



**MINUTES OF A MEETING
OF THE ASSOCIATION OF VANCOUVER ISLAND
AND COASTAL COMMUNITIES EXECUTIVE
HELD SATURDAY, JANUARY 4, 2020
AT LONGWOOD BREW PUB, NANAIMO**

IN ATTENDANCE: Councillor Carl Jensen, District of Central Saanich, President
Director Ian Morrison, Cowichan Valley RD, 1st Vice President
Director Penny Cote, Alberni-Clayoquot RD, 2nd Vice President
Director Vanessa Craig, RD of Nanaimo, Electoral Area Representative
Councillor Hazel Braithwaite, District of Oak Bay, Director at Large (by phone)
Councillor Colleen Evans, City of Campbell River, Director at Large
Director Edwin Grieve, Comox Valley RD, Past President

REGRETS: Councillor Cindy Solda, City of Port Alberni, Director at Large

STAFF ATTENDANCE: Liz Cookson, Secretary-Treasurer

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

10:10 am DELEGATION – Ship-Source Oil Pollution Fund

Cameron Grant, Lead Counsel from the Ship-Source Oil Pollution Fund joined the meeting by phone. After introductions, Mr. Cameron reviewed the PowerPoint presentation on “Ship-source Oil Pollution Fund: Everything Coastal communities need to know!” that had been distributed to the Executive prior to the meeting.

The presentation covered:

1. What is the Ship-source Oil Pollution Fund?
2. How is it funded?
3. How can local governments access compensation?
4. What is the Fund’s current work?

The Fund compensates victims of oil pollution by any type of oil from any ship or boat anywhere in Canadian waters. Mr. Grant advised that the Fund has been in place for 30 years, and the largest claim ever was \$4.5 million (although there is a claim in now for \$25 million).

He further advised that the fund currently holds over \$400 million collected through a levy on oil receivers and shippers in the 1970s, but that the levy has not been collected since 1976. The levy could be reactivated, or additional sources could be drawn on.

One in four claims are related to an abandoned, derelict or wrecked vessel. Mystery spills are also compensable. Preventative measures to prevent a spill from getting worse are compensable. There is no compensation however for a derelict vessel that is raised and removed before a spill occurs. Pollution from vehicles such as logging trucks or hydraulics is not covered by the fund.

Mr. Grant commented that the fund believes there should be more claims from local governments and first nations, and are engaged in an awareness raising campaign. Only 2% of claims come from these groups, the majority come from the Canadian Coast Guard and Department of Fisheries and Oceans.

The Executive discussed the time sensitivity of response efforts, and asked how local governments can fit into an overall response. Mr. Grant suggested that local governments should not have a stand-alone plan, and that the fund will not pay for duplication of efforts by other agencies. Local government costs that could be covered include:

- Municipal assets / municipal resources used in response to spill / to protect from spill (preventive measures)
- Municipal personnel overtime
- Contractors
- Security services
- Resource accommodation
- Municipal revenue loss
- Extra municipal expenses
- Disposal of oily wastes

Mr. Grant confirmed that the presentation could be shared.

President Jensen thanked Cameron Grant for joining the meeting to update the Executive on the work of the fund.

On motion by Past President Grieve, seconded by Director Evans,
THAT the presentation from the Ship-Source Oil Pollution Fund be received was CARRIED

AGENDA

On motion by Director Evans, seconded by EA Representative Craig,
THAT the agenda be adopted as distributed in the meeting package was CARRIED

MINUTES

On motion by Past President Grieve, seconded by 2nd Vice President Cote,
THAT the minutes of the December 6, 2019 Executive Committee meeting be adopted as circulated was CARRIED

PRESIDENT’S REPORT

President Jensen advised he had not yet received a response from his email to Doug Caul, Deputy Minister of the Ministry of Indigenous Relations and Reconciliation regarding approval to use the treaty advisory committee funds. President Jensen will follow up with a letter to the Honourable Scott Fraser, Minister of Indigenous Relations and Reconciliation requesting confirmation that AVICC can use the funds. He advised that the Ministry seemed supportive of AVICC doing outreach to first nations within the AVICC region for inclusion, attendance at the convention and membership in the association.

On motion by 1st Vice President Morrison, seconded by Director Evans,
THAT the President’s Report be received was CARRIED

FINANCIAL AND ADMINISTRATION

Interim Financials to December 31, 2019 and Proposed 2020 Budget

Liz Cookson reviewed the interim financial statements that were distributed with the meeting package and advised that the Association remained in a good financial position. She noted that there would be some adjustments to the interim statements as outstanding items settle (e.g. cheques written and not yet cashed, additional interest, and an adjustment for handling the special committee on solid waste management costs). Full year audited financials will be presented to the Executive Committee in March for review before inclusion in the annual report.

Net revenue from the 2019 Convention was better than budgeted due largely to higher than expected attendance and much lower costs for AV, trade show set up, catering and entertainment. The lower costs were partially from support by the City of Powell River.

AVICC budgets with profits from convention offsetting losses from general operations for a net zero budget. Costs related to the Secretary-Treasurer's position (UBCM contract) are recorded against operations rather than against the convention (other than overtime beginning in 2019). Costs related to event planning assistance were recorded against convention expenses starting in 2017.

The budget proposed an increase to membership dues of 2% in keeping with CPI and recent increases. Prior to the new 2018 Bylaws, membership dues increases had to be approved by the membership during the Annual General Meeting. Under the current bylaws the Executive may determine the annual dues without a member vote. Members are informed of changes in the dues at the AGM, and this practice is set out in the Executive Policies.

The budget proposed a small increase in convention registration fees. AVICC convention fees remain very reasonable at a total of \$360 per delegate in 2019. This includes the Friday Welcome Reception and the Annual Banquet. The other area associations charged between \$375-\$495 in 2019:

Increases to the registration fees in recent years have brought the registration fees closer in line to the other area associations. The proposed increase for 2020 was \$15, to bring it to the same level as the 2nd lowest area association. The other area associations hire convention event planning companies, receive funding from host communities and, in the case of NCLGA, also have additional staff members. Registration services, on-site logistics and trade show logistics cannot be managed effectively by one staff person who is also dealing with the programming, the resolutions process, speakers and tours.

In 2018 a contractor was hired to help with convention logistics. This was required with the expansion of the program and the desire for a higher level of service at the Convention. In 2019 two UBCM staff members were contracted through UBCM on a cost-recovery basis to provide this service as the 2018 event planner was not available due to other commitments (primarily the LGLA sessions). The cost of both UBCM staff was approximately \$10,000 which was similar to the 2018 contractor's cost. UBCM has agreed to continue to provide this service in 2020 in Nanaimo and this has been incorporated into the proposed budget.

The convention expenses for catering are expected to be higher in Nanaimo than in Powell River but lower than at the Victoria Conference Centre. As previously approved by the Executive, AVICC is selecting "Island Good" food and beverage options as much as possible at the conference centre, and this will increase costs in some instances.

On motion by Director Evans, seconded by 2nd Vice President Cote,
THAT the report on 2019 financials and the proposed 2020 budget be received was CARRIED

On motion by Director Evans, seconded by 2nd Vice President Cote,
THAT the proposed budget with a 2% member dues increase be approved for presentation to members at the AGM was CARRIED

On motion by Director Evans, seconded by 1st Vice President Morrison,
THAT the convention registration fee be increased by \$15 was CARRIED

2019 Audit Planning

Liz Cookson advised that normally the Audit Partner calls in to the meeting to provide a brief overview of the report, and to 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.

In response to questions from the Executive, Liz Cookson reviewed the controls that AVICC has in place including: cheques require two signatures; invoices supporting any cheques are provided before signature; no cash can be withdrawn from the AVICC bank account; VISA charges are reviewed by the UBCM General Manager of Operations for Victoria; and UBCM provides book-keeping services to review deposits and withdrawals from the AVICC bank account.

On motion by 1st Vice President Morrison, seconded by Director Evans,
THAT the report on the 2019 financial audit and the audit plan prepared by KPMG be received,

THAT the Executive Committee members confirm they are aware of the five questions of inquiry laid out in the audit plan, and were encouraged to contact the auditors directly with any questions on the inquiries;

THAT staff be requested to document the current financial procedures;

AND THAT staff be invited to provide the response to the inquiries was CARRIED

MOU Policy – BC Seafood Alliance

Liz Cookson reviewed the report previously distributed for the December 6th teleconference and referred to the January 4th meeting for discussion. She advised that AVICC currently does not have a policy on entering into MOUs, and referred to UBCM's policy that was distributed in the meeting package.

There was general discussion on: why enter a MOU if there is no specific purpose or actions; an MOU may be appropriate for specific agreements with a timeline and specified actions; appropriateness of getting support for entering an MOU beforehand from the membership.

On motion by 1st Vice President Morrison, seconded by Director Evans,
THAT AVICC adopt a policy not to enter into MOUs outside of direction from the members at the AGM,

AND THAT the Executive will not pursue MOUs unless driven by direction from the membership was DEFEATED

Executive members defeated the motion with all opposed in preference of an alternative motion.

On motion by Past President Grieve, seconded by 1st Vice President Morrison,
THAT staff confer with UBCM regarding its MOU policy and bring back a suggested policy for the Executive
to bring to the members at the AGM and Convention was CARRIED

CONVENTION

2020 Convention Planning

The Executive members discussed the proposed program that had been drafted by President Jensen and staff following the December 6th teleconference review of the proposed sessions where members expressed their preferred sessions. The Executive supported:

- Moving the EA Forum to Friday morning from noon to 1:30 pm to be held at the same time as the Mayors and Chairs Caucus; and
- Moving the session on Reconciliation from a Saturday afternoon concurrent session to a Sunday plenary session.

On motion by 1st Vice President Morrison, seconded by EA Representative Craig,
THAT planning the program for the 2020 Convention incorporate sessions on:

- Women In Leadership led by the City of Nanaimo as a recipient of FCM parity funding;
- Engaging Youth that combines the proposal on positively engaging youth in your community through entrepreneurship and innovation by Joanna Buczkowska-McCumber and on youth in leadership from the City of Duncan (as a Saturday morning breakfast session);
- Marine Debris from Plastics and Vessels based on the proposal from the Ship Source Oil Pollution Fund with Parliamentary Secretary Sheila Malcolmson from the Ministry of Environment and Climate Change Strategy;
- Tactical Urbanism Interventions including public libraries as community gathering places;
- Towards Zero-waste and the Circular Economy;
- Understanding the Municipal Reserve Investment Process: Risk vs Reward, Time Horizons, Environmental Factors and Socially Responsible Investing by the Municipal Finance Authority of BC as a 30-minute session;
- Vancouver Island and Coastal Communities – Climate Leadership Plan Update incorporating other climate work being done in the AVICC region;
- State of Forestry / Future of Forestry incorporating the proposal from COFI with potential involvement of a representative from Mosaic

was CARRIED

On motion by Director Braithwaite, seconded by Director Evans,
THAT the proposal received from the United Way on “ReThinking Aging – 10 things local governments can do to make their community a place where older adults can thrive” be identified as a back-up session if one of the approved sessions does not go ahead was CARRIED

On motion by 2nd Vice President Cote, seconded by Director Braithwaite,
THAT the proposal received from Heritage BC on “Heritage Conservation: Tips, Tools and Templates for Successful Implementation” be identified as a back-up session if one of the approved sessions does not go ahead was CARRIED

In response to a question from 2nd Vice President Cote, Liz Cookson advised that there could be a spot for a session from the Health Networks on Sunday afternoon following the convention, and the Health Networks will be advised.

On motion by Director Evans, seconded by 2nd Vice President Cote,
THAT the Health Networks be offered a complimentary trade show booth at the 2020 Convention if Island Health chooses to go ahead with its own trade show booth was CARRIED

Process for Clearing Resolutions Not Admitted for Debate

On motion by 1st Vice President Morrison, seconded by Past President Grieve,
THAT the sponsors of resolutions that are not admitted for debate at the AVICC Convention due to time considerations, and the sponsors of late resolutions that are not deemed eligible and admitted by the members, be advised to submit the resolutions directly to UBCM was CARRIED

CORRESPONDENCE

On motion by Past President Grieve, seconded by Director Evans,
That the correspondence be received was CARRIED

ADJOURNMENT

At 2:20 pm, on motion by 1st Vice President Morrison, seconded by 2nd Vice President Cote,
that the meeting be adjourned was CARRIED

Carl Jensen
President

Liz Cookson
Secretary-Treasurer