



**MINUTES OF A MEETING  
OF THE ASSOCIATION OF VANCOUVER ISLAND  
AND COASTAL COMMUNITIES EXECUTIVE  
HELD FRIDAY, JANUARY 5, 2018  
AT THE REGIONAL DISTRICT OF NANAIMO**

**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  
Councillor Colin Plant, Saanich, Director at Large  
Director Ian Winn, Sunshine Coast RD, EA Representative (by phone)  
Councillor Barbara Price, Comox, Past President (by phone)

**STAFF ATTENDANCE:**

Glen Brown, General Manager, Victoria Operations, UBCM  
Liz Cookson, Executive Coordinator

President Marcotte called the meeting to order at 10:00 am and welcomed Committee members and staff.

**AGENDA**

On motion by 1<sup>ST</sup> Vice President Grieve, seconded by Director Cote,  
THAT the agenda be adopted was CARRIED

**MINUTES**

On motion by Director Cote, seconded by Director Winn,  
THAT the minutes of the December 8, 2017 Executive Committee meeting be adopted was CARRIED

**REPORT**

**President's Report**

President Marcotte advised she had no further updates since the AVICC Executive Teleconference on December 8, 2017.

**FINANCIAL AND ADMINISTRATION**

**Interim Financials to November 30, 2017 and Proposed 2018 Budget**

President Marcotte called on Glen Brown, General Manager, Victoria Operations, UBCM to comment on the contract between UBCM and AVICC. Glen Brown advised that the UBCM staff member contracted to AVICC had incurred significant overtime in 2017, and was providing a higher level of service than contracted. The contract is for administrative support but service was being provided at an executive director level of service in some areas. Additional support from other UBCM staff has also included policy analysis, resolution review, financial management and on-site convention assistance without additional charges. He noted that as the manager responsible for staff contracted to AVICC he recognized that a human resources issues needed to be addressed, and wanted to find the right solution for AVICC, UBCM and for staff. This could include working with AVICC to adjust the service level provided.

Director Colin Plant joined the meeting.

**DELEGATION: CFPA and COFI re Memorandum of Understanding**

The delegation from Coast Forest Products Association (CFPA) and Council of Forest Industries (COFI) joined the meeting by teleconference. President Marcotte welcome Susan Gagnon, Vice President from CFPA and Susan Yurkovich, President and CEO from COFI. AVICC Executive members introduced themselves. Susan Yorkovich gave a summary of the history of CFPA and COFI advising they used to be a joint association, and had split by geographic region but continued to work closely together. Both associations represent the forest sector and share common issues. She provided background on why they are moving forward as a single group under COFI and answered questions on the future operation of the consolidated association. She indicated they are aiming for a seamless transition when CFPA ceases operations March 31, 2018.

Past President Price joined the meeting by teleconference.

Rick Jeffery, President and CEO from CFPA joined the teleconference. Susan Yurkovich advised that COFI does not currently have MOUs with area associations in the interior, but does carry out informally the communication and engagement that is formalized in the MOU signed by CFPA and AVICC. She will consider MOUs with other area associations and UBCM. She advised that COFI would be interested in signing a similar MOU as was developed between CFPA and AVICC.

President Marcotte thanked the representatives from CFPA and COFI for their presentation. The delegation left the meeting.

On motion by 1<sup>st</sup> Vice President Grieve, seconded by 2<sup>nd</sup> Vice President Jensen,  
THAT the delegation from Coast Forest Products Association and the Council of Forest Industries be received was CARRIED

The Executive discussed a motion to move ahead with a MOU with COFI. Director Plant questioned whether this discussion should occur under the Policy section of the agenda unless the agenda was amended. The Executive Coordinator noted that past practice has been to discuss requests from delegations immediately following the delegation leaving the meeting. Delegations are listed under the relevant subject area in the agenda, but often have to be scheduled based on availability of those attending from the delegation. The AVICC Executive agreed to discuss a motion later in the agenda (5a).

**DELEGATION: 2017 Financial Audit**

President Marcotte welcomed Liette Bates-Eamer, Partner, Audit, KPMG who provided an overview of the audit plan and advised the materiality threshold had been increased from \$4,500 to \$5,000. She noted that nothing had changed other than that from the previous engagement letter, and that it is a straight-forward audit. Executive responded to the three questions of inquiry.

Liz Cookson advised that KPMG had reduced the audit fee in 2016 by \$800 to \$5,000. The Executive discussed alternatives to a full audit every year including possibly a full audit every 2<sup>nd</sup> year with a financial review in-between. Ms. Bates-Eamer advised that a financial review would be approximately \$2,000 less than a full audit.

President Marcotte thanked Ms. Bates-Eamer for presenting, and Ms. Bates-Eamer left the meeting.

Liz Cookson provided background on the audit practices and costs for the other area associations. She advised that the bylaw sub-committee had discussed whether or not to continue the annual audit, and that currently it is not a requirement in AVICC bylaws or required under the Societies Act.

On motion by 2<sup>nd</sup> Vice President Jensen, seconded by Director Morrison,  
That the report and delegation be received and that the audit plan for the 2017 financial year be approved was CARRIED

On motion by Director Morrison, seconded by Director Cote,  
That the AVICC Executive present options to the membership at the 2018 AGM regarding less expensive alternatives to annual audits and frequency required was CARRIED

Following these two delegations, the agenda returned to Glen Brown's discussion of the AVICC UBCM Service Contract. Mr. Brown advised that he will bring back options on how to address the service level issue with the additional information gathered since the last contract was signed. He noted that AVICC's convention is at a much higher level than the other area association conventions, and that the package for today's meeting was at as high a standard as UBCM's. Maintaining this level with current resourcing is not sustainable. He confirmed that UBCM would be covering half of the cost of the overtime incurred in 2017.

Liz Cookson reviewed the report on the Association's financial results up until November 30, and reviewed the proposed 2018 budget developed based on direction at the Executive Committee meeting on October 28, 2017.

On motion by Director Jensen, seconded by 1<sup>st</sup> Vice President Marcotte,  
THAT the report on the November 30, 2017 interim financial statements and Proposed 2018 Budget be received was CARRIED

On motion by Director Morrison, seconded by Director Plant,  
THAT the interim financial statements to November 30, 2017 be received;  
THAT the 2018 proposed budget with a 2% member dues increase be approved;  
AND THAT the Convention registration fee be increased by \$45 was CARRIED

#### **Municipal Insurance Association of BC Representative**

On motion by Director Morrison, seconded by Past President Price,  
THAT Director Cote be nominated to represent AVICC on the Board of the Municipal Insurance Association of BC was CARRIED

#### **Bylaws Review**

Liz Cookson reviewed the process followed to date where a Bylaw sub-committee had been established and had reviewed the provisions of the current bylaws and executive policies. The members of the sub-committee are President Marcotte, Past President Price, 2<sup>nd</sup> Vice President Jensen and Director Morrison.

Direction was given to the solicitor to prepare a draft of the reviewed bylaws. The first draft was distributed with the meeting package, and a second draft was emailed to the Executive on January 4<sup>th</sup>. Liz Cookson summarized the key changes in the proposed bylaws. Executive members felt they would like further time to review the 2<sup>nd</sup> draft before discussing the proposed bylaws.

On motion by 2<sup>nd</sup> Vice President Jensen, seconded by Director Morrison,  
THAT review of the proposed AVICC bylaws be deferred to the March 9, 2018 teleconference was

CARRIED

**Term Length for AVICC President Role**

In response to discussion on this item being included as a notice of motion, Liz Cookson advised that this item was included on the agenda and in the package distributed to the Executive Committee on December 30, 2017. President Marcotte noted that it was duly on the agenda.

Liz Cookson reviewed her report on practices in the other area associations and the UBCM. She noted that the current AVICC Bylaws do not specify a maximum term for the President, but the AVICC Executive Policies specify that a President shall not be elected more than twice. She noted that the report does not provide a recommendation and is provided for information. The Executive discussed one year v.s. two year terms.

On motion by 2<sup>nd</sup> Vice President Jensen, seconded by 1<sup>st</sup> Vice President Grieve,  
THAT the AVICC Executive (Elected Board) make a change to its bylaws limiting the terms of its Table Officers to one year (with the exception of any extenuating/extraordinary circumstances such as illness or the removal of an Executive Member from their respective member organization) was CARRIED  
Three members opposed.

**CONVENTION**

**2018 Convention Update**

Liz Cookson reviewed the Convention Update report and requested Executive direction on key decision points.

On motion by Director Plant, second by Past President Price,  
THAT the Convention Update report be received,  
AND THAT a sponsored electric vehicle on site in the trade show with tours for delegates be approved was CARRIED

On motion by Past President Price, seconded by 2<sup>nd</sup> Vice President Jensen,  
THAT the Welcome Reception focus on canapés instead of meal replacement was CARRIED

On motion by Past President Price, seconded by Director Cote,  
THAT a delegate gift will not be funded by AVICC if a sponsor can not be identified to fund a delegate gift was CARRIED

On motion by Director Plant, seconded by Past President Price,  
THAT the Timebenders band be hired as entertainment for the Saturday banquet was CARRIED

On motion by Director Plant, seconded by 2<sup>nd</sup> Vice President Jensen,  
THAT the two study tours selected for the Friday pre-conventions sessions are:  
(1) Transportation Tour – “Victoria on the Move” and  
(2) Innovation Tour – “Discover Tectoria” was CARRIED

On motion by 2<sup>nd</sup> Vice President Jensen, seconded by Director Plant,  
THAT the AVICC promote the session proposed by the Ministry of Jobs, Trades and Technology called “A Regional Dialogue on the Opportunities in Technology, Innovation and Smart Communities” so long as it is not offered at a time conflicting with Convention sessions was CARRIED

### **2018 Convention Sessions and Program Planning**

Liz Cookson reviewed the draft program distributed with the meeting package, and reviewed the process followed in receiving proposals for the program. She noted that three additional proposals had been received since the meeting in December: Ministry of Municipal Affairs on Housing, GPSC on Physician Retention and from Mayor Greg Moore on Social Media. The Executive rated each proposal using the same scale as used for the previous submissions. Based on the feedback, the Executive Committee confirmed sessions to be incorporated in the program as:

- Ministry of Jobs, Trades and Technology – BC Ideas: the Possibilities of Tech & Innovation
- Island Corridor Foundation Update (1:00 to 1:30 Saturday)
- Shoreline Development Permit Area Tools: Green Shores and More
- Ministry of Municipal Affairs and Housing - Unlocking Housing Affordability Together
- Transport Canada – National Strategy on Abandoned and Wrecked Vessels
- Social Procurement/Hub – ad hoc working group
- Marijuana Regulation after Legalization – Ministry of Public Safety and Young Anderson
- Activity Break following lunch
- Mayors Caucus
- EA Forum
- Open Space Session
- Special Committee on Solid Waste Update
- Island Health and the Opioid Crisis
- BC211

On motion by Director Cote, seconded by 1<sup>st</sup> Vice President Grieve,  
THAT the report on the Convention Program be received and that the Health Network be offered a complimentary trade show table at the convention was CARRIED

Director Cote left the meeting.

### **POLICY**

#### **Coast Forest Products Association and Council of Forest Industries Memorandum of Understanding**

On motion by Director Plant, seconded by Director Morrison,  
THAT the AVICC send COFI a letter of congratulation on the merger and advise of AVICC’s support of signing a MOU with COFI was CARRIED

On motion by Director Plant, seconded by Director Morrison,  
THAT the AVICC approve COFI as a sponsor for the 2018 Convention was CARRIED

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

1<sup>st</sup> Vice President Grieve gave a verbal report updating the Executive on the work of the AVICC Special Committee on Solid Waste Management. He advised that staff committees had been meeting on Communication initiatives and updating the Technical Report. The next meeting of the full Special

Committee is February 16<sup>th</sup>. The Special Committee will discuss the next priorities and consider the future of the Special Committee.

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

**Social Procurement Update**

Director Morrison gave a verbal report on the work being carried out by the ad hoc working group on social procurement. He had attended two meetings with the group, and ensured that regional districts were included in their planning process. Director Morrison referred to the funding proposal and terms of reference distributed by email to the Executive on January 4<sup>th</sup>. The Executive expressed concern that the proposal referred to an AVICC working group and an AVICC steering committee. Director Morrison thought they meant this to refer to a geographic area, and will ask them to remove the references. Director Plant commented that he had read the proposal as being an initiative of the AVICC based on those inclusions.

On motion by Director Plant, seconded by 1<sup>st</sup> Vice President Grieve,  
That the verbal report by Director Morrison and the material forwarded from the ad hoc working group on social procurement be received was CARRIED

**CORRESPONDENCE**

On motion by Director Plant, seconded by 2<sup>nd</sup> Vice President Jensen,  
That the correspondence be received was CARRIED

**ADJOURNMENT**

At approximately 2:10 pm, on motion by Director Plant, seconded by Director Morrison,  
That the meeting be adjourned was CARRIED

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Director Mary Marcotte  
President

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Liz Cookson  
Executive Coordinator