



**MINUTES OF A MEETING
OF THE ASSOCIATION OF VANCOUVER ISLAND
AND COASTAL COMMUNITIES EXECUTIVE
HELD FRIDAY, OCTOBER 26, 2018
AT THE REGIONAL DISTRICT OF NANAIMO**

IN ATTENDANCE: Director Edwin Grieve, Comox Valley RD, President
Councillor Carl Jensen, Central Saanich, 1st Vice President (by teleconference)
Director Ian Morrison, Cowichan Valley RD, 2nd Vice President
Councillor Hazel Braithwaite, Oak Bay, Director at Large (by teleconference)
Director Penny Cote, Alberni-Clayoquot RD, Director at Large
Councillor Colin Plant, Saanich, Director at Large (by teleconference until lunch)
Director Ian Winn, Sunshine Coast RD, EA Representative
Director Mary Marcotte, Cowichan Valley RD, Past President

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

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

AGENDA

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

MINUTES

On motion by 1st Vice President Jensen, seconded by EA Representative Winn,
THAT the minutes of the August 30, 2018 Executive Committee meeting be adopted was CARRIED

There was discussion on the item relating to the DFO Advisory Group on Southern Resident Killer Whales. The discussion did not require any adjustments to the minutes from the August 30th meeting.

PRESIDENT'S REPORT

President's Report

President Grieve congratulated members on their successful re-election to local government office, and said he was looking forward to continuing to work with the existing Executive. He thanked EA Representative Winn for his service to AVICC, and wished him well in his upcoming retirement from elected office. President Grieve noted that AVICC is regulated under the Societies Act, and not the Community Charter or Local Government Act. The process for filling the EA Representative position on the Executive Committee would be dealt with in accordance with AVICC bylaws.

President Grieve commented that there were no burning issues arising from the UBCM Convention last month, and that would allow AVICC to focus on its own areas of advocacy. He thought it had been a useful convention, and that the AVICC lunch with the Premier went very well. President Grieve would be attending the UBCM Executive meeting in Richmond mid November, and would report back to the Executive in December.

President Grieve also noted there was work to do on getting ready for the AGM and Convention in Powell River, and that the City and Regional District staff and elected officials were enthusiastic about getting involved.

On motion by Director Plant, seconded by Director Cote,
THAT the verbal report from the President be received was

CARRIED

FINANCIAL AND ADMINISTRATION

Executive Committee Vacancies

Liz Cookson reviewed the requirements under the AVICC bylaws as well as past practice followed to fill vacancies on the Executive Committee. Following the 2018 local government election, all Executive Committee members that ran were returned to office and therefore able to continue on the Executive.

EA Representative Winn chose not to run in 2018 and will be retiring from public office when his term ends shortly. This position must be filled, and may only be held by an AVICC member who is an Electoral Area Director. The Executive has the authority to appoint replacements, but past practice has been to request nominations from the membership before making an appointment. Any AVICC member may nominate an Electoral Area Director for EA Representative, but only Electoral Area Directors may vote for the EA Representative at the AGM. This is consistent with UBCM policy.

The Executive also discussed a process for filling the position of Past President in the event that the person who was the incumbent was not re-elected or was otherwise not willing or able to serve. Several options were discussed including going back to previous past presidents. In 2011 the Executive had appointed an additional Director at Large and left the Past President position unfilled when former Past President Causton had chosen not to run for elected office.

Liz Cookson noted that the Past President must be an elected official, and that under AVICC Executive Policies the Past President serves as the Chair of the Nominating Committee. The Executive may determine the procedure for appointing the Chair of the Nominating Committee if there is no Past President. If a policy is determined, it would be added to the Executive Policies. Any selection or policy would have to fulfill the restriction in the bylaws that any person serving on the Executive must be an elected official of an AVICC member.

On motion by Director Plant, seconded by 2nd Vice President Morrison,
THAT the report on handling Executive Committee vacancies be received, AND THAT staff be directed to distribute a request for nominations for the position of Electoral Area Representative was CARRIED

AVICC Code of Conduct

Liz Cookson referred to the UBCM Convention Code of Conduct material included in the meeting package, and advised that UBCM would be reviewing how well the process had worked at the 2018 UBCM Convention. UBCM paid to have a lawyer on-site during the convention to act as a mediator in the event of any complaints, and covered the lawyer's travel expenses, hotel room and on-call rate for part of each day.

UBCM also did not confirm that each Convention delegate had filled out the online form before they were allowed to collect their nametag and registration package. One option under consideration is to require delegates to tick a box on the online registration form indicating they agree to abide by the convention code of conduct. The onus would be on any staff member filling out the registration form on behalf of the delegate to ensure the delegate is aware of the provisions of the code of conduct. UBCM staff will be bringing a report back to the UBCM Executive that President Grieve will have an opportunity to review and bring back comments to the Executive.

The Executive discussed options for implementing a code of conduct at the AVICC Convention including possibly having an AVICC table officer, the AVICC Parliamentarian or a local government human resources staff member act as the mediator. Liz Cookson noted that the AVICC Convention is held over the weekend so there could be costs involved in hiring a staff member. The Executive also considered the skills required for a mediator, and determined that those skills weren't necessarily consistent with a Parliamentarian's skill set or the training of a table officer.

The Executive considered whether the code would extend beyond delegates and apply to social events noting that any criminal incident would be reported to the RCMP rather than mediation. There was concern about a policy that was too broad, and that could not be enforced. Liz Cookson commented that AVICC was starting from zero, and could phase in a roll out as UBCM is doing. A first step could be to include a simplified version of UBCM's code on the AVICC registration form, and refer to it in the opening of the convention.

As a follow up to the legal opinion requested at the August 30th Executive Meeting, Liz Cookson spoke to Natalie Sparling of Clay and Company, the solicitor who had prepared AVICC's new bylaws. The question to Ms. Sparling was whether AVICC has the right to prevent a member who does not sign or comply with the code from attending the AGM & Convention.

Ms. Sparling advised that the bylaws currently include a provision to expel a member but notice must be given 14 days in advance. She noted that AVICC is also governed by Robert's Rules of Order that set out how to deal with a disruptive member during debate. If the member does not respond to the Chair's request for decorum, members may pass a motion that discipline be taken against the member including removal from debate. However this does not cover non-admittance to other convention sessions. Ms. Sparling recommended a bylaw amendment to give Executive the power to discipline including removing a member from the convention. Currently only misconduct at a meeting can be actioned.

On motion by 1st Vice President Jensen, seconded by Director Plant,
THAT the President work with staff to develop a draft policy to bring to the next in-person meeting with the intention to implement the policy for the 2019 Convention was CARRIED

1st Vice President Jensen left the teleconference at 11:00 a.m. and indicated he would re-join after a conflicting meeting.

DELEGATION

Delegation from BC Ferries on Medical Priority Loading

Karen Tindall, Director, Customer Care and Stephen Nussbaum, Superintendent of Customer Service and Operational Standards joined the meeting. The delegation was invited to present based on discussion at the August 30th Executive meeting on Resolution R11. The resolution called for modifications to the Travel Assistance Program (TAP) to ensure that patients from ferry dependent communities requiring significant medical procedures receive priority boarding. The resolution was referred to the AVICC Executive for clarification, as there was a lack of understanding by members of how the current policy worked.

Ms. Tindall provided background on the Medical Assured Loading Program (MAL) she had created. The program is a BC Ferries initiative offered to eligible patients who need to travel to and/or from a critical medical appointment by personal vehicle. The program is designed to reduce wait time at the terminal for those in need of critical care. It is designed primarily for pre-planned trips and not for emergency

travel. A patient's doctor must apply for Medical Assured Loading through BC Ferries (patients may not make the request on their own), and if the patient is eligible will receive a MAL letter to be presented to the ticket agent at the time of check-in.

She advised that the program was originally developed in 2003 on the Tsawwassen/Swartz Bay run for children receiving treatment at Children's Hospital in Vancouver. Passengers were given letters for staff at the ticket booth. The program was expanded to the Horseshoe Bay/Departure Bay route in response to phone calls from patients needing to travel for critical medical care; originally customer service staff would call ahead to terminal staff with a description of the vehicle and licence plates so the vehicle could be given assured loading.

The program was further expanded to the Gulf Islands in 2005 following an incident where a passenger was harassed by other passengers when he drove to the front of the line. The passenger had suffered a severe injury, wasn't travelling by ambulance, and the Island had no return ticket booth for BC Ferries staff to direct traffic for the line up. Many Gulf Islands now have a marked area at the front of the line for travel for medical purposes. Ferry staff that load the vessels will confirm that the person has a MAL letter.

To be eligible for MAL, passengers must:

- Be travelling with a completed Travel Assistance Program form, including MSP confirmation number,
- Be travelling to and/or from a critical or emergency medical appointment or be travelling due to a life-threatening illness, and;
- Be experiencing undue or extreme discomfort and difficulty waiting at the terminal.
- Other medical conditions as deemed appropriate by BC Ferries and the referring doctor or agency.

BC Ferries has advised hospitals and medical clinics of the program, but did not previously have the information available on the web site. MAL use has increased, and there is now some abuse – often from people that have used the pass before for a critical illness but now wish to use it for routine travel (e.g. dentist appointments). Staff at medical clinics advised that patients are demanding letters for appointments unrelated to critical or life-threatening illnesses. Staff at the medical clinics did not want to have to be the ones dealing with patient complaints over refusal, so the policy requires the MAL letter to be issued by BC Ferries.

Ms. Tindall further explained that the MAL program is separate to the Travel Assistance Program (TAP) that is administered by the Ministry of Health. TAP “helps alleviate some of the transportation costs for eligible B.C. residents who must travel within the province for non-emergency medical specialist services not available in their own community.” Eligible specialist services include:

- Non-emergency medical specialist services available at the closest location outside the patient's community; and
- Diagnostic procedures, laboratory procedures, diagnostic radiology, nuclear medicine procedures, BC Cancer Agency, Transplant Units, HIV/AIDS treatment at St. Paul's Hospital, specialty clinics at BC Children's Hospital and other tertiary care hospital services.

BC Ferries only offers the MAL program to those with a TAP form, but does not give all those with a TAP form assured loading. Stephen Nussbaum explained that giving all passengers with a TAP form assured loading would take up a significant portion of the vessel on some of the routes, such as the Langdale/Horseshoe Bay route. Giving MAL letters to all passengers with TAP travel is not necessary since the TAP form is not just for those with critical or life-threatening illnesses. Anytime one vehicle gets advance boarding, another vehicle gets left behind.

In addition to space required for those with assured loading passes or reservations, there are other vehicles that receive priority loading. These include ambulances, Red Cross blood bank vehicles, RCMP on business, vehicles transporting prisoners, Canada Post delivering the Queen's mail, fire fighting vehicles being deployed, armoured cars, search and rescue on deployment, marine response on deployment, health care workers travelling to give a shot/take a sample, and VIPs (e.g. Lieutenant Governor, the Premier, etc.). Each type of travel comes with an audit process, and he cited instances where vehicles had claimed to be delivering blood when in fact they were delivering newspapers and had been abusing the priority loading regularly.

It is to manage the loads and ensure assured loading for all those eligible that BC Ferries requires the patient to get to the ticket booth at least 30 minutes beforehand when they are travelling under MAL. If the patient misses the cut-off the ferries staff will do their best to accommodate the patient, and to place the vehicle close to a washroom and in the shade where possible.

To give an idea of volumes, Mr. Nussbaum advised there are currently 138 active MAL letters with varying time periods on the Langdale route, and 268 on the Lower Mainland to Vancouver Island route. BC Ferries receives 15-19 new requests on a weekly basis for a MAL letter. He did not have exact numbers for the TAP passes, but thought there were roughly 1,700 TAPs for the Powell River/Comox run, and less than 1,000 for Langdale.

In the case of a person travelling after a medical emergency, ticket booth staff can call their supervisor who will confirm with the hospital that the patient was just discharged. In this case, the patient would be given assured loading if possible, even though they aren't travelling with a MAL or a TAP form (that would have required pre-registration not available during an emergency).

BC Ferries is now working with the BCMA to ensure doctors are aware of the program. They are also reminding hospitals like Nanaimo General to ask patients if they will be travelling home by ferry when discharged. Information about the MAL program has been included on the BC Ferries website since August 2018.

Following their presentation, Ms. Tindall and Mr. Nussbaum answered questions from the Executive. They advised that the TAP and MAL could not be combined on the same form since the Ministry of Health looks after TAP and MAL is a BC Ferries initiative with separate criteria. Regarding privacy concerns, BC Ferries staff do not ask for medical information when calling a hospital or clinic to confirm a patient was recently treated, and have not run into issues with medical staff refusing to provide this information. The program has been in place long enough that most medical clinics in ferry dependent communities are aware of it and the requirements of BC Ferries.

President Grieve thanked the representatives from BC Ferries for attending as a delegation to explain the Medical Assured Loading program to the Executive. The Executive would pass the information back to the AVICC membership. The Executive was very appreciative of their time, and thanked them for setting up this program.

On motion by EA Representative Winn, seconded by Director Cote,
THAT the AVICC receive the delegation's presentation, and that staff prepare a summary of the information received from BC Ferries for distribution to AVICC members was CARRIED

The meeting adjourned for lunch.

Audit Options

Liz Cookson spoke to the report she had prepared based on direction at the August 30th meeting to bring back additional quotes for an audit. The quotes were based on annual reviews and/or on reviews every second year with varying levels of assurance. Both larger and smaller audit firms were contact. Staff researched the varying levels of assurance provided by an Audit, a Review Engagement and a Notice to Reader. The quotes demonstrated that AVICC currently receives good value from KPMG, and that there are minimal savings from reducing either the level or frequency of review.

On motion by 2nd Vice President Morrison, seconded by Director Cote,
THAT AVICC continue to engage KPMG for full annual audits was

CARRIED

Update of Executive Policies

Liz Cookson reviewed the need to update the Executive Policies following the repeal and replacement of AVICC Bylaws at the 2018 AGM. The new bylaws were pared back to focus on items required by the Societies Act. Administrative and operational policies were moved out to be included with similar provisions in the Executive Policies. The Bylaws Sub-Committee had also identified inconsistencies between the previous bylaws and the previous Executive Policies. These have been addressed, and the consolidated policies are set out in the proposed Executive Policies included in the Executive package.

Liz Cookson advised that the Executive could amend the Executive Policies on an ongoing basis by resolution at an Executive meeting. The Executive Policies can evolve and are meant to be kept current to reflect the current operation of the Association.

Liz Cookson pointed out a few areas in the draft Executive Policies that required further direction from the Executive. Following discussion, the following amendments were made to the draft Executive Policies distributed with the October 26, 2018 package:

- 2(f) instead of 2/3 of 8 Executive members to calculate a quorum at an Executive meeting, the quorum will be set at 5 Executive members for a quorum.
- 6(b) 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.
- 6(d) will add a bullet “review and make recommendations to the best of its ability based on the information provided by the membership.”
- 7(a) change the second sentence to: “The Executive will be advised of any appointment requests and the President’s proposed appointee. The appointee shall regularly report back to the AVICC Executive on the work of the external committee.”
- add new sub-section 16(0) “There will be no debate on a motion to refer a resolution to the AVICC Executive.”

On motion by President Grieve, seconded by Director Cote,

THAT the draft Executive Policies distributed with the October 26, 2018 Executive Package be adopted as written with the following amendments:

- 2(f) instead of 2/3 of 8 Executive members to calculate a quorum at an Executive meeting, the quorum will be set at 5 Executive members for a quorum.

- 6(b) 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.
- 6(d) will add a bullet “review and make recommendations to the best of its ability based on the information provided by the membership.”
- 7(a) change the second sentence to: “The Executive will be advised of any appointment requests and the President’s proposed appointee. The appointee shall regularly report back to the AVICC Executive on the work of the external committee.”
- add new sub-section 16(0) “There will be no debate on a motion to refer a resolution to the AVICC Executive.”

was

CARRIED

1st Vice President Jensen re-joined the meeting.

CONVENTION

2019 Resolutions and Nominations Deadline

Liz Cookson reviewed the considerations for establishing the deadline for resolutions and Executive Committee nominations for the 2019 AGM and Convention. The previous bylaws set a deadline of 45 days prior to the Convention. The new bylaws specify that the Executive Policies will set the procedures for resolutions. The procedures just adopted specify a period of 40 to 60 days.

Notice of the AGM along with “sufficient detail of any special business” must be given at least 14 days and not more than 60 days before the AGM. Therefore, the resolutions must go out to the members no later than 14 days, so in 2019 need to be emailed out by March 29th.

There is no requirement for the resolutions to include the comments and recommendations from the Resolutions Committee, however this has been the practice the last four years. Including the comments and recommendations is intended to help improve the members’ debate.

On motion by 2nd Vice President Morrison, seconded by Past President Marcotte,
 THAT February 7, 2019 be set as the Resolutions and Nominations deadline and April 10, 2019 be set as the Late Resolutions deadline was

CARRIED

2018 Resolution Disposition post UBCM

Liz Cookson reviewed the Disposition of 2018 AVICC Resolutions following the UBCM Convention. She advised that there were two resolutions that had been endorsed by the AVICC members that were not subsequently endorsed by UBCM members. These are:

R8 – Climate Accountability for Fossil Fuel Companies (City of Victoria)

R12 – Community Social Planning (Village of Cumberland)

The AVICC has already advocated on behalf of R8 by sending a climate letter to the 20 largest fossil fuel companies in the world. Liz Cookson contacted staff at the Village of Cumberland who advised that no further advocacy was required on R12.

There were also several Late Resolutions from AVICC members to UBCM that were not admitted for debate. UBCM resolutions staff are following up with these local governments, and will inform AVICC of direction received back from the members and whether they wish to refer these resolutions back to AVICC for the 2019 Convention.

On motion by Director Cote, seconded by Past President Marcotte,
THAT the report on the Disposition of 2018 AVICC Resolutions from the UBCM Convention be received
was CARRIED

2019 Convention Planning

Liz Cookson advised there were no further updates on the 2019 Convention planning since the last meeting with the Executive. The Executive will be meeting by teleconference on December 7th to review the session proposals received. Any follow up questions on proposals can be reviewed at the January 12th meeting if necessary.

President Grieve noted that the Executive should try to firm up decisions on programming at the December meeting to allow planning to proceed efficiently. This would allow registration through CivicInfo to open in January with speakers and sessions confirmed. It also gives certainty to those sending in a proposal so they can plan accordingly.

2020 and 2021 Host Communities

Liz Cookson advised that room blocks were set up with the two main hotels in Nanaimo for the 2020 Convention, and that she had met with the Vancouver Island Conference Centre in Nanaimo to confirm the contract. The VICC was again offering the use of the conference centre with no rental fee as sponsored by the City of Nanaimo. The VICC has requested a deposit of \$5,000 that would be applied toward catering costs and other similar costs at the Convention. This is similar to the request from the Fairmont Empress for the 2018 Convention.

On motion by Director Cote, seconded by 1st Vice President Jensen,
THAT staff be authorized to pay a \$5,000 deposit to the Vancouver Island Conference Centre in Nanaimo
for the 2020 Convention was CARRIED

Liz Cookson further advised that she had not been able to schedule a site visit to Ucluelet yet to confirm that the facilities would be suitable for the 2021 Convention. This may have to wait until after the 2019 Convention if it can't be scheduled soon. The hold up has been the Black Rock Resort that is undergoing changes in sales staff.

POLICY

Special Committee on Solid Waste Management

President Grieve provided a verbal update on the Special Committee, and the meeting held on September 10th in Whistler with the Minister of Environment. 2nd Vice President Morrison and EA Representative Winn also attended that meeting, and the Minister agreed to have Ministry staff support for the Special Committee's work. The next meeting of the Special Committee will be scheduled for January once the new appointments are known.

Liz Cookson advised that she met with the Communications Group who is designing a joint campaign with videos on “Recycle Right - at Home” to educate residents on how to build a home recycling system. She has also set up the meeting with Ministry staff for November 14th, and will have a teleconference prior to that with the CAOs from the regional districts involved in the Special Committee. She further advised that AVICC had received an email from VIRWIC regarding a joint solid waste summit in February along with Coast Waste Management Association. She had requested additional information from VIRWIC to present to the Executive, but had not received anything more at the time of this meeting.

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

Social Procurement – Implications of the Hub for AVICC

Liz Cookson referred to the report she had prepared based on direction from the Executive at the August 30th meeting to identify any implications for the AVICC in the materials presented by the delegation on the community benefit hub. She also noted the correspondence received from the Comox Strathcona Waste Management Committee requesting AVICC to present on social community procurement at a future CSWM Board meeting. The Executive directed staff to advise CSWM to contact the co-chairs of the social procurement group with this request.

Liz Cookson noted that the group will be setting its annual dues at the same level as the AVICC member dues, and the schedule in the material refers to these as member dues for the “Community Benefit Hub for Vancouver Island and Coastal Communities.” She advised there still seemed to be confusion among AVICC members. There is a perception that this is an AVICC initiative, and she had received calls and emails from members asking how they send their funds to AVICC for the social procurement project.

She advised that the terms of reference for the new steering committee require a member from the AVICC Executive to sit on the group; require a written, quarterly report or minutes to go on the agenda of AVICC Executive meetings; and require a report at the 2019 and 2020 AVICC Conventions on the status of the hub.

2nd Vice President Morrison gave a verbal update on the social procurement hub advising that the contract for the consultant had been awarded, but not yet announced. The hub will not be set up as a society, and will be administered by staff from several member local governments. The consultant will work out of space at the City of Victoria.

2nd Vice President Morrison will request approval from President Grieve to attend future social procurement group meetings in advance of the meeting. The Executive did not discuss whether to include space at the 2019 and 2020 AVICC Conventions on the status of the hub.

On motion by 2nd Vice President Morrison, seconded by Past President Marcotte,
THAT the report on implications to the AVICC of the Social Procurement group’s community benefit hub be received was
CARRIED

Aquaculture Committee Representative(s)

Liz Cookson advised that the current representative on the Aquaculture Management Advisory Committee for Shellfish was Chair Bill Veenhof, Nanaimo Regional District. Mr. Veenhof was not re-elected in the local government elections, and Fisheries and Oceans (DFO) had requested a new representative. The committee will next be meeting in the spring.

The Aquaculture Committee on Finfish is on a hiatus and DFO representatives suggested that AVICC not look for new representatives at this time.

On motion by Electoral Area Representative Winn, seconded by Past President Marcotte, THAT the verbal report be received, and that a request for expressions of interest for AVICC members to represent AVICC on the Aquaculture Management Advisory Committee for Shellfish was CARRIED

CORRESPONDENCE

On motion by Electoral Area Representative Winn, seconded by 2nd Vice President Morrison, That the October 4th correspondence from Shell Canada regarding Resolution R8 be received, and that staff acknowledge receipt of the letter and enquire whether there is any funding available for initiatives to address sea level rise and climate change within the AVICC region was CARRIED

On motion by Past President Marcotte, seconded by 2nd Vice President Morrison, That the October 2nd correspondence from Minister Claire Trevena from the Ministry of Transportation and Infrastructure regarding the meeting with AVICC Representatives at the UBCM Convention be received was CARRIED

On motion by Past President Marcotte, seconded by 2nd Vice President Morrison, That the October 17th correspondence from ACRD Chair John Jack to the DFO regarding advocacy of local government representatives on the Southern Resident Killer Whale Advisory Group be received was CARRIED

On motion by 2nd Vice President Morrison, seconded by Past President Marcotte, That the correspondence from Gordon Ruth, Auditor General for Local Government regarding presenting at the AVICC Convention or to the AVICC Executive be received, and that staff prepare a letter from the President advising that he is looking forward to connecting with Mr. Ruth at LGLA was CARRIED

ADJOURNMENT

At 2:45 pm, on motion by Director Braithwaite, seconded by 1st Vice President Jensen, that the meeting be adjourned was CARRIED

Director Edwin Grieve
President

Liz Cookson
Executive Coordinator and Secretary-Treasurer