



**MINUTES OF A MEETING  
OF THE ASSOCIATION OF VANCOUVER ISLAND  
AND COASTAL COMMUNITIES EXECUTIVE  
HELD THURSDAY, AUGUST 30, 2018  
AT THE REGIONAL DISTRICT OF NANAIMO**

**IN ATTENDANCE:** Director Edwin Grieve, Comox Valley RD, President  
Director Ian Morrison, Cowichan Valley RD, Second Vice President  
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

**REGRETS:** Councillor Carl Jensen, Central Saanich, First Vice President  
Councillor Hazel Braithwaite, Oak Bay, Director at Large

**STAFF ATTENDANCE:** Liz Cookson, Executive Coordinator and Secretary-Treasurer

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

**AGENDA**

On motion by Director Plant, seconded by Past President Marcotte,  
THAT the agenda be adopted was CARRIED

**MINUTES**

On motion by Director Plant, seconded by EA Representative Winn,  
THAT the minutes of the June 6, 2018 Executive Committee meeting be adopted was CARRIED

**RESOLUTION R11 - BC Ferries Medical Priority Loading**

EA Representative Winn thanked Liz Cookson for forwarding information from BC Ferries on their policy on medical priority loading, and enquired when a report would be available. She advised it would be available for the October meeting.

On motion by EA Representative Winn, seconded by Past President Marcotte,  
THAT representatives from BC Ferries be invited to the October 26, 2018 meeting to give an update on the policies and future plans regarding assured loading for medical issues was CARRIED

**PRESIDENT'S REPORT**

**President's Report**

President Grieve advised he'd called several members of Strathcona Regional District personally to discuss their concerns with the resolutions process. He informed the members of changes to the resolutions process that were made by the Executive at the June 6, 2018 meeting regarding the removal of resolutions from the block. He confirmed with them that Councillor Cornfield's motion at the convention was out of order, and that there are limits to the amount of vetting that UBCM staff can do of resolutions. Liz Cookson advised that staff at the Strathcona Regional District had not contacted her regarding the Strathcona Board's June resolution instructing staff to request a meeting with AVICC.

The Executive discussed options for clarifying the resolutions process to members, and for reminding members of their responsibility to submit accurate and clearly written resolutions with appropriate background information. One option suggested was explaining the resolutions process at the LGLA session for newly elected officials in February. Liz Cookson advised that the LGLA sessions for AVICC would be held at or after the deadline for submitting resolutions, however the President will have time on the agenda and can speak about the resolutions process.

Another option discussed was to follow UBCM’s practice of awarding gold stars for the best resolutions, and to award those in the plenary session at Powell River.

On motion by 2nd Vice President Morrison, seconded by Past President Marcotte,  
THAT the AVICC Executive award Gold Stars for the best resolutions at the 2019 Powell River convention that follow the criteria used by UBCM was CARRIED

On motion by 2<sup>nd</sup> Vice President Morrison, seconded by Director Cote,  
THAT the verbal report from the President be received was CARRIED

The Executive asked for an update on the Code of Conduct to be implemented at the 2019 AVICC, and agreed that this would be revisited following observance of how the new UBCM procedures are implemented at the 2018 UBCM Convention (*motion passed at June 9, 2018 meeting was - 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*).

On motion by Director Plant, seconded by Past President Marcotte,  
THAT staff acquire a legal opinion on whether or not AVICC, as an association under the Societies Act, can refuse to admit members to the AGM and Convention if the member does not sign the Code of Conduct or contravenes the Code of Conduct was CARRIED

**FINANCIAL AND ADMINISTRATION**

**Interim Financials to July 31, 2018**

Liz Cookson reviewed the interim financials to the end of July. She noted that revenues from the 2018 Convention are better than budgeted due largely to increased sponsorship and attendance. With regard to cash holdings, there are some restrictions on use – e.g. for the Special Committee on Solid Waste and the funds remaining from the Treaty Advisory Committee contract signed in 2000 (approximately \$58,000 total). As well, since the end of July, UBCM has withdrawn monthly contract payments for June, July and August from the AVICC bank account affecting the cash balance shown in the interim statements. She advised that she had not identified any stressors on this year’s budget.

On motion by Director Plant, seconded by Past President Marcotte,  
THAT the interim financial statements and the report on the financials be received was CARRIED

**Insurance Options**

Liz Cookson reviewed the report provided to the Executive at the June 9, 2018 meeting that outlined AVICC’s history of only having insurance to cover the annual Convention. The report also described the types of insurance held by other area associations and by the UBCM. The Executive had directed staff to obtain quotes for an annual Commercial General Liability (CGL) policy that would include coverage for the Convention as well as a policy for Directors and Officers Liability (D&O).

She presented the quotes obtained from two brokers. She also advised that she had followed up with the Municipal Insurance Association of BC as instructed, and confirmed that AVICC was not eligible for coverage with MIABC. Director Cote informed the Executive that her discussions with MIABC indicated that the elected officials would have coverage when they are representing their local government, including in their roles as AVICC representatives. However, this only applied to officials of local governments that are insured by MIABC, and not all AVICC Executive Committee members are in this position.

On motion by 2<sup>nd</sup> Vice President Morrison, seconded by Director Cote,  
THAT AVICC secure insurance for Commercial General Liability (CGL) and Director and Officers Liability (D&O) annually, and that the expense of the premiums be incorporated into the annual budget was  
CARRIED

On motion by Director Plant, seconded by Director Cote,  
THAT the quotes for CGL and D&O insurance from Shaw Sabey & Associates with Trisura Guarantee Insurance Company for \$1,525 in total annually for three years be selected was  
CARRIED

### **Audit Options**

Staff requested direction from the Executive on the audit alternatives they would like researched.

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 continue with a full audit for 2018 with AVICC's current auditor, KPMG.

At the March 8, 2018 teleconference the Executive received a quote from KPMG for a review engagement with limited assurance vs. an audit with reasonable assurance. The saving for a review engagement was \$1,000. The quote noted that alternating between review engagements and audits would result in the incremental work of setting up new files in the different workflows each year, and there would be additional work around opening balances each year as the prior year figures would not have been audited.

The Executive also discussed having an audit every second year with a notice to reader engagement in alternative years. Staff was directed to bring back additional quotes to the October meeting as well as research what level of assurance is provided by an Audit, a Review Engagement and a Notice to Reader.

### **Block Resolution Process at 2018 AVICC Convention**

Based on direction from the June meeting, Liz Cookson prepared a summary of the 2018 AVICC Convention's Sunday morning resolutions session. She reviewed the summary report with the Executive. The Executive gave direction to staff to discuss an orientation session at the Convention for newly elected officials with AVICC's Convention Committee (1<sup>st</sup> Vice President and Director Braithwaite).

## **DELEGATION**

### **Delegation on Social Procurement/Community Benefit Hub**

Mayor Josie Osborne, District of Tofino and Mayor Lisa Helps, City of Victoria joined the meeting. Mayor Osborne distributed a 27 page package with information on the community benefit hub proposal. She advised that the package would be going out to all local governments within the AVICC region with a request for funding in the form of member dues that would be the same amount as AVICC member dues. The funding is proposed to come from AVICC members' 2019 budgets.

The community benefit hub would be located at the City of Victoria and staffed by a consultant. Staff from several local governments will be reviewing the proposals from various consultants before the contract is awarded.

The AVICC Executive suggested waiting until after the civic election to distribute the package to ensure that newly elected representatives receive it. In response to questions, Mayor Osborne advised that UBCM is not involved in the hub, but is aware of the initiative. Mayor Osborne also advised that indigenous groups are not being approached about being part of the hub at the moment, and the group is only looking at AVICC local governments for now. In response to a question about what their “ask” is, Mayor Helps indicated the group is looking for an open relationship with AVICC, and would like 5 minutes at the AVICC lunch at UBCM to present to members. President Grieve thanked the group’s representatives for attending as a delegation to present their initiative. Mayor Osborne and Mayor Helps left the meeting after the lunch break.

Following the delegation’s presentation, the Executive discussed supporting the group’s initiative in principle, or alternatively supporting the initiative as presented. Staff noted that it would be prudent to take the time to read the material in the package as it relates to the AVICC since there has been confusion from members on whether this is an initiative of the AVICC, and whether it is AVICC that is collecting the membership fees. As well, the previous ask and earlier documents from the group included obligations for the AVICC to take over the hub after the pilot. The current documents still include references to AVICC but without reviewing them it is not clear if there are any obligations being assigned to AVICC.

On motion by Director Plant, seconded by 2<sup>nd</sup> Vice President Morrison,  
THAT the AVICC receive the delegation’s presentation, and that the materials distributed by the presenters be referred to staff for review and a report back on the consequences of the AVICC Executive endorsing their initiative was CARRIED

The Executive discussed the group’s request to present to the delegates at the AVICC lunch during the UBCM convention. The Executive noted that the Premier would already be addressing the delegates, and determined AVICC should continue its practice of not having additional presentations during this networking time. President Grieve advised he would inform the group, and will make a reference to their initiative during his speaking notes.

## **CONVENTION**

### **2018 UBCM Convention**

Liz Cookson reviewed the planning for the AVICC lunch including seating arrangements. The list of delegates registered for the lunch was distributed with the meeting package. The Executive confirmed that there should be two VIP tables at the front, and that the only Ministers to be invited to sit at the VIP tables would be the Premier and the Deputy Premier. UBCM Executive members from AVICC members would also be invited.

Liz Cookson also reviewed the three meetings set up by AVICC with the Minister of Environment, the Minister of Transportation and Infrastructure, and the Minister of Finance. She advised that 1<sup>st</sup> Vice President Jensen had indicated an interest in representing AVICC at the meeting with the Minister of Finance on the new employer health tax (an AVICC Executive resolution) since those in the original meeting request (Directors Plant and Braithwaite) would not be attending UBCM. Director Plant offered to coordinate with 1<sup>st</sup> Vice President Jensen.

### **2019 Convention Planning**

President Grieve and Liz Cookson gave an update on their July site visit to Powell River for the 2019 Convention. Liz Cookson advised that based on the layout in the recreation complex, there would be theatre seating as well as tables for the delegates during the plenary sessions. The trade show will be held in the foyer, and the welcome reception will also be held there.

In 2010, City of Powell River Councillor CaroleAnn Leishman had arranged for local artists to perform on the stage in the theatre during the welcome reception. She advised that many delegates weren't aware of the performances until they were almost over. Liz Cookson to coordinate with Councillor Leishman to ensure this situation is avoided in 2019.

Councillor Leishman has also offered to arrange live music for the banquet reception and through the dinner. They musicians will perform from the stage in Dwight Hall, and the post dinner band will perform on the main floor.

Liz Cookson advised that Mark Collins, CEO of BC Ferries has been confirmed as the keynote speaker with no charge to the AVICC for his travel costs and no speaking fee. At past conventions AVICC has provided a donation to a charity when the keynote speaker did not charge for their appearance. EA Representative Winn reviewed some of the charities supported by BC Ferries that are noted on their corporate website.

On motion by 2<sup>nd</sup> Vice President Morrison, seconded by Director Plant,  
THAT the report on 2019 Convention Planning be received, and that a donation of \$2,500 be made to a charity to be chosen by keynote speaker Mark Collins, CEO, BC Ferries in lieu of a speaker fee was

CARRIED

### **2020 and 2021 Host Communities**

Liz Cookson reviewed the expressions of interest to host future conventions that were received based on the request she sent out to members on July 11<sup>th</sup>.

On motion by Director Cote, seconded by Past President Marcotte,  
THAT the City of Nanaimo be selected as the host community for the 2020 Convention from April 17-19, 2020 and that the District of Ucluelet be provisionally selected as the host community for the 2021 Convention from April 16-18, 2021 subject to a site visit by staff to confirm suitability of the proposed venues was

CARRIED

### **2018 Convention Banquet Invoice**

The Executive Committee discussed the complaint from Councillor Begon from the Village of Gold River. She had signed up at the door for the banquet at the AVICC Convention, and felt she should not have to pay as the Fairmont Empress could not accommodate her dietary restrictions for the main course. The Fairmont Empress has advised that they did not receive any requests for substitutions on the night, just the list of dietary restrictions that Liz Cookson had provided to them in advance.

On motion by Director Cote, seconded by Past President Marcotte,  
THAT staff be directed to mail back the cheque for the banquet to Councillor Begon with a suggestion to register ahead of time for future banquets in order to allow the caterers to plan for dietary restrictions was

CARRIED

## **POLICY**

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

President Grieve provided a verbal update on the Special Committee, and the meeting planned for September 10<sup>th</sup> in Whistler with the Minister of Environment. 2<sup>nd</sup> Vice President Morrison and EA Representative Winn will also be attending the meeting. The focus of the meeting will be on advising the Minister of the work of the Special Committee, and asking for staff support from the Ministry.

On motion by Director Plant, seconded by Past President Marcotte,  
THAT the verbal report on the Special Committee on Solid Waste Management be received was  
CARRIED

### **Southern Resident Killer Whale Advisory Group - Representative Request**

Liz Cookson gave a summary of her conversation with Lee Harber from the DFO about the request for a representative from AVICC. Mr. Harber advised that:

- the group had met previously, but there had been direction from Ottawa to add a representative from AVICC;
- the representatives from the federal and provincial government are all staff members, not elected officials;
- the representative should be able to present views of local governments across the region, and to disseminate information to the relevant parties;
- the individual does not need to be an expert;
- the advisory group is not a working group, but a forum for engaging with groups, and not overly technical;
- meetings will be held in Metro Vancouver;
- the term is expected to be 12-18 months;
- the DFO may be able to help with travel costs, but does not provide remuneration for attending the meetings

2<sup>nd</sup> Vice President Morrison and Director Cote both expressed interest in being appointed as the AVICC representative on the Southern Resident Killer Whale Advisory Group. Director Cote also recommended that AVICC suggest West Coast Aquatics as one of the related working groups.

President Grieve advised that he had already spoken to Mayor Josie Osborne from the District of Tofino about the appointment. During the review of AVICC Bylaws and Executive Policies, the AVICC Executive had determined that the President was authorized to make appointments to external committees.

On motion by Director Plant, seconded by Past President Marcotte,  
THAT the correspondence from the DFO regarding a representative from AVICC to the Southern Resident Killer Whale Advisory Group be received, and that the AVICC Executive refer the decision to the AVICC President was  
CARRIED

## **CORRESPONDENCE**

On motion by Director Plant, seconded by Past President Marcotte,  
That the correspondence from Mayor Leslie Baird of Cumberland on single use plastics be received was  
CARRIED

On motion by Director Plant, seconded by EA Representative Winn,  
That the correspondence from Gordon Ruth, Auditor General for Local Government on the AGLG Annual  
Report be received was  
CARRIED

On motion by Director Plant, seconded by Director Cote,  
That the correspondence from Peter Stockdill, Council of BC Yacht Clubs on Geoduck Water Tenure be  
received and forwarded to Bill Veenhof, Chair, Nanaimo Regional District as AVICC's representative on  
the AMAC Shellfish group for comment back to the AVICC Executive was  
CARRIED

## **FUTURE PLANNING**

Director Plant requested an update from AVICC staff on work load following the report from Glen Brown,  
UBCM General Manager, Victoria Operations at the June 6, 2018 meeting.

Liz Cookson advised that today's in-person meeting was an additional meeting that in the past has been  
a teleconference for just one topic – planning for the upcoming UBCM Convention. The full agenda for  
the face-to-face meeting today required additional reports, arranging catering, booking the room, and  
coordinating the delegation. The contract with UBCM stipulates the only support provided in July and  
August is to be for urgent and emergent issues, however this has not been the case this summer or the  
last two summers with regular levels of service provided to AVICC.

Liz Cookson advised she had not been able to complete some of the reports requested at the June 2018  
meeting including the audit report, the BC Ferries priority loading report, or the revised executive  
policies report. She has researched insurance options and obtained quotes; arranged and conducted a  
site visit to the 2019 host community with the AVICC President; prepared a request for expressions of  
interest for future convention host communities; wrote meeting requests and summary notes in order  
to set up three meetings with provincial ministers for the UBCM Convention, and has been working with  
RD staff on the briefing notes and support material. She also chaired a meeting with RD CAOs regarding  
the Special Committee on Solid Waste; put together the agenda and meeting package for the full Special  
Committee in August; and set up a meeting with the Committee's Communications Group. In addition to  
AVICC work she has been providing support to UBCM for its upcoming convention.

The Executive Coordinator position is based on providing administrative services to support AVICC. She  
suggested that it might be preferable to have work requests routed through her manager, Glen Brown to  
ensure she is providing support at the level outlined in the contract. However, she noted he has no  
involvement in or visibility of her work so this would require a change in practice at UBCM.

On motion by Director Plant, seconded by Director Cote,  
That the President and Past President meet with Glen Brown and bring a report back to the October 26,  
2018 Executive meeting with options was  
CARRIED

**ADJOURNMENT**

At 3:00 pm, on motion by President Grieve, seconded by Director Plant,  
that the meeting be adjourned was

CARRIED

---

Director Edwin Grieve  
President

---

Liz Cookson  
Executive Coordinator and Secretary-Treasurer