shown on the register of members on the day notice is given, and
  - (b) the auditor, if Part 10 applies.
- (2) No other person is entitled to receive a notice of a general meeting.

### **Part 14 – Voting of Members**

65. At all meetings of members of the Society every question must be determined by a majority of votes unless otherwise specifically provided by statute or by these Bylaws.

### **Part 15 – Financial Year**

66. Unless otherwise ordered by the directors the fiscal year end of the Society will be December 31<sup>st</sup>.

### **Part 16 – Rules and Regulations**

67. The proceedings of the annual general meeting must be governed by the Society's Rules and Procedures for Handling Resolutions and, where not in conflict with these, the last edition of Roberts Rules of Order applies.

68. The Board of Directors may prescribe such rules and regulations not inconsistent with these Bylaws relating to the management and operation of the Society as they deem expedient, provided that such rules and regulations will have force and effect only until the next annual general meeting of the members of the Society when they will be confirmed, and failing such confirmation at such annual general meeting of members, will at and from time to time cease to have any force and effect.

### **Part 17 – Bylaws**

69. On being admitted to membership, each member is entitled to, and the Society must give the member without charge, a copy of the Constitution and Bylaws of the Society.

70. These bylaws must not be altered or added to except by special resolution. Resolutions to amend the Bylaws shall be submitted in writing at least forty-five days prior to the Annual Meeting.

## APPENDIX B (1)

### AVICC MEMBERS

#### CITIES

Campbell River  
Colwood  
Courtenay  
Duncan  
Langford  
Nanaimo  
Parksville  
Port Alberni  
Powell River  
Victoria

#### DISTRICTS

Central Saanich  
Esquimalt  
Highlands  
Lantzville  
Metchosin  
North Cowichan  
North Saanich  
Oak Bay  
Port Hardy  
Saanich  
Sechelt  
Sechelt Indian Government District  
Sooke  
Tofino  
Ucluelet

#### TOWNS

Comox  
Gibsons  
Lake Cowichan  
Ladysmith  
Port McNeil  
Qualicum Beach  
Sidney  
View Royal

#### VILLAGES

Alert Bay  
Cumberland  
Gold River  
Port Alice  
Sayward  
Tahsis  
Zeballos

#### REGIONAL DISTRICTS

Alberni-Clayoquot  
Capital  
Central Coast  
Comox Valley  
Cowichan Valley  
Mount Waddington  
Nanaimo  
Powell River  
Strathcona  
Sunshine Coast  
Islands Trust

## APPENDIX B (2)

### AVICC LIFE MEMBERS

1949-1950	Lorne Jordan	Port Alberni
1951-1952	Earl Westwood	Nanaimo
1953	Bert Beasley	North Cowichan
1954	Bill Henderson	Cumberland
1955-1956	C.A.P. Murson	North Cowichan
1957	Alf Wurtele	Esquimalt
1958	Jack Dobson	Duncan
1959	Bill Moore	Courtenay
1960	George Chatterton	Saanich
1962	John Cook	Nanaimo
1963	Don Morton	North Cowichan
1964	Reeve Lee	Central Saanich
1965	Fred Bishop	Port Alberni
1966	Doug Watts	Oak Bay
1967	Les Hammer	Port Alberni
1968	Rob Baird	Victoria
1969	Kay Grouhel	Ladysmith
1970	S.A.D. Pike	Powell River
1971-1972	Archie Galbraith	Central Saanich
1973-1974	G.H.A. MacKay	Nanaimo
1974-1975	William (Bronco) Moncrief	Cumberland
1975-1976	Ed Lum	Victoria
1976-1977	George McKnight	Port Alberni
1977-1978	K. Paskin	Duncan
1978-1979	Ken Hill	Esquimalt
1979-1980	Mayor George Piercy	Comox
1980-1981	Mel Couvelier	Saanich
1981-1982	Anne Fiddick	Gold River
1982-1983	Dick Winkleman	Nanaimo
1983-1984	Norma Sealey	Sidney
1984-1985	Robert Ostler	Campbell River
1985-1986	Gillian Trumper	Port Alberni
1986-1987	William (Bill) Kinley	Port McNeill
1987-1988	Tom McCrae	Tahsis
1989-1990	Frank Ney	Nanaimo
	George Borza	Nanaimo RD
	George Cochrane	Courtenay
	Walter Behn	Port Alberni
	Eric Simmons	Victoria
1990-1991	Bill Cox	Ladysmith

1992-1993	Ron Webber	Courtenay
1993-1994	Mayor Al Huddleston	Port Hardy
1994-1995	Martin Segger	Victoria
1995-1996	Maxine Williams	Alert Bay
1996-1997	Jim Gurney	Sunshine Coast RD
1998-1999	James Lornie	Campbell River
1999-2000	John Crook	Langford
2000-2001	Mayor Frank Leonard	Saanich
2001-2003	Pearl Myhres	Zeballos
2003-2005	Mary Ashley	Campbell River
2005-2007	W. J. (Jack) Peake	Lake Cowichan
2007-2008	Bea Holland	Victoria
2008	Mayor Gerry Furney	40 Years Service
2008-2009	Rod Sherrell	Mt. Waddington RD
2009	Eydie Fraser	AVICC Executive Coordinator
2009-2011	Barry Janyk	Gibsons
2011	Christopher Causton	Oak Bay
2014	Larry Cross	Sidney