



**MINUTES OF A MEETING  
OF THE ASSOCIATION OF VANCOUVER ISLAND  
AND COASTAL COMMUNITIES EXECUTIVE  
HELD FRIDAY, OCTOBER 27, 2017  
AT THE NANAIMO 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  
Director Ian Morrison, Cowichan Valley RD, Director at Large  
Director Ian Winn, Sunshine Coast RD, EA Representative  
Councillor Barbara Price, Comox, Past President

**STAFF ATTENDANCE:** Liz Cookson, Executive Coordinator

**REGRETS:** Councillor Colin Plant, Saanich, Director at Large

President Marcotte called the meeting to order at 10:05 am and welcomed Committee members and staff.

**DELEGATION**

**Association for Community Education BC – Bunny Shannon, Don Reimer, Bill Preston**

A delegation from the Association for Community Education BC presented on the objectives and work of the Association. The Association is interested in working with local governments on ways to integrate schools into the community, and provided examples of a partnership with the City of Burnaby co-funding community schools with the school board. The partnership makes much better use of facilities, from dawn to dusk, 7 days a week, and provides the City with “free space” for parks and recreation so it does not have to buy separate land. Planning is now done jointly in Burnaby.

The delegation also discussed how they would like to engage the community more and extract social capital – the combination of collective knowledge, skills and experience – of all the people that live there including those in the trades and seniors. Programs created are based on the needs of the community and integrating other kinds of learning that mixes kids with the neighbourhood.

In response to questions from the Executive, presenters advised they have a best practices guide on how to implement community schools in an area, and that they work with libraries as well. They cited examples of community schools with as few as 30 students and as many as 1,500. 1<sup>st</sup> Vice President Grieve noted school closures and students being bussed out of the area affects communities.

The presenters asked to work with the Executive to get local government input on areas to focus on when speaking to councillors/directors. The Executive thanked the presenters for attending, and asked them to submit a proposal for a workshop at the April Convention. Liz Cookson advised the proposal form was available to download from the AVICC website.

On motion by 1<sup>st</sup> Vice President Grieve, seconded by 2<sup>nd</sup> Vice President Jensen,  
THAT the delegation from the Association for Community Education BC be received was **CARRIED**

## MINUTES

On motion by Past President Price, seconded by 1<sup>st</sup> Vice President Grieve,  
THAT the minutes of the September 15, 2017 Executive Committee meeting be adopted was CARRIED

## REPORT

### President's Report

President Marcotte advised of the UBCM Executive meeting coming up in November that she would be attending. She noted that there had been good coverage of the AVICC lunch at the UBCM Convention focussing on the award presented to Director Joe Stanhope.

On motion by 1<sup>st</sup> 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 September 30, Preliminary Discussion on 2018 Budget

Liz Cookson reviewed the report on the Association's financial results up until September 30, noting revenues are higher than budgeted and expenses to date are lower than projected. She advised that AVICC budgets with profits from the convention offsetting losses from general operations for a net zero budget. Costs related to the UBCM contract for administrative support including overtime are recorded against operations rather than against the convention. Costs related to event planning assistance in 2017 were recorded against convention expenses.

Based on this budgeting approach, the additional revenue generated by the 2017 convention provides funds to support policy initiatives requested by the membership. This is in keeping with the October 2014 resolution that: *if warranted by the budget, instead of being cost-recoverable only, the convention could be used as a fundraiser with greater emphasis on it than an increase in dues to balance the budget.*

However, if the convention expenses included the relevant portion of the UBCM contract costs, the convention would run at a significant loss. Convention revenues would need to increase, but member dues could be reduced. This was provided for information and no change in budgeting procedure was recommended.

Liz Cookson requested early direction for developing a budget for 2018, and outlined some of the considerations in setting the budget. She reviewed the history of dues and convention fee increases, and provided a comparison to Convention registration fees of the other area associations in recent years. Past President Price noted that the standards of the convention have been rising in recent years, and that this comes with a cost that should be reflected in the convention registration.

The Executive directed staff to prepare a comparison of member dues between the area associations looking at comparable dues for a small, medium and large community.

There was discussion on establishing a reserve fund to ensure the continued financial health of the association.

On motion by Electoral Area Representative Winn, seconded by Director Cote,  
THAT staff investigate the option to set up a reserve fund at the Municipal Finance Authority was  
CARRIED

On motion by Director Morrison, seconded by Past President Price,  
THAT the report on the September 30, 2017 interim financial statements be received, and the feedback  
on membership dues and Convention registration fees be incorporated in developing the proposed  
budget for 2018 was  
CARRIED

### **AVICC Bylaws and Executive Policies Review**

Liz Cookson reviewed her report on the bylaw changes required to comply with the new Societies Act by November 2018, and also detailing further bylaw changes to be considered where there is a lack of clarity or recommended updates.

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 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 June 2017 AVICC meeting, the Executive authorized President Marcotte to establish a sub-committee that would review the executive policies and bylaws, and report back to the full AVICC Executive with recommendations. After discussion, Past President Price, President Marcotte, 2<sup>nd</sup> Vice President Jensen and Director Morrison volunteered to be on the sub-committee. Liz Cookson to set up a face to face meeting for the sub-committee.

On motion by 1<sup>st</sup> Vice President Grieve, seconded by 2<sup>nd</sup> Vice President Jensen,  
THAT the report on proposed bylaw changes to be reviewed at the 2018 AGM be received, and

THAT the sub-committee meet to review the bylaws and executive policies, and bring a report back with recommendations to the full Executive Committee was  
CARRIED

### **DELEGATION**

#### **AVICC Representative on Aquaculture Shellfish Committee – Bill Veenhof**

Bill Veenhof, Chair, Nanaimo Regional District joined the meeting to update the Executive Committee on the history and work of the Aquaculture Management Advisory Committee (AMAC) on Shellfish.

Chair Veenhof was appointed by resolution of the AVICC Executive Committee as the AVICC representative to the Committee in 2013. This followed a request for expressions of interest that was sent out to all AVICC members, and evaluation of the applications by the Executive Committee. UBCM had lobbied to have local government representatives on both committees, and a spot for an AVICC representative and a NCLGA representative on both the shellfish and finfish committees were set up.

Chair Veenhof reviewed the membership of the committee as:

- Aquaculture industry 7 seats
- First Nations 7 seats
- Environmental Organizations 3 seats

- Aquaculture Associations 1-2 seats
- Regional Districts 2 seats (UBCM)

He advised that the Shellfish AMAC provides advice to the federal Department of Fisheries and Oceans (DFO) on matters relating to aquaculture in BC. He noted the 2009 BC Supreme Court ruling that the Federal government is primarily responsible for regulating fish farms rather than the province. In essence, the Court determined finfish and shellfish farms were a fishery rather than an agricultural endeavour. However the Province is still involved through issuing leases under the Ministry of Forest, Lands, Natural Resource Operations and Rural Development. In BC 14 federal, provincial and local government authorities have some regulatory authority.

Chair Veenhof noted that at the core of his presentation is the question - is aquaculture inherently agriculture or a fishery? DFO is a regulator of Fisheries and not an advocate for agriculture. He reviewed statistics around the shellfish industry, noting the strong growth potential in BC for the industry with global interest in the products produced. He also advised that there is huge interest from First Nations in developing shellfish farms. He advised the AMAC has received feedback from operators/farmers that they are looking for more certainty in approvals and operations – for example, the 10 year tenures requiring renewal makes it difficult for them to obtain funding. They see themselves as farmers and not fishers – plant a crop, own the crop, harvest the crop, process it, market it.

Other concerns heard by the Shellfish AMAC include: the impact of predator netting on the environment as visually unappealing and creating plastic waste; ocean acidification (related to carbon); and impacts on the farms from faulty septic systems in surrounding areas, particularly after big rain events. He noted that one option to address regulatory issues would be to create a central integrated advocate for the shellfish farming industry. This agency would deal with sorting out tenure certainty and security issues with the Province; consider leases in the agricultural land reserve; promote responsible sewage treatment; and explore moving federal authority from the DFO to the federal Ministry of Agriculture.

Chair Veenhof advised he had enjoyed serving as the AVICC representative to the shellfish committee, but had no objection to stepping down if the Executive wished to go back to the members with another request for expressions of interest in serving. He also advised that all AVICC members are able to attend the AMAC as observers, and could forward their concerns and input to the Committee through him as the AVICC representative.

President Marcotte thanked Chair Veenhof for attending and for his update. Chair Veenhof left the meeting.

Liz Cookson reviewed the background report on the history of appointments to the two Aquaculture Committees noting she could find no record of either representative reporting back to the AVICC Executive. She summarized discussions with the DFO representative, Brenda McCorcquodale, who had offered to come and present to the Executive regarding the Committees at a future meeting. She noted that Ms. McCorcquodale had asked that the Executive be informed that the aquaculture advisory committees are coast-wide in scope, and don't look at issues like specific applications, but more so at broad questions related to policy and the management regime.

Liz Cookson advised that Ms. McCorcquodale had indicated that both AVICC representatives were participating effectively in their committees and she had no concerns with their appointments. Ms. McCorcquodale had noted the importance of the appointees representing the policies and viewpoints of the group they are appointed by, rather than their personal feelings. She praised Chair Veenhof's approach to the shellfish committee.

The Executive discussed having a more formalized process and reporting guidelines when individuals are appointed to represent the AVICC on external committees. This recognizes that the appointees are on these committees as representatives of the Executive on behalf of the members.

The Executive further discussed appropriate terms of appointment to these committees, and the impact of local government elections on appointments. Determination that two year terms would be most appropriate, with the next appointments made for November 2018 after a call for expressions of interest. Liz Cookson to confirm this fits with the terms of reference for the two AMACs.

On motion by 2<sup>nd</sup> Vice President Jensen, seconded by Director Cote,  
THAT the presentation from Chair Veenhof on the Aquaculture Shellfish Committee be received,

THAT the AVICC put out an expression of interest for applicants to sit on both the shellfish and finfish committees with a term to start in November 2018 for review at 2 year intervals, and

THAT AVICC representatives on external committees be requested to report back to the AVICC Executive on the ongoing progress of the committees was CARRIED

## **CONVENTION**

### **UBCM Convention Debrief**

Liz Cookson reviewed her report on AVICC events at the UBCM Convention. She advised that one complaint was received that the Premier's speech during the AVICC lunch was "too political". She also briefed the Executive on the meeting held with the Minister of Transportation and Infrastructure on highway maintenance contracts. Direction was to request a follow up meeting in Victoria with the Minister.

The Executive considered holding an AVICC Executive meeting at future UBCM Conventions, but determined that minister meetings and convention sessions made that impractical.

On motion by Director Morrison, seconded by Director Cote,  
That the report on the UBCM Convention Debrief be received, and

THAT a letter be sent to the Minister of Transportation and Infrastructure requesting a follow up meeting in Victoria on highway maintenance contracts was CARRIED

### **2018 Convention Planning**

Liz Cookson reviewed her report on planning for the 2018 AVICC Convention, requesting feedback and direction from the Executive. The review covered: host community contacts; Provincial involvement; welcome reception; banquet; entertainment; accommodation blocks; request for session proposals; programming; keynote speaker; and livestreaming of plenary sessions.

The Executive directed Liz Cookson to speak to the City Clerk for the City of Victoria about an opportunity for a few members to appear as a delegation to brief the Council on the upcoming convention. 2<sup>nd</sup> Vice President Jensen and President Marcotte offered to appear before the Council. Councillor Plant to be invited to appear as well.

Provincial involvement at the Convention given the location in Victoria was discussed. Proposals for workshops will be reviewed at the teleconference in December, and consideration of sessions involving provincial staff to be considered at that time. Liz Cookson advised that both the Premier and the Minister of Municipal Affairs and Housing were invited to speak at the convention by a letter sent by the President in July, 2017. The Executive gave direction to find speaking opportunities for both in the program if both are able to attend.

The Executive discussed whether to hold the EA Forum on Friday morning as a pre-convention session, or on Saturday afternoon during the break-out sessions. The advantage of the Friday morning session is that a longer session can be scheduled, however the disadvantage is that attendees would need to travel the day before and pay for an extra night's hotel. Decision was to return the EA Forum to Saturday afternoon.

The Executive gave direction to Liz Cookson to contact the Island Corridor Foundation to discuss having an update session at the convention for continuity. Suggested time period was 1:00 to 1:30 on Saturday after lunch. Regarding Social Procurement, direction was given to schedule a session with a fully fleshed out proposal for the Saturday working breakfast session so that it could be presented prior to resolution sessions.

Discussion was adjourned as the third delegation of the meeting arrived. Director Joe Stanhope from the Regional District of Nanaimo also joined the meeting as Special Advisor to the AVICC.

## **DELEGATION**

### **Foreign Trade Zone Status for Vancouver Island – George Hanson (VIEA), Mike Hooper (Nanaimo Airport), Alex Stuart (Nanaimo Airport)**

After introductions, the presenters reviewed the proposal to establish Vancouver Island as a Foreign Trade Zone Point. They advised that the Vancouver Island Economic Alliance (VIEA) had submitted an application in June to the federal Foreign Trade Zone Task Force asking for this designation. The application was an extension of VIEA's work in recent years to encourage development of an intermodal transportation plan and increase competitive advantage for advanced manufacturing on Vancouver Island. Their intention was to strengthen competitiveness for island manufacturing and promote the Island as a great place to invest.

In response to questions they advised that the designation had no policy or regulatory implications, but was a marketing and efficiency tool. The presenters requested a letter of support from the AVICC on behalf of member local governments.

President Marcotte thanked the delegation for their presentation. The delegation left the meeting.

On motion by 1<sup>st</sup> Vice President Grieve, second by Director Cote,  
THAT the presentation by the delegation on a Foreign Trade Zone Status for Vancouver Island be received was CARRIED

The Executive discussed the presentation, and reviewed the list of local governments who had already provided letters of support. No action was taken on this item.

The Executive returned to discussion of Item 4(b) 2018 Convention Planning. The proposed keynote speakers were reviewed.

On motion by 2<sup>nd</sup> Vice President Jensen, seconded by 1<sup>st</sup> Vice President Grieve,  
THAT Charles Montgomery be selected as the keynote speaker for the Convention, and Paul Kershaw be invited as the closing speaker was CARRIED

The Executive reviewed Resolution R15 from the April 2017 convention regarding open government at area association meetings. The resolution was amended at the Convention to add “beginning with webcasting of plenary meetings” and was referred to the AVICC Executive for consideration. At the June meeting of the Executive, the Executive confirmed that the Community Charter does not apply to associations such as the AVICC, and that opening meetings to the public is not a requirement for the AVICC under the Societies Act. At the September teleconference, the Executive confirmed their desire to have a professional level of service for the convention, and not rely on volunteer livestreaming through a means such as Facebook.

Liz Cookson reviewed her report on webcasting/livestreaming the plenary sessions that outlined investigations done by UBCM for its convention as well as the requirements of the Victoria Conference Centre AV supplier. She also noted she had spoken to local municipalities about how they manage their webcasting, and discussed options with Shaw Communications as a sponsor of the AVICC Convention.

2<sup>nd</sup> Vice President Jensen suggested adding an optional \$50 fee to the registration form to cover the webcasting. Electoral Area Representative Winn noted that any webcasting conducted at the Victoria convention would be a pilot project for future conventions to determine costs and viability. The \$50 fee was based on an estimate from the AV provider at the Victoria Conference Centre of \$10,000 for 2 days with 2 hours of feed per day.

There was general discussion that the AVICC does not exist for the public, but for the members. Also concern that it would be difficult to secure costs for webcasting as the facility requirements and equipment availability will be different in each host community. If the objective is to ensure the public can view the resolutions debate, an option is to have Shaw record the sessions for playback at a later date. The bylaws of the AVICC do not permit non-members to speak during resolutions sessions, so the public would not be able to contribute to the discussion with real time attendance or livestreaming. There was further discussion on putting the decision to the members as an AVICC Executive Resolution advising of the cost of providing the service. 2<sup>nd</sup> Vice President Jensen was concerned that this was putting up roadblocks and that the membership had already provided direction, although he confirmed that there hadn't been any costs provided with the resolution in April.

On motion by Past President Price, seconded by 1<sup>st</sup> Vice President Grieve,  
THAT Shaw Communications be asked to confirm how much it would cost to record the plenary sessions for later broadcast was CARRIED

2<sup>nd</sup> Vice President Jensen opposed.

### **2018 Resolutions and Nomination Deadline**

On motion by Past President Price, seconded by 1<sup>st</sup> Vice President Grieve,  
THAT February 14, 2018 be set as the Resolutions and Nominations deadline, April 11, 2018 be set as the Late Resolutions deadline, and

THAT the draft cover memo be approved to accompany the Resolutions Notice and Call for Nominations was CARRIED

**Host Communities for 2020 and Future**

Liz Cookson provided a verbal report on the process that had been followed in the past for finding host communities for the AVICC Convention through a request for Expressions of Interest. The Executive had previously determined a preference to alternate larger communities such as Nanaimo and Victoria with smaller communities throughout the region. As 2018 is Victoria, and 2019 is Powell River, the 2020 preferred host would be the City of Nanaimo. The Executive gave direction to send out a letter of request to the Council of the City of Nanaimo seeking support to act as the host community for 2020.

**POLICY**

**Special Committee on Solid Waste**

Liz Cookson provided an update on the current status of the Special Committee.

The Executive gave direction to organize a meeting with the Minister of Environment to discuss the work of the Special Committee on Solid Waste.

**Social Procurement Update**

Director Morrison advised he had not heard any further information from the ad hoc committee since the meeting at Steamworks during the UBCM Convention.

Director Morrison left the meeting at 3 pm.

**Forestry – MOU Next Steps**

Liz Cookson distributed the contact list prepared by Coast Forest Products Association as a draft for review by the Executive.

**CORRESPONDENCE**

On motion by Past President Price, seconded by President Marcotte, THAT the correspondence be received was CARRIED

**ADJOURNMENT**

At approximately 3:10 pm, on motion by Director Cote, seconded by Past President Price, That the meeting be adjourned was CARRIED

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Director Mary Marcotte  
President

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Liz Cookson  
Executive Coordinator