



**MINUTES OF A MEETING
OF THE ASSOCIATION OF VANCOUVER ISLAND
AND COASTAL COMMUNITIES EXECUTIVE
HELD SATURDAY, JUNE 9, 2018
AT LONGWOOD STATION, NANAIMO**

IN ATTENDANCE:

Director Edwin Grieve, Comox Valley RD, President
Councillor Carl Jensen, Central Saanich, First Vice President
Director Ian Morrison, Cowichan Valley RD, Second Vice President
Councillor Hazel Braithwaite, Oak Bay, Director at Large
Director Penny Cote, Alberni-Clayoquot RD, Director at Large
Councillor Colin Plant, Saanich, Director at Large
Director Ian Winn, Sunshine Coast RD, EA Representative
Director Mary Marcotte, Cowichan Valley RD, Past President

STAFF ATTENDANCE:

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

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

AGENDA

On motion by 1ST Vice President Jensen, seconded by Electoral Area Representative Winn,
THAT the agenda be adopted as amended to add a section following agenda item "7. Correspondence"
on "Future Planning" was CARRIED

MINUTES

On motion by 1ST Vice President Jensen, seconded by Director Plant,
THAT the minutes of the April 12, 2018 and April 15, 2018 Executive Committee meetings be adopted
was CARRIED

AGM MINUTES

On motion by 1ST Vice President Jensen, seconded by Director Plant,
THAT the minutes of the April 13-15, 2018 AGM and Convention be received was CARRIED

Liz Cookson noted that the 2018 AGM & Convention meeting minutes are draft until adopted by the AVICC membership at the 2019 AGM & Convention.

PRESIDENT'S REPORT

President's Report

President Grieve advised he'd been informally advised on June 7th of a resolution considered by the Strathcona Regional District on June 6th to withdraw their membership in the AVICC. The resolution was not passed, and Strathcona RD staff were instructed by resolution to contact UBCM and AVICC about setting up a meeting to discuss concerns. Liz Cookson advised she was not aware of the resolution and had not yet been contacted by staff at Strathcona Regional District. AVICC staff was directed to review the motions moved regarding referring the block at the convention to remove it from consideration.

Director Plant moved a motion to have the AVICC President and another Executive Committee member attend the next SRD meeting to identify the concerns of the members. Past President Marcotte moved and Director Plant seconded amending the motion to “address the concerns” instead of “identify the concerns”.

Prior to a vote, the Executive discussed options for clarifying the resolutions process to members. Liz Cookson advised that LGLA had offered some time on their agenda for newly elected officials in February where the AVICC President could review the purpose of resolutions, and the responsibilities of the members in preparing well-researched resolutions with supporting background information.

On motion by 1st Vice President Jensen, seconded by Director Plant,
THAT staff gather information on the resolution block process and wait for receipt of a letter from Strathcona Regional District, and

THAT the President informally reach out to the SRD members to discuss their concerns was CARRIED

On motion by 2nd Vice President Morrison, seconded by 1st Vice President Jensen,
THAT the verbal report from the President be received was CARRIED

CONVENTION

2018 Convention Evaluations, Financial Update

Liz Cookson reviewed the convention evaluations report and financial update, and highlighted the themes arising from the evaluations.

Delegates liked:

- Location and conference centre venue (repeatedly praised)
- Convenience to hotels
- Timeliness, sticking to schedule
- Well organized
- Keynote speaker
- Participation of Province (Premier, Minister of Municipal Affairs, Provincial staff, etc. and access to meetings while in Victoria)
- Networking time continues to be highly valued
- Study tours continue to be very popular (but not a lot of people sign up)
- Sharing ideas, hearing about what other communities are doing, learnings for similar issues.
- Workshops were all highly rated but several comments that delegates wanted new topics that had not been covered before.
- EA Forum being held on Saturday afternoon rather than Friday morning.
- Banquet and entertainment.
- Enhancements to trade show like music and ice cream Saturday afternoon.

Suggested improvements:

- More time for resolutions.
- Tighter chairing of resolutions.
- Lower the threshold to remove from the block, or get rid of the block.
- More vetting of whereas clauses in resolutions.
- Reduce number of resolutions, focus on those under control of local governments.

- Longer voting period for President position.
- More interactive sessions, opportunities to meet in small groups (although Open Space was not as well attended as previously).
- Bigger trade show.

Other:

- No comments were received about AVICC not providing a delegate gift this year.
- No comments on sponsor involvement.
- One comment questioning lack of business services (printing/photocopying) from an Executive member.
- One comment on partner program (two out of three sessions were cancelled due to low registration, third session only had five people register and only four of those showed up).

1st Vice President Jensen noted the high ratings for this year's Convention compared to earlier years. 2nd Vice President Morrison advised many delegates had commented that this was the best AVICC ever.

The Executive confirmed they would review the resolutions process concerns under the section on Executive Policies later in the agenda.

Liz Cookson referred to the financials noting the \$4,000 credit received from the Fairmont Empress, the increased attendance with higher fees, and increased sponsorship revenue (up 55% since 2015). She noted that AVICC continues to have the lowest convention registration fee of the Area Associations, although the gap has narrowed in recent years.

Overall the 2018 Convention is expected to show a surplus of approximately \$33,000, and this is double the amount budgeted. As with previous years, the convention budget does not include an allocation of costs for the Executive Coordinator's time and overtime spent on work related to the convention. It does include the cost of event planning assistance from a contractor in 2018.

On motion by Director Plant, second by 2nd Vice President Morrison,
 THAT the Convention Evaluation and Financial Update report be received was

CARRIED

Convention Code of Conduct

President Grieve gave a verbal report on an incident involving racist comments that was reported after the convention by a delegate from the Central Coast Regional District. The President's response to the member was included with the meeting package. The Executive members were very concerned, and discussed options to deal with future occurrences. Liz Cookson reviewed the code of conduct that UBCM adopted after a 2016 UBCM resolution. The code of conduct was implemented in 2017, with additional steps to be implemented at their convention in September. Glen Brown advised that UBCM is reviewing the specifics of the 2018 roll-out.

There was general discussion on: what a code of conduct provides; when an incident is a code violation rather than something that should involve the police; and when and where does the code of conduct apply e.g. some cases happen with non-delegates at private events. Methods of communicating the code were also considered including reading the code of conduct at the opening session, reading it at the beginning of each day, having members sign the code at the registration desk, including the code in the program guide, and including it as an item that delegates must tick off on the registration form (although this is often filled in by staff on behalf of the delegates).

On motion by Director Plant, second by 1st Vice President Jensen,
THAT staff bring a report to the October Executive Meeting regarding a process to adopt a code of
conduct based on the process implemented at the UBCM Convention was CARRIED

2019 Convention Planning

Liz Cookson reviewed the report on planning for the 2019 Convention in Powell River. She noted there could be lower attendance than recent conventions based on the numbers from the previous convention held there in 2010. Attendance figures, photos of the venue and a floor plan were included in the package for Executive comment. The Executive was asked to advise of their hotel room requirements for the 2019 Convention.

The Executive reviewed the appendix of keynote speakers back to 2000. There was support for having a speaker from a group that AVICC members interact with rather than someone from a speaker agency. Suggestions included:

- BC Ferries – Mark Collins, new CEO – could speak on ferry service to rural areas and give an update on Horseshoe Bay
- Island Health – Kathy McNeil, President & CEO

Other suggestions were:

- Jennifer Keesmat, former planner for the City of Toronto and now Chair, Urban Land Institute Toronto
- Hunter Lovins, an author and president of Natural Capitalism Solutions, a non profit organization with a sustainability focus that is based in Colorado.

The Executive also discussed a proposal from Leon Maynard Harry from Indigenous Insight for a workshop on Indigenous and Stakeholder Engagement/Cultural Awareness Training. There was strong support for a workshop in this area, and possibly a panel.

On motion by 1st Vice President Jensen, seconded by Past President Marcotte,
THAT the report on the 2019 Convention Planning be received was CARRIED

Future Host Communities 2020 +

Liz Cookson reviewed the report giving background on the selection of past host communities, and considerations for choosing future hosts. A primary consideration is that with the growth in the number of delegates and sessions, there are fewer communities that can accommodate the convention. An alternative would be to move away from having the convention as a “mini UBCM” and return to more of a town hall approach. Photos of the much smaller convention set-ups in the other area associations were included with the meeting package.

Liz Cookson also noted that moving to new communities each year was more work for staff in starting from scratch each year, and therefore will be more expensive for the AVICC and take staff time away from other projects. New communities means there is no continuity to build on in setting up the venue or hiring suppliers. As well, purpose built conference centres have facilities on site such as round tables, linens, in house caterers, wheelchair ramps, trade show booth suppliers, etc. while the recreation centres in smaller communities are lacking these. This means additional contracts for rentals, some of which are expensive to cover transport and staff set up. For example, setting up trade show booths in Powell River would involve trucking the equipment from Vancouver Island and paying the hotel rooms and travel expenses of staff from the rental company. It also means time spent in sourcing the suppliers, signing contracts, confirming numbers in advance, potential delivery issues, and arranging hotel rooms.

The Executive expressed support for alternating between larger and smaller communities as a future Executive Policy, to be reviewed after receiving proposals back from member communities on future hosting.

THAT the report on future convention planning be received, and that staff send out a request for Expressions of Interest for future host communities for 2020 and 2021 was CARRIED

2019 Sponsor Policy

Liz Cookson reviewed the report on sponsorship policy, and asked for direction on categories such as the delegate gift and business services.

On motion by 2nd Vice President Morrison, seconded by Past President Marcotte, THAT the report on the 2019 Convention Planning be received, and that all previous sponsors be approved and invited to continue their sponsorships in the coming year was CARRIED

Liz Cookson noted that most trade show exhibitors are also sponsors, and receive first priority for trade show space in the smaller communities where there isn't enough room for larger trade shows. Where space permits, community groups can also be invited to have a booth at a reduced cost.

She noted that previous reports to the Executive from the last Executive Coordinator had suggested having a representative from the Executive to organize the trade show and be the onsite contact. She suggested that being the organizer would be very time consuming for the Executive, particularly considering the dual role as sponsors. However, having an Executive as a liaison on-site during the convention to welcome the trade show/sponsor representatives would support relationships with the sponsors and trade show exhibitors. Director Plant expressed interest in the role.

The Executive considered having a small Convention Committee that could review plans and provide input into decision-making on a timelier basis than the meetings of the full Executive. Larger decisions would be referred back to the full Executive where time permitted, or referred to the President. 1st Vice President Jensen and Director Braithwaite expressed interest in the role.

On motion by 2nd Vice President Morrison, seconded by Past President Marcotte, THAT a Convention Planning Committee made up of 1st Vice President Jensen, Director Braithwaite and the Executive Coordinator be established, and that consideration of a trade show liaison be referred to the Committee was CARRIED

AVICC Lunch at UBCM Convention

On motion by Past President Marcotte, seconded by 2nd Vice President Morrison, THAT the proposed program for the 2018 AVICC lunch on September 12th including presentation of a Life Membership in the AVICC to Councillor Barbara Price be approved was CARRIED

FINANCIAL AND ADMINISTRATION

Dues Status Report

On motion by 2nd Vice President Morrison, seconded by Director Cote, THAT the dues status report be received was CARRIED

Auditor for 2018

After discussion on whether or not it would be appropriate to continue with a full audit in the final year of the term during an election year, the Executive directed staff to research and prepare a report on audit alternatives.

On motion by 1st Vice President Jensen, seconded by Director Plant,
That the AVICC Executive investigate alternatives to a full annual audit each year was CARRIED

Executive Policies Updates: Resolutions %, Block, Timing

Liz Cookson reviewed the process to date for amending the bylaws and Executive Policies, and noted some of the policies relate to the resolutions process, and additional direction was sought from the Executive. Several resolutions processes were previously regulated by the bylaws but were removed so that future amendments can be determined by resolution of the Executive. These should be captured in the updated Executive Policies.

Staff was directed to speak to the LGLA about the agenda for the newly elected officials sessions in February 2019, and opportunities to educate members about the resolutions process and their responsibilities.

Staff was also directed to prepare a document to send out with the October request for resolutions clarifying the resolutions process, explaining the purpose of the block, and reminding members that it is the responsibility of the sponsor local government to prepare accurate resolutions with appropriate background information.

On motion by Director Plant, seconded by 1st Vice President Jensen,
THAT the % required to remove a resolution from the block be reduced from 75% to a simple majority, and that the Executive Policies be amended to reflect this change was CARRIED

On motion by Director Plant, seconded by 1st Vice President Jensen,
THAT the % required to accept late resolutions or off-the-floor resolutions for debate be reduced from 75% to 60% to be consistent with UBCM policies, and that the Executive Policies be amended to reflect this change was CARRIED

On motion by Director Plant, seconded by 1st Vice President Jensen,
THAT consideration of an orientation session for new delegates be referred to the Convention Planning Committee was CARRIED

On motion by Director Plant, seconded by Director Cote,
THAT a member may only move to remove a resolution from the block if the delegate wishes to speak in opposition or propose an amendment to the resolution was CARRIED

On motion by Director Plant, seconded by Director Braithwaite,
THAT membership dues continue to be approved at the Annual General Meeting was CARRIED

On motion by Director Plant, seconded by Director Cote,
THAT the Executive Committee shall determine the location of each Convention was CARRIED

Annual Insurance (on table report)

Liz Cookson reviewed her report on insurance options for the AVICC, noting that currently the only insurance carried is specifically for the AGM and Convention. Director Cote questioned whether MIABC

could provide AVICC's insurance, and Liz Cookson advised that previously MIABC had said that AVICC was not eligible. She was asked to reconfirm this with MIABC.

On motion by Director Plant, seconded by Director Braithwaite,
THAT staff investigate options for Directors and Officers Insurance and for Commercial General Liability Insurance was CARRIED

2018/19 Executive Meeting Schedule

This item was originally discussed at the April 15th meeting, and the original report was included. Liz Cookson noted that the original draft had been updated to move the September teleconference back to August as the UBCM Convention would be held earlier this year.

There was discussion about moving face-to-face meetings from Friday to Saturday to suit the working schedule for some members. Other members noted that Monday to Friday did not reflect their current work schedules, and Saturday meetings would be inconvenient. Glen Brown noted that UBCM policy is to pay overtime for work on the weekends, and that the Executive Coordinator would be entitled to overtime for travel and attendance at the meeting.

On motion by Director Plant, seconded by Director Braithwaite,
That the Executive Committee meeting schedule be amended to have in-person meetings from 10:00 am to 3:00 pm on Friday, October 27th and on Saturday, January 12th was CARRIED

AVICC/UBCM Contract (on table report)

Glen Brown, General Manager, UBCM Victoria Operations distributed a report he had prepared on the contract between UBCM and AVICC. He reviewed the inclusions in the contract and the basis for the fee charged. He noted the support received from other areas of UBCM in addition to the Executive Coordinator's role. AVICC is the only area association that benefits from the UBCM Executive Director's attendance at the AVICC Resolutions Committee meeting and his participation during the convention resolutions sessions as a scrutineer and support for the Parliamentarian.

Glen Brown noted two work activities that are sensitive to overtime – AVICC Executive Meeting packages and the AVICC Convention. Each year the Executive Coordinator position has incurred overtime at an amount significantly greater than should be reasonably expected for either financial practicality or employee welfare. The services identified in the contract reflect a broad range of skills, duties and knowledge. They were designed to reflect the majority of work/duties required to support the AVICC. However, it is recognized, that when done by a single position, expanding the scope and/or increasing the amount of effort on any one area impacts the ability to deliver all of the services effectively.

There was general discussion on the Executive being sensitive of staff capacity and recognizing the impact of requests for additional reports such as those requested today (insurance, auditors, new resolutions process) and for expanding the convention with additional sessions, tours, panels, etc.

The Executive advised they need to be told when they are asking for too much. President Grieve noted that it would be useful to make decisive decisions early on.

On motion by Director Plant, seconded by 1st Vice President Jensen,
That the report from the UBCM General Manager, Victoria Operations be received and that the Executive Coordinator be requested to provide a verbal update on workload at each meeting was CARRIED

POLICY

2018 Resolutions for Executive Actions

Liz Cookson advised that the report on the disposition of resolutions at the 2018 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 by the UBCM membership at the September convention. Sponsors of late resolutions that were not considered have been advised they could submit their resolution directly to the UBCM.

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

Resolution SR2 – Special Resolution to Repeal and Replace AVICC’s Bylaws

The amended constitution and new bylaws have been filed with the BC Registry. AVICC has now transitioned and is in compliance with the new Societies Act.

Resolution ER1 – Determining Term of Office for Table Officers

Executive Policies will reflect direction from the membership to continue to allow the President to be elected to two one-year terms.

Resolution ER2 – AVICC Special Committee on Solid Waste Management Plan

Committee to continue. President Grieve provided an update on the Committee’s planned work for 2018/19 with an emphasis on gaining involvement from the Ministry of Environment.

Resolution ER3 – New Employer Health Tax

On motion by 2nd Vice President Morrison, seconded by Director Plant,
THAT the AVICC send the Minister of Municipal Affairs and Housing and the Minister of Finance a letter advising of the resolution passed by the members and requesting an update on consultation with UBCM
was CARRIED

Resolution R8 – Climate Accountability for Fossil Fuel Companies

On motion by 2nd Vice President Morrison, seconded by Electoral Area Representative Winn,
THAT the AVICC send the Climate Accountability Letter drafted by Andrew Gage of West Coast Environmental Law to the 20 largest fossil fuel companies was CARRIED

Resolution R11 – BC Ferries Medical Priority Loading

Liz Cookson briefed the Executive on the current policy for the Travel Assistance Program and Medical Priority Loading. Direction for staff to meet with ferries staff to advise of the resolution, and further direction to research the current policies and bring another report back to the Executive Committee for consideration.

Resolution L1 – Speculation Tax

Liz Cookson reviewed the additional background material provided with the package and advised that UBCM had received resolutions regarding the tax for consideration at the September UBCM Convention. No action from the AVICC Executive pending the outcome of the UBCM Convention.

Resolution OF2 – Services to On-Reserve Constituents

Direction to staff to send a letter from the President in support of the Central Coast Regional District’s proposed workshop on services to on-reserve constituents at the 2018 UBCM Convention.

On motion by Director Plant, seconded by Director Braithwaite,
THAT the report on 2018 Resolutions for Executive action be received, and that staff be directed to request a meeting with the Minister of Finance regarding the new employer health tax was CARRIED

AMAC Shellfish Update

On motion by 2nd Vice President Morrison, seconded by Past President Marcotte,
THAT the notes from Nanaimo RD Chair Bill Veenhof, AVICC’s Aquaculture Management Advisory Council (AMAC) representative for Shellfish be received, and that AVICC wait until after the 2018 Civic Election to send a request to members for expressions of interest in the two AMAC Committees was CARRIED

MOTI Meeting Update

Electoral Area Representative Winn and 2nd Vice President Morrison provided an update on the meeting held on May 10th with the Honourable Claire Trevena, Minister of Transportation and Infrastructure. The meeting was held at the Legislature with elected and staff representatives from five AVICC regional districts – Sunshine Coast, Powell River, Comox Valley, Nanaimo and Cowichan Valley. The meeting covered several resolutions from the 2017 Convention including a Vancouver Island Transportation Master Plan, highway maintenance contracts, and active transportation infrastructure. This meeting built on a previous meeting with the Minister at the September 2017 UBCM Convention on concerns discussed at the 2017 EA Forum. At the May 10th meeting the Minister heard the concerns, and RD staff are preparing a follow up request letter.

On motion by Electoral Area Representative Winn, seconded by 2nd Vice President Morrison,
THAT the verbal update be received was CARRIED

CORRESPONDENCE

On motion by Director Plant, seconded by Director Cote,
That the correspondence be received was CARRIED

FUTURE PLANNING

There was general discussion on future and strategic planning, and on what the AVICC Executive would like to achieve for the coming term. Discussion included: recognition that strategy comes from the direction of the members at the AVICC Convention; a strategic plan should have a budget attached; and the difference between a strategic plan and a work plan. The Executive recognized that there could not be a full discussion on this item recognizing the time was 3:45 pm. No motions were passed.

ADJOURNMENT

At 3:45 pm, on motion by Electoral Area Representative Winn, seconded by Director Braithwaite,
that the meeting be adjourned was CARRIED

Director Edwin Grieve
President

Liz Cookson
Executive Coordinator