



**MINUTES OF A MEETING
OF THE ASSOCIATION OF VANCOUVER ISLAND
AND COASTAL COMMUNITIES EXECUTIVE
HELD FRIDAY, MARCH 13, 2020
BY TELECONFERENCE**

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 Edwin Grieve, Comox Valley RD, Past President
Director Vanessa Craig, RD of Nanaimo, Electoral Area Representative
Councillor Hazel Braithwaite, District of Oak Bay, Director at Large
Councillor Colleen Evans, City of Campbell River, Director at Large
Councillor Cindy Solda, City of Port Alberni, Director at Large

STAFF ATTENDANCE: Liz Cookson, Secretary-Treasurer

GUEST: Gary Maclsaac, Executive Director, UBCM

President Jensen called the meeting to order at 2:30 pm and welcomed Committee members, staff and guests.

AGENDA AND MINUTES

On motion by EA Representative Craig, seconded by 2nd Vice President Cote,
THAT the agenda and the minutes of the January 4, 2020 be adopted as distributed in the meeting package
was CARRIED

VARY AGENDA

On motion by Past President Grieve, seconded by Director Evans,
THAT the agenda be varied as proposed by President Jensen in his email of March 11 to consider
cancellation of the 2020 Convention given the COVID-19 pandemic and directives from the Public Health
Officer following the delegation from KPMG was CARRIED

DELEGATION – 2019 Audit – Liette Bates-Eamer, Partner, KPMG

Ms. Liette Bates-Eamer, Partner from KPMG joined the teleconference to review the 2019 Audited Financial Statements and present the Audit Findings Report. She advised that the financial statements present fairly in all respects, and that KPMG was again able to provide a clean, unqualified opinion.

Ms. Bates-Eamer noted that a decision to cancel the 2020 Convention could have a significant effect on future operations, and that audit guidelines require disclosure to tell a reader if anything major has occurred. Liz Cookson advised that a review of the convention contracts to date had indicated that the direct costs to cancel the convention are expected to be less than \$5,000. Ms. Bates-Eamer will provide additional wording to include in the financial statements to disclose the decision to cancel in the event that this is the decision of the Executive at today's meeting.

President Jensen thanked Ms. Bates-Eamer for her presentation, and Ms. Bates-Eamer left the teleconference.

2020 AGM & CONVENTION CANCELLATION

President Jensen referred to his email to the Executive on March 13th noting the need to discuss the potential impacts of the COVID-19 crisis on the 2020 Convention. He advised that since his email the Public Health Officer, Dr. Bonnie Henry, had issued an order prohibiting gatherings of more than 250 people.

Liz Cookson briefed the Executive on requirements under the AVICC Bylaws that are governed by the Societies Act. AVICC must hold an AGM once a calendar year, and the AGM must be in person with a quorum of at least 20 elected officials from 20 different member local governments. The Executive Committee members continue to serve as directors of AVICC until the next AGM.

She further advised that she had been in contact with the keynote speaker's agency, the Vancouver Island Conference Centre, CivicInfo and the two Nanaimo hotels where AVICC has established room blocks. Based on "force majeure" and impossibility clauses in the contracts, AVICC's only financial exposure is the credit card processing fees incurred by CivicInfo which are roughly \$4,000. Past President Grieve advised that he had spoken to the banquet band's management, and that they will be returning the deposit.

On motion by 1st Vice President Morrison, seconded by Director Solda,

That the 2020 Convention scheduled for April 17-19 in Nanaimo at the Vancouver Island Conference Centre be cancelled as a result of the COVID-19 pandemic and directives from the Public Health Officer;

That AVICC plan to hold an Annual General Meeting that includes an election in the fall of 2020 during the September UBCM Convention at the AVICC lunch, or if that is not possible, an in-person AGM in Nanaimo in the fall; and

That the membership be advised that the 2020 Convention is cancelled, and that the 2020 AGM is postponed until the fall was CARRIED

Staff was directed to send out an email with messaging prepared by President Jensen, and to update the AVICC website. Staff will also review with the regulators of the Societies Act what the implications are in the event that AVICC is not able to hold an AGM during the 2020 calendar year.

The Executive discussed whether the 2021 Convention should also be held in Nanaimo in recognition of the extensive work on tour design and setup, workshop planning, gifts, entertainment, and community promotions that had been put in by the elected officials and staff of the two host communities for 2020.

On motion by Past President Grieve, seconded by EA Representative Craig,

That the 2021 Convention scheduled for April 16-18, 2021 be held in Nanaimo at the Vancouver Island Conference Centre instead of in Ucluelet as previously awarded by the Executive;

That the City of Nanaimo and the Regional District of Nanaimo be invited to continue as joint hosts of the 2021 Convention; and

That AVICC not announce the 2021 location as Nanaimo until confirmation is received from the host communities in Nanaimo, and staff have contacted the District of Ucluelet was CARRIED

RESOLUTIONS

2020 Resolutions Received with UBCM Comments

Liz Cookson advised that recommendations on whether to endorse or not endorse each resolution and the comments for each resolution are prepared by UBCM policy staff. These are then normally reviewed by the AVICC Executive at the March teleconference while acting in the role of the AVICC Resolutions Committee. After review, the resolutions with recommendations and comments are then distributed to AVICC members in the Annual Report and Resolutions Package with the recommendations and comments noted as coming from the AVICC Resolutions Committee.

Resolutions that are endorsed by AVICC members at the AVICC Convention are then sent through to UBCM where they are reviewed by the UBCM Resolutions Committee. At that point, AVICC member endorsed resolutions are included in UBCM's resolutions package, with recommendations and comments noted as coming from the UBCM Resolutions Committee.

With the cancellation of the 2020 Convention, resolutions are being sent directly to UBCM and there is no opportunity for AVICC members to debate and endorse resolutions prior to the UBCM Convention. Therefore, the resolutions will be presented with the UBCM Resolutions Committee comments and recommendations and AVICC Resolutions Committee recommendations are not required.

On motion by Director Solda, seconded by Director Evans,
That the AVICC Executive refer the non-regionally specific resolutions received by the deadline from AVICC members to UBCM for its fall convention was CARRIED

EA Representative Craig asked why the recommendation was *Not Endorse* for the Regional District of Nanaimo's resolution on Voting for Alternate Directors. Gary MacIsaac, UBCM Executive Director, advised that recommendations on whether to endorse or not endorse are based on whether they are consistent with existing UBCM policy, and voting by Alternate Directors at UBCM is not currently permitted by existing UBCM bylaws. It is also not permitted under AVICC bylaws.

2020 Resolutions Regionally-Specific to AVICC

Liz Cookson noted that there were two resolutions received that are specific only to the AVICC region. UBCM's usual process is to refer these resolutions back to AVICC as being regionally specific rather than admitting them for debate at the UBCM convention.

The first regional resolution is on Circular Economy and was sponsored by the City of Nanaimo. The enactment clause reads:

Therefore be it resolved that AVICC expand the terms of reference for their Special Committee on Solid Waste Management to include circular economy.

Past President Grieve who serves as Chair of the AVICC Special Committee on Solid Waste Management advised that the members wish to continue the Special Committee, and would like to hold a meeting in the fall to review resolutions related to Solid Waste that would be going to the 2021 AVICC Convention. The Special Committee would ask regional districts to bring the topics for resolutions they are proposing to that fall meeting for discussion by the full Special Committee. Past President Grieve advised that previously the Special Committee had determined that the current Vision and Work Plan already covered consideration of circular economy, but that this is something that the Special Committee could revisit.

On motion by Past President Grieve, seconded by EA Representative Craig,
That the resolution from the City of Nanaimo on including Circular Economy in the terms of reference of the AVICC Special Committee on Solid Waste Management be referred to the next AVICC Executive Committee meeting for review was CARRIED

The second regional resolution is on De-Centralizing Forest Management and was sponsored by the District of North Cowichan. The enactment clause reads:

Therefore be it resolved that AVICC call on the Province of British Columbia to move to establish a de-centralized forest management model for the region of Vancouver Island, Sunshine Coast, Powell River, the North Coast and the Central Coast (“Vancouver Island and the Coast”), and, as a first step, appoint a Forester General for the region who will undertake the following actions:

- *Consult with local communities, workers, businesses, First Nations and the broader public on current challenges with the forest sector;*
- *Carry out an analysis of the opportunities to increase employment and value-add, restrict raw log exports, improve environmental sustainability, and advance reconciliation with First Nations;*
- *Develop a regional land use plan for Vancouver Island and the Coast based on citizen input; and*
- *Recommend next steps for empowering Vancouver Island and the Coast in the management of forestry and related resources, including potentially establishing a Regional Standing Committee of the BC Legislature composed of the MLAs for Vancouver Island and the Coast.*

Staff confirmed with the District of North Cowichan that they wanted this resolution to be regionally-specific, and they understand that this means it will not be submitted to UBCM.

On motion by EA Representative Craig, seconded by Director Solda,
That the resolution from the District of North Cowichan on de-centralized forest management be referred to the next AVICC Executive Committee meeting for review was CARRIED

FINANCIAL AND ADMINISTRATION

2019 Audited Financial Statements

On motion by 2nd Vice President Cote, seconded by EA Representative Craig,
That the KPMG Audit Findings Report be received and the Draft Financial Statements of the Association of Vancouver Island and Coastal Communities, Year Ended December 31, 2019 as provided by KPMG be approved with the addition of a disclosure around cancelling the 2020 Convention;

That President Jensen and Past President Grieve sign on behalf of the Board; and

That the financial statements be brought forward to the membership at the next Annual General Meeting and be made available to the membership through the AVICC website was CARRIED

Treaty Advisory Committee Funds

President Jensen referred to the correspondence from the Ministry of Indigenous Relations and Reconciliation authorizing AVICC to spend the remaining Treaty Advisory Committee (TAC) funds of \$44,665. These funds originated in 2000 from a Provincial grant of \$85,000 for project work related to the TAC. The \$44,665 was noted each year in the AVICC financial statements as a liability in deferred revenue as they were required to be repaid to the Province within 30 days if a written request was received.

President Jensen had advised the Minister of Indigenous Relations and Reconciliation in September 2019 that AVICC had remaining funds from the TAC, and sought direction on the use of the funds. He advised that AVICC had sponsored many sessions on reconciliation and indigenous relations including the 2019 Blanket Exercise, 2016 Understanding the Village workshop, and an honourarium to Reconciliation Canada for Chief Dr. Robert Joseph's keynote address at the 2016 Convention.

President Jensen followed up with an email to the Deputy Minister, and a phone call with the Ministry in late 2019. In January 2020 President Jensen sent a letter to Christie Harvie, Senior Negotiator with the Ministry of Indigenous Relations and Reconciliation confirming their phone call where she advised that the Ministry supported AVICC's use of the funds.

On February 12, 2020 AVICC received a response letter from Jennifer Melles, Assistant Deputy Minister advising that "the Ministry is supportive of the disbursement of the remaining funds, as indicated in your letter, for the purposes of continuing and offsetting the costs of the reconciliation initiatives described." The auditors were advised of the Ministry's advice, and have updated the note in the financial statement.

AVICC is now in a position to use the funds for reconciliation initiatives. The Ministry's letter suggests that the previous expenditures noted in President Jensen's letter could be applied toward the \$44,665.

President Jensen has also drafted a letter inviting first nations within the AVICC region to join the Association, and worked with MIRR to identify the first nations to be invited. This letter will be sent out by mid-March.

On motion by Director Evans, seconded by EA Representative Craig,
THAT the report on the release of the remaining TAC funds for reconciliation initiatives be received, that President Jensen be commended for successfully resolving this long outstanding issue, and that the Executive develop a plan for the use of the funds was CARRIED

MOU Policy

At the January 4th Executive meeting, staff reviewed the report previously distributed for the December 6th teleconference. That report had been deferred to the January 4th meeting for discussion. It 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. It noted that most of UBCM's MOUs are with federal and provincial ministries and not with industry organizations. The UBCM website states:

In accordance with the Union of British Columbia Municipalities Act, UBCM may establish formal working relationships with other organizations and associations through memoranda of understanding (MOUs), protocols, and other forms of agreement.

Often, policy directions set by the UBCM membership serve to catalyze negotiation of an agreement between UBCM and other organizations. In other cases, UBCM forges relationships with organizations in anticipation of future policy development or shared concerns.

Section 4 of the UBCM Executive Policies sets out process and procedures for the establishment and renewal of agreements; membership vetting of proposed agreements; and regular review of active agreements.

A focus of the policy in Section 4 is that the membership is consulted prior to UBCM entering into a MOU.

On motion by EA Representative Craig, seconded by Past President Grieve,
That the Executive confirm a policy on Memorandums of Understanding for the Association where AVICC
will not enter into MOUs outside of direction from the members at the AGM was CARRIED

POLICY

AVICC Committee to Advocate on a Vancouver Island Transportation Master Plan

A resolution from the Regional District of Nanaimo asking for the Province to prepare a Vancouver Island Transportation Master Plan was endorsed by AVICC members at the 2019 AGM and Convention. The resolution was forwarded to UBCM for its 2019 Convention, but was not admitted for debate as being regional in focus.

Chair Ian Thorpe of the Regional District of Nanaimo sent a letter February 4, 2020 requesting AVICC to establish a committee to work with the Ministry of Transportation and Infrastructure to prepare a Vancouver Island Transportation Master Plan. The letter notes that Vancouver Island has never had an Inter-Regional Transportation Plan, and that there is an increased need with the Island's population growth, aging demographics and climate change.

Liz Cookson advised that the AVICC Executive does not require a resolution from the membership to establish a committee.

On motion by Director Solda, seconded by EA Representative Craig,
That AVICC staff work with the Regional District of Nanaimo to develop a proposed terms of reference and a framework for a committee to work with the Ministry of Transportation and Infrastructure to prepare a Vancouver Island Transportation Master Plan prior to the Executive receiving a delegation on the proposed committee at a future face to face meeting was CARRIED

Update from AVICC Appointees to DFO Committees

Updates including agendas, minutes, presentations on post season reviews and proposed actions for next season were received from the AVICC Appointees to two Department of Fisheries and Oceans Committees:

- DFO Aquaculture Advisory Committees provided by Director Daniel Arbour, Comox Valley RD; and
- DFO Southern Resident Killer Whales Advisory Committee provided by Mayor Josie Osborne, District of Tofino

On motion by EA Representative Craig, seconded by Director Evans,
That the updates and resources from both AVICC Appointees to the DFO Committees be received;

That the appointees be thanked for their updates; and

That the update information and resources provided be made available on the new AVICC website was CARRIED

CORRESPONDENCE

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

NEXT MEETING

President Jensen to confer with staff, and will advise the Executive by email of the date and time of the next Executive meeting. The Executive will review the meeting schedule to be followed until the next AGM during this next meeting.

ADJOURNMENT

At 4:15 pm, on motion by Director Braithwaite, seconded by 2nd Vice President Cote, that the meeting be adjourned was

CARRIED

Carl Jensen
President

Liz Cookson
Secretary-Treasurer