



**MINUTES OF A MEETING
OF THE ASSOCIATION OF VANCOUVER ISLAND
AND COASTAL COMMUNITIES EXECUTIVE
HELD FRIDAY, JUNE 9, 2017
AT THE COWICHAN VALLEY REGIONAL DISTRICT**

IN ATTENDANCE:

Director Mary Marcotte, Cowichan Valley RD, President
Director Edwin Grieve, Comox Valley RD, First Vice President
Councillor Carl Jensen, Central Saanich, Second Vice President
Director Penny Cote, Alberni-Clayoquot RD, Director at Large (by phone)
Director Ian Morrison, Cowichan Valley RD, Director at Large
Councillor Colin Plant, Saanich, Director at Large
Director Ian Winn, Sunshine Coast RD, EA Representative
Councillor Barbara Price, Comox, Past President

STAFF ATTENDANCE:

Liz Cookson, Executive Coordinator

President Marcotte called the meeting to order at 9:10 am and welcomed Committee members and staff.

AGENDA

On motion by Director Morrison, seconded by 2nd Vice President Jensen,
THAT the agenda be adopted as circulated was CARRIED

MINUTES

On motion by 1st Vice President Grieve, seconded by 2nd Vice President Jensen,
THAT the minutes of the April 6 and 9, 2017 Executive Committee meetings be adopted was CARRIED

On motion by 1st Vice President Grieve, seconded by 2nd Vice President Jensen,
THAT the minutes of the April 7-9, 2017 AGM and Convention be received was CARRIED

Liz Cookson noted that the 2017 AGM & Convention meeting minutes are draft until adopted by the AVICC membership at the 2018 AGM & Convention.

REPORT

President's Report

President Marcotte spoke on how she was looking forward to working with the new AVICC Executive, and thanked the members for attending the meeting at the Cowichan Valley Regional District office. She advised the AVICC Executive of her activities on behalf of the AVICC since the AGM and Convention. She attended the LMLGA's (Lower Mainland Local Government Association) AGM and Convention held in Harrison Hot Springs from May 10-12. President Marcotte has also been representing AVICC at the Municipal Insurance Association. She also spoke of discussions with ICET and how AVICC could work with this group.

On motion by 1st Vice President Grieve, seconded by Past President Price,
THAT the verbal report from the President be received was CARRIED

FINANCIAL AND ADMINISTRATION

Interim Financials to April 30, 2017

Liz Cookson reviewed the report on the Association's financial results up until April 30, and the financial results of the 2017 Convention. She noted that the financial statements are prepared by UBCM as part of the contract between UBCM and AVICC. As this June Executive meeting was held earlier than usual, the financials do not include large payments made in May to convention suppliers, or the annual membership dues being collected in May.

Overall projected revenues and expenses are on target. Cash flow projections indicate there is a sufficient amount in the Association's chequing account at Coast Capital for operations for the remainder of 2017.

Interest revenue continues to be low, as the current interest rate at Coast Capital is 0.7%. Surplus funds are normally transferred to the MFA account. Currently the AVICC holds \$199,201 in the MFABC Money Market account with investment returns of 0.83% for the 12 months ending April 2017. However, there are fees for transferring funds between Coast Capital and MFA that wipe out the additional .13% earned at the MFA, and staff's recommendation was to keep the money for 2017 operations at Coast Capital.

2017 Convention Actuals

The financial results of the 2017 Convention indicate it will run a higher than budgeted surplus of approximately \$31,000 rather than \$22,660. Consistent with 2014 Executive policy, Convention surpluses are sought to fund policy initiatives such as the Island Corridor Foundation and Solid Waste Special Committee.

However, the convention expenses do not reflect any cost for the AVICC Executive Coordinator's contract or overtime expenses. Going forward, additional support is required from an event planner to reduce overtime expenses and avoid burnout. \$8,000 was budgeted for event planning assistance in the budget presented January 2017, however only \$3,100 of this was used as the planning work was too far advanced to hire someone for full support. Budgeting at this level is recommended for 2018.

In addition, some of the support provided by UBCM could come from other UBCM staff. For example, there are staff at UBCM who could assist with registration questions rather than having all enquiries and requests for registration changes funneled through the Executive Coordinator. Liz Cookson to discuss with Glen Brown, UBCM General Manager, Victoria Operations for a future report.

The 2018 Convention in Victoria will be more expensive than previous conventions, and will require a continued increase in registration fees and strong support from sponsors to continue at the current standard.

On motion by Past President Price, seconded by Director Winn,
THAT the report on the April 30, 2017 interim financial statements and 2017 Convention Actuals be received, and that staff report back on convention registration fees and options for funding event planning support for convention operations and planning was CARRIED

On motion by Director Plant, seconded by Past President Price,
THAT given the similar levels in interest rates and the fees charged for transfers, that no further funds be transferred at this time from the AVICC chequing account at Coast Capital to the AVICC account at the Municipal Finance Authority was CARRIED

Dues Status Report

On motion by Director Plant, seconded by 2nd Vice President Jensen,
THAT the dues status report be received was

CARRIED

Appointment of Auditor for 2017

On motion by Director Morrison, seconded by 2nd Vice President Jensen,
THAT KPMG be appointed as auditors for the 2017 financial year was

CARRIED

AVICC Bylaws and Executive Policies Review

Liz Cookson gave an overview of her report seeking direction on a review of AVICC Executive Policies as well as the AVICC Bylaws. She noted some areas require review to comply with the new Societies Act by November 2018, as well as areas the Executive may wish to consider e.g. clarifying the definition of a member, the percentage for a super majority, and the requirement of the membership to approve future convention locations. Bylaw changes are reviewed by the membership at the April AGM.

She noted that the AVICC's operations are also guided by Executive Policies that cover a wide range of issues from the administrative (e.g. travel expenses and media relations) to more fundamental issues around the structure of the AVICC Executive (e.g. establishing committees, and defining the composition of the Executive). She was able to find the source resolution in AVICC minutes for some of the policies, but not for all. She recommended a review of the Executive Policies to ensure they are still appropriate for the operation of the AVICC, and that they are consistent with the bylaws.

At the March 10, 2017 AVICC meeting the Executive authorized retaining a law firm to prepare amendments to the bylaws to reflect any membership changes, to remove existing issues and to bring the bylaws into compliance with the new Societies Act. A law firm can assist with ensuring that the bylaws follow the Societies Act, but guidance is required from the AVICC Executive on many of the provisions. The Executive discussed whether it would be appropriate to have a sub-committee to go through the bylaws and policies before bringing them back to the full Executive.

On motion by Director Plant, seconded by Past President Price,
THAT the President be authorized to establish a sub-committee to make recommendations and review the executive policies and bylaws and report back to the full AVICC Executive was

CARRIED

Past President Price will consider involvement in this sub-committee.

CONVENTION

EA Forum

Brian Carruthers, CAO, Cowichan Valley Regional District joined the AVICC Executive meeting to speak to his notes on the second annual EA Forum. The forum was held as a pre-convention session at 10:00 am on Friday April 7th at the 2017 Convention, and was attended by 16 EA Directors and 5 CAOs. The forum was facilitated by Brian Carruthers and Director Ian Morrison of the Cowichan Valley Regional District.

The forum began with a summary of the topics discussed during the 2016 EA Forum with updates on actions taken to date. Attendees were then requested to suggest topics for discussion. These included:

- Homeowner Protection Act
- Water sustainability and drought
- Highway maintenance contract oversight
- Ministry of Transportation consultation with communities re: capital works (paving)
- Closure of forestry roads to public access

General recommendations for the EA Forum going forward were to solicit topics prior to the forum in order to have pre-decided topics, and to hold the forum on Saturday afternoon for one hour rather than on Friday morning. By consensus, the following topics were recommended for discussion:

Topic #1 – Rural Road Pathways (from 2016 EA Forum)

It was generally agreed there is not consistent MOTI support for local efforts to develop pedestrian pathways along rural roads. The ‘blockage’ seems to be at the mid-management level within MOTI. AVICC should:

- consider a proposal for Island-wide standards for off-roadway paths
- request a dedicated session with MOTI at the 2017 UBCM Convention

Topic #2 – Water Sustainability/Drought

Water sustainability, particularly with the increasing frequency of drought conditions, is a concern for all AVICC communities. Actions that can be taken in support of this important issue are:

- Include ‘water sustainability planning’ as a session topic for the 2018 AVICC Convention
- In advance of this session and/or for general information, poll RDs/municipalities in terms of current watershed management best-practices.

Topic #3 – Highway Maintenance Contract Oversight

Highway maintenance standards continue to be an important topic for AVICC communities. In addition to a desire for diligent contract performance management, it is felt there is a need for local input into the development of contract standards and capital plans for specific areas of the province to address unique operational challenges, weather patterns and community priorities. The issues around highway maintenance are as much about responsible ‘asset management’ as they are about service levels and public safety. In order to ensure local concerns are considered and addressed, RDs should seek consistent and meaningful input into maintenance contract standards and capital plans. To achieve this, the AVICC Executive should:

- Explore the establishment of a highways maintenance stakeholder group/task force to provide formal input to highway maintenance standards and local capital work plans

In support of this action, a late resolution was submitted for consideration by the AVICC membership, and was endorsed during resolutions debate:

- WHEREAS the establishment of provincial road maintenance contract standards and asset management strategies directly impact rural residents; and
- WHEREAS regional district elected officials are well-positioned to convey the expectations and concerns of communities in relation to road maintenance and upkeep;
- THEREFORE be it resolved that the Ministry of Transportation and Infrastructure be requested to establish a formal process for a select committee of AVICC elected officials to provide regional level input during the establishment of highway maintenance contract standards and asset management strategies.

On motion by Director Winn, second by Director Morrison,

THAT the report and notes from the 2017 Convention Electoral Area Forum be received was CARRIED

With reference to the issue of regional input on highway standards, the Executive discussed the maintenance contracts coming up for renewal for a 10 year term; that the roads in electoral areas are provincial; and that there should not be boiler plate standards across the AVICC region. The Executive discussed sending a delegation to the ADM level of MOTI. The delegation could bring a list of inefficiencies with current road maintenance and request input on standards prior to awarding of

contracts. The delegation could also bring letters of support from Chairs of the Regional Districts.

On motion by Director Winn, second by Director Cote,
THAT a letter be written to the Ministry of Transportation and Infrastructure (MOTI) requesting follow up communication by phone call and a meeting with the Ministry prior to the awarding of maintenance contracts was CARRIED

President Marcotte thanked Brian Carruthers for his assistance with the EA Forum and for briefing the Executive. Brian Carruthers left the meeting.

2017 Convention Debrief and Review of Evaluations

Liz Cookson reviewed the quantitative survey results as well as the verbatim comments from delegates on the evaluation forms. She noted some of the common themes from the forms:

- Time for networking is valued, a very important aspect of the convention for many delegates.
- Sharing ideas, hearing about what other communities are doing, learnings for similar issues.
- Delegates like having a venue they can walk to from their hotel.
- Study tours are very popular (this was backed up by quantitative ratings)
- Workshops were all highly rated but several comments that delegates wanted new topics that had not been covered before.
- A few comments about balance on panels e.g. Marine Spill Response and Forestry
- Good feedback and participation at Open Space – Health Networks session. Would also like opportunity for pure open space, without restrictions on topic. Study groups, opportunities to dialogue.
- Consider moving EA Forum back to Saturday afternoon as in 2016 so more can attend.
- Mixed reviews on keynote speaker, many noted the speaker as one of the things they most liked about the convention. Others thought he was poor.
- Resolutions process for amendments needed to be clearer, dissatisfaction with delays to deal with amendments.
- Suggestions to increase the time spent on resolutions.
- Block resolutions – some don't like having resolutions included in the block so they don't get a chance to debate.
- Late resolutions – complaints that these should not be allowed, that the late resolutions should be emailed out so people can review ahead of time.
- A few comments that they would like a bigger trade show, more relevant exhibitors.
- Two complaints about the lack of a partner program.
- Campbell River was noted as a good convention location, with friendly staff and locals.

The Executive discussed making additional efforts to explain the printed instructions to the delegates on the resolutions block. They considered requesting the Parliamentarian or the UBCM Executive Director to explain the voting rules rather than a member of the Executive. They also discussed having further explanation of how the resolutions were divided into categories. It was noted that this information is already included in the resolutions book and on the voting cards.

The Executive further discussed preparing a Convention Primer for 2019 when new elected officials are in place following the November 2018 elections. The primer would be sent out ahead of time. It was noted by some of the Executive that this should be the responsibility of the more experienced members of Boards and Councils to explain to their new members, and that the LGLA does already give primers after the local government elections.

On motion by Director Plant, second by 2nd Vice President Jensen,
THAT the Convention Update report be received was

CARRIED

2018 Convention Program Planning

Liz Cookson provided an update on the planning to date for the 2018 AGM and Convention including:

- Meeting with the City of Victoria to discuss host community involvement and responsibilities is set for July 10th with President Marcotte; Mayor Lisa Helps; Jocelyn Jenkyns, Deputy City Manager; Kerri Moore, Manager Strategic Relations and Business Development; and Liz Cookson.
- Convention to be held on the upper level of the Victoria Conference Centre.
- Friday night reception to be held in the trade show area.
- Saturday banquet to be held in the Crystal Ballroom of the Fairmont Empress with the pre-banquet reception in the Palm Court (Executive confirmed they would like to continue having a piper at the banquet to pipe in the Executive Committee members).
- Catering at the Victoria Conference Centre must be contracted through the Fairmont Empress.
- Accommodation blocks were set up in summer of 2016; the information is posted on the AVICC website and was sent out to members in monthly updates.

The Executive discussed options for possible tours including to the CRD watershed; Victoria harbour authority; bike paths; visit to the Wild Animal Rehabilitation Centre (Wild ARC) in Metchosin; and a first nations solar study tour in Sooke (T'Sou-ke Nation). Liz Cookson noted that transportation time would need to be factored in to any tours as these are normally held on Friday mornings in the program, and delegates would need to be back in time for the convention opening at 2 pm. She also noted that the City of Victoria is the host so it would be appropriate to highlight facilities within the City.

The Executive reviewed the list of previous keynote speakers and discussed the importance of a keynote that sets the tone. Executive Committee members to send suggestions of possible keynotes to Liz Cookson to research and bring back to the Executive.

On motion by Director Plant, seconded by Director Morrison,
THAT the report on the Convention Program be received was

CARRIED

2018 Convention Sponsors Policy

Liz Cookson reviewed her report on Convention sponsorship that included the Executive's sponsorship policy, the revisions made to sponsorship categories in 2017, and a list of sponsors for 2017. She asked the Executive for suggestions on other sponsors to approach, noting that under the policy new sponsors would require approval at a future Executive meeting. Suggestions included Polis, Telus, Urban Systems, BCWWA and United Steel Workers.

The Executive discussed removing Kinder Morgan from the list of approved sponsors but continuing to invite the company to participate in the trade show. The following motion was put forward:

On motion by Director Plant, seconded by Director Winn,
THAT Kinder Morgan be removed from the list of approved sponsors

Prior to a vote, and following further discussion, the motion was withdrawn and the following motion put forward:

On motion by Past President Price, seconded by Director Plant,
THAT the motion to remove Kinder Morgan from the list of approved sponsors be tabled and all other
previous year's sponsors be approved.

Prior to a vote, this motion was withdrawn.

On motion by Director Morrison, seconded by Director Plant,
THAT the previous year's sponsors be approved and invited to continue their sponsorships in the coming
year with the exception of Kinder Morgan,

AND THAT consideration of Kinder Morgan's sponsorship be tabled until a review of potential new
sponsors was CARRIED

AVICC Lunch at UBCM Convention

The Executive confirmed the proposed program for the AVICC lunch.

On motion by Director Plant, seconded by 2nd Vice President Jensen,
THAT the proposed program for the 2017 AVICC lunch on September 27th including recognition for new
life member Joe Stanhope be approved, and that candidates be advised that no campaign material is to
be distributed at the lunch was CARRIED

POLICY

2017 Resolutions Disposition and Executive Actions

Liz Cookson advised that the report on the disposition of resolutions at the 2017 Convention had been
distributed to the membership and posted on the website shortly following the Convention.

All endorsed resolutions have been forwarded to UBCM, and advocacy work will be undertaken on these
resolutions by UBCM if endorsed at the September convention. Sponsors of late resolutions that were
not considered have been advised they can submit their resolution directly to the UBCM.

Two resolutions were referred to the AVICC Executive and these were therefore not forwarded to UBCM
(R2b and R15). In addition, the following resolutions are expected to be referred back to AVICC, or call
for action by the AVICC Executive:

Resolution SR1 – Special Resolution to Amend AVICC's Constitution and Bylaws

AVICC bylaws have been updated, and the NCRD and the Village of Queen Charlotte have been notified
that they were accepted as members. Administrators of the four local governments within the NCRD
have been advised that their local governments are eligible for membership (Prince Rupert, Port Edward,
Port Clemens and Masset). The Executive Director of the NCLGA has also been advised.

Resolution AE1 – AVICC Special Committee on Solid Waste Management Plan

New terms of reference to be prepared with the new CAO of the Comox Valley RD. These will be brought
to the next meetings of the Special Committee and the AVICC Executive for approval.

Resolution AE2 – Role of AVICC in Advancing Social Procurement Practices

The ad hoc working group will be invited to report back on a feasibility assessment of a community
benefit hub at the 2018 AVICC Convention. President Marcotte asked if any Executive Members were
interested in putting their names forward to be appointed as a liaison to the working group. 1st Vice

President Grieve indicated his interest and 2nd Vice President Jensen seconded his appointment. The Executive Coordinator noted that there is currently one committee with an AVICC Executive representative, and that is also 1st Vice President Grieve. She also asked whether the AVICC would pay per diems and other expenses related to a liaison position, and advised AVICC does pay a per diem and expenses for the representative attending meetings of AVICC's Special Committee on Solid Waste. President Marcotte subsequently advised the Executive Committee members that she would like to discuss any appointments after a fuller discussion of the Executive Committee members' policy priorities for AVICC.

Resolution R1 – Vancouver Island Transportation Master Plan

The Executive discussed a letter to be sent from the AVICC President to the Minister for MOTI and the Minister for MCSCD to convey the resolution and invite comments.

Resolution R2b – Creating a Fair Market Approach to the Lease Rates for Marinas

The Executive reviewed the comments from President Marcotte to AVICC members during the resolution process at the Convention where she noted that the AVICC does not have in-house resources to develop lease fee models and mediate between members and outside agencies. Executive's decision was that the AVICC Executive deem this work outside of the role of the AVICC, and advise the City of Nanaimo of the Executive's decision.

Resolution R7 – E&N Transportation Corridor Development Cost Charge, and

The Executive discussed a letter from the AVICC President to the Minister for MCSCD advising of the resolution, and asking for comments.

Resolution R15 – Open Government at Area Associations

After amendment during resolutions debate at Convention, this resolution was referred to the AVICC Executive for review. The Executive gave direction to staff to explore options for webcasting plenary sessions and identify possible funding including sponsorships, perhaps under Shaw's existing sponsorship. The Executive noted that the Community Charter does not apply to associations such as AVICC, and therefore opening meetings to the public is not a requirement for the AVICC under the Societies Act. Staff to advise the resolution sponsor that the resolution is not being forwarded to the UBCM as it was referred to the AVICC Executive for review, but that they may wish to submit directly to the UBCM. Staff were also directed to consider having a note on the registration form that the delegates may be recorded during the convention, and indicating they accept those terms.

Resolution OF1 – Regional Level Input

The Executive did not discuss this resolution further as there was discussion under the EA Forum item.

On motion by Director Morrison, seconded by Director Plant,

THAT the report on disposition of resolutions considered at the 2017 Convention be received;

AND THAT the following actions be taken:

AE2 That the appointment to the ad hoc working group be reviewed at the September 15, 2017 teleconference after a review of the Executive Committee members' policy priorities and a determination on whether or not a per diem payment will apply;

R1 That the President write to the Ministers of MOTI and MCSCD conveying resolution R1 with the background provided and requesting response;

R2b That the AVICC Executive deem this work outside of the role of the AVICC, and advise the City of Nanaimo of the Executive's decision;

R7 That the President write a letter to the Minister for MCSCD conveying the resolution with the background provided and requesting a response;

R15 That staff review costs and options for providing webcasting in plenary sessions at the 2018 Convention, and that the sponsor local government be advised that AVICC will not be referring this resolution to the UBCM but that they are able to submit directly to UBCM;

was

CARRIED

2017/18 Policy Priorities

Liz Cookson advised that, at the request of President Marcotte, she had sent an email to the Executive Committee members requesting the top 3-5 priorities for the 2017/18 term. The responses from the Executive Committee members were listed in a report distributed with the meeting package.

On motion by 2nd Vice President Jensen, seconded by Director Morrison,
THAT the members of the AVICC Executive each peruse the list of priorities and submit their top three priorities prior to the September meeting was

CARRIED

Forestry – MOU Next Steps

The Executive discussed the next steps for the MOU signed with Coast Forest Products Association. Discussion centred around the MOU being focussed on improving communication and two-way engagement, as well as methods to bring people together in a meaningful way. Direction was given to staff to invite the CFPA representatives to join the September teleconference to discuss their suggestions.

OTHER BUSINESS

ICET Resolution

President Marcotte advised she had been contacted by the Ministry of Jobs, Tourism and Skills Training regarding an additional \$10 million of funding they would be providing ICET that had been committed in February funding. The Ministry wanted to discuss the process since, in order to transfer the funding, the legislation governing ICET had to be amended.

As part of the Ministry's work preparing that amendment for Cabinet, they were undertaking consultations with relevant Vancouver Island organizations involved with economic development and asking for their comments. The Ministry was asking if AVICC would like to provide any comments regarding the new funding, the amendment, or ICET in general. The Executive instructed staff to advise the Ministry that AVICC did not have any comments, but appreciated being advised.

Executive Meetings on Saturdays

Director Plant enquired whether the other members of the Executive would support moving the in-person meetings to Saturdays. After discussion, the Executive Committee decided to maintain the current meeting schedule.

ADJOURNMENT

At approximately 2:30 pm, on motion by Director Plant, seconded by Past President Price,
That the meeting be adjourned was

CARRIED

Director Mary Marcotte
President

Liz Cookson
Executive Coordinator