



**MINUTES OF A MEETING
OF THE ASSOCIATION OF VANCOUVER ISLAND
AND COASTAL COMMUNITIES EXECUTIVE
HELD THURSDAY, APRIL 12, 2018
UBCM BOARD ROOM, VICTORIA**

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
Councillor Barbara Price, Comox, Past President

STAFF ATTENDANCE: Liz Cookson, Executive Coordinator

GUESTS IN ATTENDANCE: Ian Izard, QC, Parliamentarian
Gary MacIsaac, UBCM Executive Director

President Marcotte called the meeting to order at 12:15 pm and welcomed Committee members, staff and guests.

AGENDA

On motion by 1st Vice President Grieve, seconded by 2nd Vice President Jensen,
THAT the agenda be adopted as circulated was CARRIED

MINUTES

On motion by 2nd Vice President Jensen, seconded by Past President Price,
THAT the minutes of the March 9, 2018 Executive Committee meeting be adopted was CARRIED

RESOLUTIONS

2018 Resolutions Before the Deadline

Liz Cookson outlined the process followed whereby the 2018 Resolutions received by the deadline including UBCM comments had been reviewed by the Executive on March 9th acting as a Resolutions Committee.

The resolutions received by the February 14th deadline were previously reviewed by the Executive at the March 9th meeting acting as a Resolutions Committee. The review included discussion of comments provided by UBCM staff for each of the resolutions.

The resolutions were included in the Annual Report and Resolutions Package emailed in advance to delegates (March 28th) and to each member local government. The Special Resolutions covering the bylaw revisions were also distributed separately to members 30 days before the Convention.

There was discussion on the preferred process for answering questions from the members regarding the special resolutions and the executive resolutions. It was determined that questions from the members should be answered by the Executive Committee member acting as the sponsor representative as the

floor microphone. 2nd Vice President Jensen was nominated to speak at the floor microphone to explain the reasons for replacing the bylaws (SR1, SR2, and SR3 if SR2 is not endorsed), and to answer any questions from the members.

2nd Vice President Jensen will also act as sponsor for AVICC Resolution ER1 for the Term of Table Officers. 1st Vice President Grieve will speak to ER2 on the Special Committee on Solid Waste. Director Plant will speak to ER3 on the New Employer Health Tax. Gary Macisaac provided a verbal update on UBCM’s work regarding the new employer health tax.

The Committee discussed timing and presentation materials for the Executive including an option to show videos or powerpoint slides. It was determined that the AVICC Executive should keep to the three minute sponsor timing limit and not have any additional materials.

On motion by Director Plant, seconded by Director Morrison,
That materials not be available to AVICC Executive Committee members during the resolutions process that are not available to non-Executive AVICC members was CARRIED

On motion by Director Morrison, seconded by Past President Price,
That the report on the Resolutions Received by the Deadline be received, and

Further that an AVICC Executive spokesperson be nominated for the Executive initiated resolutions as follows:

- SR1 Amend AVICC’s Constitution – 2nd Vice President Jensen
 - SR2 Repeal and Replace AVICC’s Bylaws – 2nd Vice President Jensen
 - SR3 Amend AVICC’s Bylaws – 2nd Vice President Jensen
 - ER1 Term of Table Office - 2nd Vice President Jensen
 - ER2 AVICC Special Committee on Solid Waste Management – 1st Vice President Grieve
 - ER3 New Employer Health Tax – Director Plant
- was CARRIED

The Executive discussed a letter dated April 10, 2018 from Mayor Andy Adams, City of Campbell River requesting that resolutions R21 and R28 be removed from the block citing concerns with some of the statements in the preambles. Ian IZard confirmed that a resolution from one member may not be removed by another member in advance of the resolutions process. A member has the right to move a motion to remove a resolution from the block for debate, and this must be supported by ¾ of the voting members in attendance.

On motion by Past President Price, seconded by 2nd Vice President Jensen,
That the letter dated April 10, 2018 from Mayor Andy Adams, City of Campbell River regarding removing resolutions R21 and R28 be received, and that staff be instructed to advise the City of Campbell River of the procedures during the resolutions sessions to remove and/or refer was CARRIED

2018 Late Resolutions

Liz Cookson advised five late resolutions had been received, and reviewed the criteria in the Convention Rules for admitting late resolutions for debate – 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. The Executive discussed whether to recommend admitting or not admitting each of the resolutions received after the deadline. Due to time constraints, UBCM staff had not reviewed the late resolutions to provide comments.

Gary Maclsaac provided additional information on resolution L5 regarding Broadcasting Personal Information Without Consent. He advised that a presentation from the Office of the Information and Privacy Commissioner was given at the annual UBCM CEO/CAO Forum on March 20th, and that this presentation after the deadline date led to the resolution.

On motion by Past President Price, seconded by 2nd Vice President Jensen,
That the report on Resolutions Received After the Deadline be received,
That the Executive’s recommendations to admit L1, L3 and L5 for debate and to not admit L2 and L4 for debate be endorsed, and
That the report on Resolutions Received after the Deadline with the Executive’s recommendations be distributed with the Supplementary Materials Package was CARRIED

Convention Rules & Resolution Script

The Committee reviewed the convention rules and the scripting for the resolutions process with Parliamentarian Ian Izard. He noted that a ¾ majority is required to approve Special Resolutions under the existing bylaws. The Committee also confirmed the procedures for changes to the Late Resolutions report and off the floor resolutions.

On motion by Past President Price, seconded by President Marcotte,
That the report and accompanying convention rules and resolution script be received was CARRIED

CONVENTION

Nominating Committee Report

Past President Price reviewed the Nominating Committee report as distributed in the Annual Report to the membership. No further nominations had been received subsequent to the report.

On motion by 2nd Vice President Jensen, seconded by Director Morrison,
That the Nominating Committee report be received was CARRIED

Final Convention Program

Liz Cookson reviewed the final 2018 AGM & Convention program and responded to questions.

On motion by President Marcotte, seconded by Past President Price,
That the final 2018 AGM & Convention program be approved was CARRIED

Executive Responsibilities During the Convention

Liz Cookson gave an overview of responsibilities and speaking notes and responded to questions. She reviewed additional information regarding the procedures worked out with the Premier’s office for timing of his arrival, address and a Q&A session to follow.

On motion by Director Plant, seconded by 2nd Vice President Jensen,
That the report on Executive Responsibilities during the Convention be received was CARRIED

CORRESPONDENCE

On motion by Director Plant, seconded by 2nd Vice President Jensen,
That the correspondence from Minister Trevena on a meeting for the Vancouver Island Transportation Master Plan and highway maintenance contracts; and from the City of Victoria regarding administering a

community benefit hub pilot project with references to an AVICC Steering Committee removed; be received was CARRIED

ADJOURNMENT

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

Director Mary Marcotte
President

Liz Cookson
Executive Coordinator