



**MINUTES OF A MEETING
OF THE ASSOCIATION OF VANCOUVER ISLAND
AND COASTAL COMMUNITIES EXECUTIVE
HELD SATURDAY, JANUARY 12, 2019
AT LONGWOOD STATION, NANAIMO**

IN ATTENDANCE: Director Edwin Grieve, Comox Valley RD, President
Councillor Carl Jensen, Central Saanich, First Vice President
Chair 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 Vanessa Craig, Nanaimo RD, Interim EA Representative
Director Mary Marcotte, Cowichan Valley RD, Past President

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

President Grieve called the meeting to order at 10:00 am. He welcomed returning Committee members and staff, and welcomed new interim Electoral Area Representative Craig.

AGENDA

On motion by Director Plant, seconded by 1ST Vice President Jensen,
THAT the agenda be adopted was CARRIED

MINUTES

On motion by Director Plant, seconded by Director Braithwaite,
THAT the minutes of the December 7, 2018 Executive Committee meeting be adopted was CARRIED

REPORT

President's Report

President Grieve provided an update on his contacts with the City of Powell River regarding the Mayors Caucus at the upcoming convention. He advised that the Mayor would be out of town during the convention, and that he would contact the Mayor to discuss having the Acting Mayor organize the session. President Grieve also advised that he had talked to Councillor Leishman regarding convention planning, and may make a day trip to Powell River to meet with staff and Councillor Leishman.

On motion by Director Braithwaite, seconded by Past President Marcotte,
THAT the President's Report be received was CARRIED

FINANCIAL AND ADMINISTRATION

Interim Financials to December 31, 2018 and Proposed 2019 Budget

Liz Cookson reviewed the report on the Association's financial results as of December 31, 2018 noting that the final audited 2018 financials will be presented at the March teleconference. The report provided historic information on the increases in member dues and convention fees since 2009, as well as background on attendance on previous conventions. She noted that there had been a dip in attendance

the last time the convention was held in Powell River in 2010. The report further included a comparison with convention fees charged by the other area association that demonstrates that despite increases, AVICC still has the lowest convention registration fees.

With respect to member dues, Liz Cookson noted that prior to the new Bylaws adopted in 2018, the annual member dues required approval by the membership during the Annual General Meeting. Under the new bylaws, the Executive may determine the annual dues by resolution without a member vote. However the current policies still call for approval by the membership. Following discussion, the Executive determined that the policies should be consistent with the bylaws.

On motion by Director Plant, seconded by Director Cote,
That section 14(b) of the Executive Policies be amended by removing “proposed” and “for approval” so that section 14(b) now reads “The Executive will determine the dues annually by Executive resolution, and will present the dues to the members at the AGM” was CARRIED

On motion by Director Braithwaite, seconded by Director Plant,
That section 14(c) of the Executive Policies be amended by changing “approved” to “presented” so that section 14(c) reads “Dues will be based on a calendar year, so dues presented at the April AGM will apply for January to December of the same year as the April AGM.” was CARRIED

On motion by Director Plant, seconded by 1st Vice President Jensen,
THAT the report on the December 31, 2019 interim financial statements and Proposed 2019 Budget be received;
THAT the 2019 proposed budget with a 2% member dues increase be approved;
AND THAT the Convention registration fee be increased by \$15 was CARRIED

2018 Financial Audit

Director Plant reviewed the analysis that AVICC carried out in 2018 that looked at alternatives to annual audits. He noted that the finding from the analysis was that AVICC should continue with annual audits.

Liz Cookson advised that normally the Audit Partner calls in to the meeting to provide a brief overview of the report, and respond to any questions or concerns including the questions of inquiry in the audit plan. Ms. Liette Bates-Eamer of KPMG is the Audit Partner, and was not available for the Saturday meeting, but had suggested that the Executive respond to the questions in the Audit Planning Report by passing a resolution confirming the Executive accepts the proposed process, content and timing for the audit.

On motion by 2nd Vice President Jensen, seconded by Director Morrison,
THAT the report on the 2018 financial audit and the audit plan prepared by KPMG be received, and that the Executive Committee confirms they are aware of the questions of inquiry laid out in the audit plan, and they support the methodology and content of the audit plan as presented was CARRIED

2019 Change in Canada Revenue Agency Regulations

The Executive discussed the impact of a Canada Revenue Agency change affecting net compensation to Executive Committee members. The CRA has deemed that effective 2019 100% of per diem payments are taxable, where previously 1/3 of remuneration was exempt. Meals and travel expenses are not taxable. If the total remuneration is less than \$500 annually it is not taxable. The Executive reviewed the comparisons with UBCM per diem payments, and with those of the other area associations. The Executive noted that the impact to an individual depended on each individual’s marginal tax rate.

The current per diem for AVICC is \$150 for in-person meetings, and \$75 for meetings by teleconference.

The remuneration for teleconferences was implemented by resolution on October 28, 2016.

On motion by 2nd Vice President Morrison, seconded by 1st Vice President Jensen,
THAT the per diem be adjusted to add a \$75 payment for each AVICC Executive in-person meeting and teleconference meeting in order to reflect meeting preparation time, and that this adjustment be effective from January 1, 2019 was CARRIED

CONVENTION

2019 Convention Update and Program Planning

Liz Cookson reviewed the Convention Update and Program Planning report including the draft program, and reviewed the process followed in receiving and rating proposals for the program. She noted there had been an additional proposal received from the Ministry of Transportation and Infrastructure that had been distributed to the Executive separately to the distribution of the package.

On motion by 2nd Vice President Morrison, seconded by Director Cote,
THAT the Convention Update and Program Planning report be received was CARRIED

The Executive gave direction that BC Hydro be encouraged to sponsor a category other than a delegate gift, to offer BC Hydro a speaking opportunity in the program, and to encourage BC Hydro to provide delegate gifts from their trade show booth if they would like to continue offering a delegate gift.

On motion by 2nd Vice President Morrison, seconded by Past President Marcotte,
THAT an orientation session be set up for Friday prior to the Convention opening that will be run by members of the Executive Committee was CARRIED

On motion by Director Plant, seconded by 1st Vice President Jensen,
THAT the session on responsible conduct on Saturday afternoon be replaced with the session proposed by the Ministry of Transportation and Infrastructure – “Provincial Active Transportation Strategy – Hearing from your Community “ was CARRIED

On motion by Director Plant, seconded by Director Braithwaite,
THAT the Agricultural Land Reserve session be rescheduled from 3:00 pm to 1:30 pm on Saturday, and that the Courtenay/K’omoxs workshop be rescheduled from 1:30 pm to 3:00 pm was CARRIED

The Executive Committee gave direction that the final resolution session be held as the final session prior to the close of the Convention.

2019 Convention Code of Conduct

Liz Cookson reviewed the background for the draft code of conduct distributed in the meeting package with a copy of UBCM’s 2018 Code of Conduct. The Executive discussed the draft, noted that this was the first time AVICC had implemented a code of conduct, and that as a first step there would not be an extensive section on an enforcement process as was set out in UBCM’s document.

On motion by 1st Vice President Jensen, seconded by Director Plant,
THAT the draft Code of Conduct be adopted for the 2019 Convention with the requirement for delegates to acknowledge receipt of the Code of Conduct on the on-line registration;
AND THAT the orientation session include a discussion of responsible conduct and the code of conduct was CARRIED

On motion by 2nd Vice President Morrison, seconded by Director Plant,
THAT the draft Code of Conduct be amended to include a statement that breaches of the Code will be
addressed by the Executive Committee was CARRIED

POLICY

Council of Forest Industries (COFI)

The Executive reviewed the three suggestions provided by COFI for opportunities to engage with AVICC members now that the Coast Forest Products Association has been integrated with COFI. COFI has represented the other regions and area associations in BC, and now the AVICC region will also be represented by COFI.

On motion by 2nd Vice President Morrison, seconded by Past President Marcotte,
THAT COFI be advised that AVICC would support a reception held for members at the AVICC Convention on Friday April 12th following the AVICC Welcome Reception was CARRIED

The Executive provided direction to advise COFI that a reception would be great exposure for the organization, but that the round table discussion suggested in option one of the letter would provide a better opportunity to communicate to AVICC members. The Executive also appreciated being advised of the invitations that COFI would be issuing to Mayors and Chairs for registration at their convention in Vancouver in early April. AVICC would advise members of the reception at the AVICC Convention if COFI chose to go ahead with that option, but invitations to the COFI convention and a COFI round table should come directly from COFI to the local governments.

ICET

The Executive reviewed the information that had been provided by the Ministry of Jobs, Trade and Technology (JTT), who have legislative responsibility for the Island Coastal Economic Trust (ICET). The Ministry is exploring a potential regulation change to incorporate the CRD Electoral Areas in the ICET service region. Currently the CRD is excluded from the service region. The report noted that ICET was not established to only serve rural communities, but rather to serve as a catalyst for regional economic development. Their service region includes urban areas such as Nanaimo and Campbell River but excludes the CRD. The report noted that while the service area would be expanded, there would be no additional funding provided.

On motion by Director Cote, seconded by Director Plant,
That staff advise the Ministry of Jobs, Trade and Technology that the AVICC would like to see the information on the proposed change distributed to AVICC members for comment was CARRIED

Special Committee on Solid Waste Management

Liz Cookson gave a verbal report updating the Executive on the work of the AVICC Special Committee on Solid Waste Management. She advised that the staff Communications Group had been collaborating on three video clips based on a theme of "Recycle Right – At Home" that would be presented to the CAO /Technical Group staff meeting in January. Representatives from the Ministry will also be presenting at that meeting on the Ministry's "Love Food, Hate Waste" campaign. A meeting of the elected officials on the Special Committee will be scheduled for February, some regional districts have not yet advised who their representatives will be. Following the election there are many new members on the Special Committee, and the meeting in February will aim to bring the new members up to speed and to reconfirm the priorities for future work.

On motion by Director Plant, seconded by Director Cote,
That the verbal report from staff on the AVICC Special Committee on Solid Waste Management be received was CARRIED

Social Procurement Update

2nd Vice President Morrison gave a verbal report on the social procurement group. He advised that Mayor Lisa Helps and Mayor Josie Osborne are currently the co-chairs, and the best contacts for enquiries about the work and membership of the group. The group has awarded a contract for operation of the hub, and will be launching a website shortly.

On motion by Director Plant, seconded by Director Braithwaite,
That the verbal report by Director Morrison be received with thanks was CARRIED

ADJOURNMENT

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

Director Edwin Grieve
President

Liz Cookson
Secretary-Treasurer and Executive Coordinator