

# **AVICC EXECUTIVE POLICIES**

## **AS OF NOVEMBER, 2018**

### **1 MEDIA RELATIONS**

- (a) The President is the recognized spokesperson for the AVICC. All media inquiries that are seeking the official position or reaction of AVICC should be referred to the President.
- (b) The Vice Presidents, in order of seniority, may act in the absence of the President.
- (c) Directors will not act as spokespersons for AVICC unless they have first consulted with the President and been authorized by the President.
- (d) Directors may speak externally about AVICC issues and topics discussed provided that confidential requirements are followed and that their statements do not undermine the reputation or the integrity of the Executive.

### **2 AGENDA PREPARATION**

- (a) A schedule of Executive meetings will be placed on the AVICC website.
- (b) Agenda material sent to Executive members prior to an Executive meeting shall remain confidential until disposed of by subsequent Executive action and direction.
- (c) The agenda and supporting material should be provided to all Executive members by email on the Monday prior to the Executive meeting.
- (d) The President or Secretary-Treasurer may, prior to the opening of the meeting, place before the Executive:
  - additional materials that support agenda items;
  - new items of business (as have been received from members or provincial or federal government) that were not known prior to the date on which the agenda was circulated and which are prudent to the dealt with by the Executive at the meeting.
- (e) It shall be prudent for the Executive to refer such items deemed not of an urgent nature to the next Executive meeting.
- (f) Other items not appearing on the agenda shall not be placed before the Executive without approval of 5 or more AVICC Directors at the meeting.
- (g) Any Executive member wishing to bring forward any new matter or point of information shall do so under "OTHER BUSINESS". Any new matter of major import, which may require further information than could or would normally be available to the Executive at such a meeting, may be ruled by the President, as a "notice of motion" and be placed on the agenda of the next meeting of the Executive.

### **3 PUBLIC INFORMATION**

- (a) Press Releases are encouraged to promote AVICC activities, decisions, projects and services. Press Releases are to be reviewed and approved by the President and Secretary-Treasurer, and are to be sent from the AVICC office on official AVICC letterhead in order to be copied to the media, Executive and posted on the AVICC website. The contact person for Executive matters is the President and the contact person for operational matters is the Secretary-Treasurer.

### **4 CUSTOMER SERVICE**

- (a) The AVICC will maintain an updated user friendly website to provide the members with information regarding Executive decisions, Executive meeting schedules, minutes and activities/events.
- (b) All requests for posting information to the website will be coordinated through the Executive.
- (c) Information appearing on the AVICC website will not be used to promote an individual business over any other, but will always strive to promote the AVICC.
- (d) Information appearing on the AVICC website will not be used to promote an individual political philosophy, but will strive to promote AVICC philosophies and goals as envisioned by the AVICC Executive as a whole.
- (e) Email is to be used for business purposes and should be business like in format and tone. Email received by the AVICC will be identifiable through a sign off providing the correspondent's full name, address and phone number. Un-signed email will be treated as anonymous.
- (f) Telephone callers calling the AVICC for the purpose of statement of opinion or to make complaint will be told their opinions and complaints are to be submitted in writing and must include a return address in order to be considered by staff or the AVICC Executive.

### **5 HANDLING CORRESPONDENCE**

- (a) Incoming Correspondence  
The Secretary-Treasurer shall route all correspondence in accordance with the following guidelines:
  - Correspondence addressed to "President" or a specific "Director", unless of a personal nature, will be placed on the Executive agenda.
  - Correspondence that is unsigned, unaddressed, form letters, or journal information will not be actioned.
  - All correspondence addressed to the Executive Committee will be placed on the agenda.

(b) Outgoing Correspondence

- All official correspondence of the AVICC shall be sent out under the letterhead of the AVICC and shall be used for the purpose of obtaining or giving information or conveying the official position of the AVICC established by resolution adopted at a regularly constituted meeting. All official correspondence under the signature of the President will be reviewed by the Secretary-Treasurer before being sent out with appropriate filing for archival purposes.
- All correspondence sent by the AVICC to a federal or provincial minister shall be sent out under the signature of the President.

**6 ESTABLISHING COMMITTEES**

- (a) Subject to Part 9 of the AVICC Bylaws, the Executive shall appoint and define the powers and duties of every Committee. There are two standing committees, the Nominating Committee and the Resolutions Committee.
- (b) The Nominating Committee shall consist of the Immediate Past President and the Secretary-Treasurer. In the event that there is no Immediate Past President to fill the role of Chair of the Nominating Committee, the Executive will determine the Chair of the Nominating Committee by a resolution of the Executive.
- (c) There shall be a Resolutions Committee composed of all members of the Executive.
- (d) The Resolutions Committee shall:
- examine all resolutions submitted to the Convention;
  - review and make recommendations to the best of its ability based on the information provided by the membership;
  - recommend in favour of or against the resolutions respectively;
  - may correlate resolutions; and
  - may recommend amendments.

**7 APPOINTMENTS TO EXTERNAL COMMITTEES**

- (a) The President may appoint representatives on behalf of the AVICC to external committees. The Executive will be advised of any appointment requests and of the President's proposed appointee. The appointee shall regularly report back to the AVICC Executive on the work of the external committee.
- (b) The Executive will determine on a case by case basis for each external committee appointment whether AVICC will reimburse the representative for travel costs and whether the representative will be paid a per diem for representing the AVICC on the external committee.

## **8 EXECUTIVE POLICY ON EXPENSES**

- (a) Expenses shall be reimbursed for Executive members on authorized business of the Association except for attending the Annual AVICC and UBCM Conventions. No travel expenses nor part of other expenses normally incurred by Executive members in attending the Annual AVICC or UBCM Conventions will be borne by the AVICC.
- (b) In addition, expenses will not be reimbursed for attendance at the Executive meeting that immediately precedes the Annual AVICC Convention except for the per diem and a maximum of one night's extra hotel accommodation costs incurred by attendance at that meeting.
- (c) Reimbursable expenses will be per diem allowance, travel allowance and hotel expense for room rental. Receipts for all charges except car mileage and per diems will be required for reimbursement.
- (d) Where travel to and from a meeting can reasonably be commenced by 7:00 am with return travel completed by 7:00 pm, no additional per diem for travel, hotel expense or other expense will be allowed.
- (e) If a director is aware in advance that their travel arrangements are likely to result in higher costs than would typically be expected, they should seek pre-approval from the President to ensure that the costs will be deemed eligible for reimbursement.

### **8.1 PER DIEM**

The meeting per diem is \$150, but modified as far as travel time is concerned as follows:

- When travel can be commenced after twelve noon, then one-half the per diem shall be charged for that day.
- On returning home if travel can be completed by twelve noon, then one-half the per diem rate shall be charged that day.
- a \$75 per diem for an Executive Committee member attending an AVICC Executive Committee meeting held by teleconference and a \$75 per diem for a member who calls in to an in-person meeting was approved on October 28, 2016.

### **8.2 TRAVEL ALLOWANCE**

- (a) Air transportation, if available, shall be the primary method of travel unless the overall expenses will be less if travel is by car. The return airfare available shall be allowed, plus ground transportation at both ends of the journey.
- (b) Reimbursement for ground transportation shall be:
  - First Alternative – by taxi;
  - Second Alternative – by personal vehicle allowing for car mileage from home to airport and return and any airport parking charges;

- Third Alternative – by rental car with the maximum allowable claim to be the equivalent of taxi fare;

If the use of a personal vehicle with applicable airport parking charges is the least expensive method, car mileage from home to airport and return and any airport parking charges shall be reimbursed.

If air transportation is not possible due to inclement weather or absence of airline service, or for other valid reasons, charges for other methods of travel, additional per diems and overnight hotel accommodation charges will be accepted. A written explanation may be requested to support the additional charges.

If air transportation, although available, is not utilized because of an Executive member's own choice, expenses will only be paid based on the lowest return air fare available, plus least expensive ground transportation available at either end where applicable, and the number of per diem days and overnight hotel accommodation needed as if air travel had been used.

- (c) The mileage allowance for car travel shall be at the current provincial rate.
- (d) Ferry charges will also be reimbursed where necessary.

### **8.3 HOTEL EXPENSE**

- (a) Room rental expense shall be paid on single-occupancy rate and shall be substantiated by receipts. Where private lodging is used in lieu of commercial accommodation, reimbursement of \$40 maximum per day may be claimed.

### **8.4 ATTENDANCE AT OTHER AREA ASSOCIATION CONVENTIONS**

- (a) The AVICC President or their authorized delegate shall be authorized to attend the Annual Convention of other Area Associations, one per year, on a rotation basis (AKBLG, NCLGA, LMLGA and SILGA) to represent AVICC.
- (b) The travel expenses, registration fees, a per diem allowance of \$100 per day and \$50 per half day, and hotel accommodation for attending the Area Association conventions shall be borne by AVICC.

### **8.5 MEMBER VISITS**

- (a) The AVICC President or their authorized delegate shall be authorized to conduct member visits as deemed appropriate ensuring that all members are visited on a regular rotational basis and adhering to the approved budget.
- (b) The travel expenses, a per diem allowance of \$100 per day and \$50 per half day, and hotel accommodation shall be borne by AVICC.

## **8.6 EXPENSE REIMBURSEMENT PROCESS**

- (a) All requests for reimbursement of eligible expenses with required receipts must be submitted to the Secretary-Treasurer who will review the claim and may:
- Approve as submitted;
  - Seek clarification or request written explanation and refer to the President, or First Vice-President for President's expenses, to confirm that the expenses were in pursuit of AVICC-approved business or that the expenses are eligible for reimbursement under the approved policy; and
  - In a timely manner, reimburse all eligible expenses and communicate decision of President or First Vice-President if any expenses are deemed ineligible.

## **9 EXECUTIVE**

- (a) As set out in section 5.2 of the Association bylaws, there shall be an Executive composed of:
- the President, 1<sup>st</sup> Vice President and 2<sup>nd</sup> Vice President
  - the Immediate Past President, who shall be the last president to have completed the term of office as President;
  - an Electoral Area Representative
  - three Directors at Large
- (b) No person shall be elected more than twice, whether consecutively or otherwise, as President of AVICC.
- (c) No person shall hold a position as a Table Officer of AVICC unless elected as a Table Officer by the membership of AVICC with the exception of the position of immediate Past President which position is automatically conferred on the last individual to hold the position of President.
- (d) In the event of a vacancy occurring amongst the Table Officers, the next ranking Officer willing to serve shall fill the vacancy, provided that if the office of President can not for any reason be filled as aforesaid, the Executive shall call a special election for the office of President and such election may be held by a mail ballot pursuant to the rules and procedures established and determined by the Executive.
- (e) In the event of a vacancy:
- Of the Directors at Large, the Executive may appoint, from amongst persons qualified to be elected to the Executive, Acting Directors at Large equal to the number of vacancies for the term remaining;
  - Of the Electoral Area Representative, the Executive may appoint a person qualified to hold the office to fill the position for the term remaining;
  - Of Table Officers remaining after changes set out in 9.1(d), the Executive may appoint additional Directors at Large from amongst persons qualified to be elected to the Executive in order to maintain 8 persons on the Executive for the term remaining.

- (f) Executive Committee directors may not also serve on the Executive of any other Area Association under the UBCM.

## **10 MEMBERSHIP**

As referenced in Part 3 of the AVICC Bylaws, the criteria established by the Executive for applications for AVICC membership are:

- (a) elected representation;
- (b) ability to tax;
- (c) ability to exercise regulatory power or provide local services. (June 2013)

## **11 LIFE MEMBERSHIP**

- (a) Life membership may be granted by resolution of the Executive to persons who have made a significant contribution to local government in British Columbia. All Past Presidents shall be life members.
- (b) Life members who no longer hold elected office of a member local government shall have the privilege of the floor but shall not be entitled to vote.
- (c) Life Members who no longer hold elected office of a member local government shall be offered complimentary registration to attend the annual convention including complimentary admittance to any AVICC networking events.

## **12 CONVENTION**

- (a) The Executive shall determine the location of the AGM and Convention that is held annually in April, and shall attempt to alternate annually the location between larger communities with conference centres and smaller communities using recreation or community centres.
- (b) A late registration surcharge of 20% of all registration fees will be charged for registrations after the early bird date set by the Secretary-Treasurer has ended.
- (c) Refunds of prepaid convention fees will be made on the following basis:
  - Cancellation received prior to 14 days before convention starts – 100% refund.
  - Cancellation received between 13 and 7 days before convention starts – 50% refund.
  - Cancellation received 6 days before convention starts – no refund.
- (d) Complimentary Convention Registration for Government officials.  
The following individuals shall receive complimentary convention registrations for the business program:
  - Cabinet Ministers
  - Members of the Legislative Assembly
  - British Columbia Members of Parliament

- (e) Presidents or the designate of the President of the four UBCM area associations will receive complimentary full registrations including networking events.
- (f) AVICC Secretary-Treasurer may attend one area association Convention every two years with travel and any registration costs covered by the AVICC. (October 2013).
- (g) The Convention will be scheduled Friday afternoon though to noon on Sunday, allowing for an optional Pre-Convention Program on the Friday morning. (June 2015)
- (h) Business sessions and tours be restricted to registered delegates and presenters on the agenda for the business sessions, and that partners, spouses and guests are not eligible to attend business sessions and tours without the prior approval of the Executive Committee. (January 2016)
- (i) The AVICC Office is not able to distribute materials related to individual resolutions to the membership. (March 2016)
- (j) The Chamber of Commerce or Tourism Office for all host communities shall be offered a complimentary booth in the trade show. (March 2016)
- (k) That if space permits, and requests are first vetted through Executive, staff can provide a complimentary table at future tradeshow to non-profit organizations (March 2014)
- (l) Invitations to Party Leaders to attend and address the delegates are not transferable to other party members (March 2018)
- (m) Invitations to Cabinet Ministers, MLAs and MPs are not transferable to provincial staff (March 2018)

### **13 SPONSORSHIP**

- (a) The purpose of sponsorship is to enhance the exchange of information between local government representatives and other governments, agencies, corporations, associations, and organizations in our member communities. Sponsorship arrangements are an important source of funding for the AVICC Convention and other events allowing the Association to keep the cost of such events affordable for all local governments.
- (b) A sponsorship is a mutually beneficial business exchange between AVICC and an external organization (the sponsor) whereby the sponsor contributes funds or in-kind services to the Association in return for recognition, acknowledgement or other promotional considerations. Sponsorships typically involve a relationship between the sponsor and a specific program, event, service or activity being sponsored. Tax receipts are not issued for funds, products or in-kind services made to the AVICC.



- (c) There are three types of sponsors:
- Group 1 - other governments, government agencies and crown corporations;
  - Group 2 - associations and non-profit organizations; and
  - Group 3 - private for profit corporations.
- d) AVICC will consider all sponsorship proposals, but is under no obligation to accept any of them. Criteria for consideration and process for approving sponsorships is as follows:
- i) Group 1 – Approval is typically automatic based on the definition of the group.
- ii) Groups 2 and 3 – Approval is at the prerogative of the Executive and is based on the following criteria:
- The sponsor’s public image, mandate, products and services must be consistent with the goals and values of AVICC; and
  - The sponsorship must not result in, or be perceived to result in any competitive advantage, benefit or preferential treatment for the sponsor outside of the identified benefits associated with the sponsorship agreement.
- iii) All sponsorship agreements shall be evaluated on an annual basis to determine continued benefit.
- f) AVICC shall retain ownership and control over any sponsored property or activities.
- g) AVICC does not endorse the products, services or ideas of the sponsor. Sponsors are prohibited from implying that their products, services or ideas are sanctioned by AVICC.
- h) All sponsorship relationships shall be confirmed in writing. A written offer or invitation to sponsor and a subsequent acceptance are sufficient to establish the relationship. The term of such agreement is the completion of the activity or event associated with the sponsorship.
- i) Benefits to the sponsor are to be commensurate with the size and scope of the sponsorship. Executive will review annually the regular sponsorship opportunities and their associated benefits available in relation to the annual Convention. Sponsorship opportunities and associated benefits for other events organized by the Association will be reviewed and approved by the Executive.

## **14 DUES**

- (a) Part 3, section 3.7 of the AVICC Bylaws states the amount of the annual membership dues and payments dates will be set out in the Executive Policies.
- (b) The Executive will determine the dues annually by Executive resolution, and will present the proposed dues to the members at the AGM for approval.

- (c) Dues will be based on a calendar year, so dues approved at the April AGM will apply for January to December of the same year as the April AGM.
- (d) Dues will continue to be based on a sliding scale of population levels using the methodology in place at the 2018 AGM and Convention.

## **15 SIGNING AUTHORITY**

- (a) The Executive will confirm the signing officers annually following the AGM. As of 2018 the Signing Officers are the Past President, President, 1<sup>st</sup> Vice President, Secretary-Treasurer, UBCM General Manager of Operations, Victoria and UBCM Chief Financial Officer.
- (b) Cheques written on the AVICC bank account will continue to require two signatures.

## **16 RESOLUTIONS PROCESS**

Part 4, section 4.25 of the AVICC Bylaws provides the Executive with authority to set the policies and procedures by Executive Policies for member resolutions at the AGM and Convention. The Executive has determined the following policies:

- (a) The deadline for Annual Resolutions to be submitted to the Secretary-Treasurer for consideration at the AGM and Convention shall be determined annually by the Executive with the intent of a period between 40 to 60 days.
- (b) Copies of the Annual Resolutions received by the Secretary-Treasurer shall be distributed to the member's administrator at least 14 days prior to the annual general meeting.
- (c) Annual Resolutions in keeping with existing UBCM policy or previously considered and endorsed resolutions may be grouped into a block of resolutions. Resolutions in the block will not be debated separately, and will be voted on as a group.
- (d) Members may move a motion to remove individual resolutions from the block to be debated separately, and those motions to remove will require a simple majority to pass. Once removed from the block, the resolutions removed require a simple majority to pass.
- (e) Members 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.
- (f) Late resolutions are those resolutions received after the deadline established by the Executive. Late Resolutions will only be recommended for debate if they relate to issues that are emergency in nature or were unknown at the time of the resolutions deadline.
- (g) Late Resolutions must be submitted to the Secretary-Treasurer by noon of the Wednesday prior to the AGM. Beyond that deadline, additional resolutions may be introduced as off the floor resolutions.

- (h) The Executive will make recommendations in a Late Resolutions report on which of the Late Resolutions shall be entered for debate. Members will vote on the report, may put forward a motion to accept a late resolution for debate that was not recommended for debate by the Executive. Such motion to override the Executive's recommendation and allow the resolution to be admitted for debate will require a 60% vote to pass. If the resolution is accepted for debate, the resolution will then require a simple majority to pass.
- (i) Members may put forward a motion to accept an off the floor resolution for debate, and such motion will require a 60% vote to pass. Off the floor resolutions will only be accepted for debate following the debate on late resolutions. If accepted for debate, the resolution will require a simple majority to pass.
- (j) The Executive will determine the number and length of sessions at the Convention for debate of resolutions, and will determine the Executive representatives that will chair each session.
- (k) Should debate continue on a resolution for an undue length of time, then in the absolute discretion of the Chair, the resolution may be cleared from the floor by the Chair deciding to refer the resolution to the Executive Committee for further consideration and subsequent report. Any voting member may move without seconder a motion "do members support the Chair's decision to refer the resolution to the Executive Committee?" which motion must be forthwith put to the vote without debate. If members do not support the referral, debate on the resolution shall continue until the question on the resolution is called.
- (l) There will be no debate on a motion to refer a resolution to the AVICC Executive.
- (m) The sponsor of a resolution will have three minutes to address the delegates.
- (n) Subsequent speakers will have two minutes to address the delegates.
- (o) The Executive may specify additional Convention Rules for handling resolutions. The rules will be included in a Convention Rules document for endorsement by the membership at each AGM and Convention.

## **17 NOMINATION PROCESS**

Executive has determined the following procedures for nominations to the Executive Committee as referenced in Part 5, section 5.7 of the AVICC Bylaws:

- (a) The deadline for nominations to the Executive Committee shall be the same as the date set as the deadline for Annual Resolutions. The Executive shall issue a call for nominations for each of the positions on the Executive Committee.
- (b) Nomination forms must be signed by the nominee, and by two other member representatives, and must be delivered to the Secretary-Treasurer by the deadline. An email with a scan or photo of the signed nomination form is deemed acceptable.

- (c) The Nominating Committee will review the credentials of nominees and nominators to ensure they are qualified as member representatives (elected officials of AVICC member organizations).
- (d) The name, elected office and local government of each nominee will be distributed to the membership ahead of the AGM and Convention.
- (e) A member representative may be nominated from the floor for a position on the Executive Committee during the AGM and Convention by a motion moved and seconded by two member representatives. The nominee must be present and accept the nomination.
- (f) The Nominating Committee Chair will report to the members during the AGM and Convention at the times set out in the Convention program.
- (g) Elections for positions on the Executive Committee will be held at times set out in the Convention program. Election will be by ballot, and member representatives will present their voting card to the scrutineers in order to receive a ballot.