



**MINUTES OF A MEETING  
OF THE ASSOCIATION OF VANCOUVER ISLAND  
AND COASTAL COMMUNITIES EXECUTIVE  
HELD WEDNESDAY, APRIL 22, 2020  
BY ZOOM**

**IN ATTENDANCE:** Councillor Carl Jensen, District of Central Saanich, President  
Director Ian Morrison, Cowichan Valley RD, 1<sup>st</sup> Vice President  
Director Penny Cote, Alberni-Clayoquot RD, 2<sup>nd</sup> 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

President Jensen called the meeting to order at 8:30 am and welcomed Committee members and staff.

**AGENDA**

On motion by Director Solda, seconded by Director Evans,  
THAT the agenda for the April 22, 2020 meeting be adopted as distributed in the meeting package was  
CARRIED

**MINUTES**

On motion by Director Braithwaite, seconded by Director Solda,  
THAT the minutes of the March 13, 2020 be adopted as distributed in the meeting package was  
CARRIED

**AGM & CONVENTIONS**

**2021 Host Communities, 2022 and 2023**

Liz Cookson advised that the City of Nanaimo's Council and the Regional District of Nanaimo's Board have both confirmed that they will co-host the 2021 Convention. She is currently updating the contract with the Vancouver Island Conference Centre that has confirmed space availability and will transfer the deposit to 2021. She has advised the two Nanaimo hotels where AVICC had established room blocks. A notification will be sent out to members once the new contracts are finalized. She noted that all contracts will need to contain clauses that allow the contracts to be cancelled if the pandemic means that large gatherings may not be held in April 2021.

Liz Cookson further advised that she had confirmed with the District of Ucluelet's CAO that AVICC would be held in Nanaimo in 2021 instead of Ucluelet as previously arranged. The convention will be held in Victoria in 2022 as AVICC has signed contracts with the Victoria Conference Centre and the Fairmont Empress that would be unlikely to qualify for the force majeure clause for the 2020 pandemic. The District of Ucluelet asked whether they would need to reapply for 2023.

On motion by Director Braithwaite, seconded by Director Evans,  
That the report on the locations of the 2021, 2022 and 2023 conventions be received;

That the District of Ucluelet be offered the right of first refusal on the 2023 convention; and

That the 2021 convention contracts include a clause that would allow for cancellation in the event that there are still prohibitions on social gatherings in 2021 as a result of the pandemic was CARRIED

### **2020 AGM and 2020 UBCM Convention**

President Jensen advised that the UBCM Executive had met the previous week by Zoom, and discussed options for continuing to hold the 2020 UBCM Convention. He advised that no determination had been made, but that it is possible that members will not be able to meet in person. This would impact AVICC's ability to hold its AGM during the UBCM Convention as the bylaws require the AVICC AGM to be held in person.

*2<sup>nd</sup> Vice President joined the meeting by phone*

Liz Cookson updated the Executive on advice from the BC Registrar's office that there is no penalty if AVICC does not hold an AGM for 2 consecutive years. After that the penalty is dissolution. The Registrar's office also suggested going ahead with a virtual meeting with consensus of the members at the meeting. Liz Cookson further noted that the Ministry of Finance is going to be sending out a notice allowing societies to hold AGMs by teleconference regardless of their bylaws or the Societies Act.

The Executive Committee members continue to serve until the next AGM, and AVICC's bylaws do require that voting for directors must be by ballot. It's not clear whether the notice from the Ministry of Finance deals with this.

There was general discussion on the importance of holding an AGM in some form. The Executive noted there will be an opportunity to discuss this at the next meeting when more is known about UBCM's plans. If the UBCM Convention does not go ahead then AVICC can look at other options including potentially an in-person meeting. The Executive recognized that internet connectivity issues in some parts of AVICC could make it more difficult for some members to participate.

On motion by Director Evans, seconded by EA Representative Craig,  
That the verbal report on a 2020 AGM and the 2020 UBCM Convention be received was CARRIED

### **FINANCIAL AND ADMINISTRATION**

#### **First Nations Membership Update and Treaty Advisory Committee Funds**

President Jensen updated the Executive on the invitation letter sent out to 55 first nations with lands within or partially within the AVICC region. Responding to a question from 1<sup>st</sup> Vice President Morrison, he advised that the list of 55 first nations was developed in conjunction with the Ministry of Indigenous Relations and Reconciliation and can follow up on any that were not included.

In response to a question from 2<sup>nd</sup> Vice President Cote, Liz Cookson clarified that directors that serve on the ACRD Board on behalf of their first nations are currently AVICC members through the ACRD, but that the other elected officials from those first nations are not. If their first nation joined AVICC as members then all the elected officials from the first nation would be entitled to vote on resolutions and the election of directors at the AGM.

Liz Cookson noted that the invitation was a first step, and that further follow up would be appropriate considering there might be issues with first nations receiving mail by post during the pandemic.

On motion by Past President Grieve, seconded by Director Braithwaite,  
That the verbal report with an update on invitation letters sent out to first nations within the AVICC region  
was CARRIED

### **Executive Meeting Schedule**

President Jensen referred to the proposed schedule he had distributed by email on April 19<sup>th</sup> and asked for any conflicts or alternative dates. He noted this could possibly be amended during the year depending on what happens with the AGM.

His proposed scheduled was:

- Friday, June 19, 8:30-10:00 am
- Saturday, September 12, 9:00-11:00 am
- Friday, October 23, 10:00am-3:00pm (in person)
- Friday, December 4, 8:30-10:00 am
- Saturday, January 9, 10:00 am-3:00pm (in person)
- Friday, March 12, 8:30-10:00 am

On motion by Director Braithwaite, seconded by EA Representative Craig,  
THAT the proposed meeting schedule distributed by email on April 19<sup>th</sup> be adopted was CARRIED

### **Amended Budget for 2020**

Liz Cookson referred to her report on amendments to the 2020 budget related to the cancellation of the convention. She noted that AVICC normally budgets operations at a loss, with offsetting revenue from the convention to achieve an overall break-even budget. Sponsors and trade show exhibitors have provided more revenue in recent years to achieve this break-even while still providing a high level of service.

This budgeting approach allows AVICC to keep member dues low. Without this revenue, there will be a projected overall loss of approximately \$29,000. AVICC has the financial reserves to absorb this loss. Last year's convention had a profit of \$66,000 which was approximately \$40,000 more than budgeted. This, combined with lower operating costs including the deferral of a new laptop purchase, meant a profit in 2019 of \$58,000.

The proposed budget amendments included:

- Reduced interest income to reflect cuts in interest rates.
- Assumes member dues will be maintained.
- Reduced Executive meeting expenses to reflect less face to face meetings including the one normally held the day prior to the Convention.
- Reduced expenses in the "Other Meetings" category that relate to the Special Committee on Solid Waste and meeting expenses for AVICC representatives on external committees. The expectation is that less meetings will be held as a result of the pandemic.
- No staff travel to other Area Association meetings in 2020 as is encouraged under the Executive Policies.
- \$7,500 expense in communications that reflects the new AVICC website and has already been expended.
- The "Other" category reflects the cost of a new laptop as approved in the 2019 budget, to replace the 2015 laptop currently used by staff.
- Most costs related to the 2020 Convention were avoided, however there were still costs related to annual event insurance (CGL), UBCM contract staff, CivicInfo credit card processing fees, production of the Convention brochure, name badge holders, and site visits.

- Sponsorships and trade show fees returned or rolled over to 2021. One sponsor – FortisBC – has asked to continue sponsoring the AVICC lunch planned for the UBCM Convention. FortisBC normally sponsors the Saturday lunch at the AVICC Convention.

On motion by 1<sup>st</sup> Vice President Morrison, seconded by Director Braithwaite,  
That the amended budget for 2020 related to the cancellation of the 2020 Convention be approved was  
CARRIED

## **POLICY**

### **AVICC Committee: Vancouver Island Transportation Master Plan**

Liz Cookson noted she had advised the CAO of the Regional District of Nanaimo of the Executive's March 13<sup>th</sup> resolution, and they would be reviewing an approach to developing the terms of reference for the committee with the other affected regional districts. The COVID-19 pandemic is currently affecting the availability of the CAOs to address this new committee. Staff will continue to follow up, and will also send a letter to the Chair of the Regional District of Nanaimo to respond to his letter.

On motion by Director Evans, seconded by EA Representative Craig,  
That the update report on an AVICC Committee for a Vancouver Island Transportation Master Plan be received for information was  
CARRIED

*1<sup>st</sup> Vice President Morrison left the meeting.*

### **District of North Cowichan: Forest Management Resolution**

The Executive discussed the regional resolution on De-Centralizing Forest Management submitted by the District of North Cowichan. The resolution would normally have been debated by members at the AVICC Convention. The resolution asks AVICC to 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, and to appoint a Forester General for the region.

Staff had 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.

The Executive discussed whether there might be an opportunity at the 2020 AGM for members to debate this resolution and find out if this direction is supported by the membership. There was concern that this issue may not get much attention from the Province at the moment given the focus on dealing with the pandemic, and that strategically it might make sense to wait.

On motion by Past President Grieve, seconded by Director Braithwaite,  
That the report on the resolution from the District of North Cowichan on de-centralized forest management be received;

That staff send a letter of acknowledgement to the District of North Cowichan from the President; and

THAT the resolution be referred to the next AGM for review with AVICC members was  
CARRIED

### **AVICC Special Committee on Solid Waste Management**

The Executive reviewed the resolution on Circular Economy submitted by the City of Nanaimo requesting the terms of reference for the Special Committee on Solid Waste Management include circular economy.

Past President Grieve (as Chair of the AVICC Special Committee on Solid Waste Management) advised that the members wish to continue the Special Committee, and feel it still has a role to play. He agrees the terms of reference should be refreshed, and confirmed by the Special Committee and the AVICC Executive.

On motion by Past President Grieve, seconded by Director Braithwaite,  
That the draft terms of reference from Councillor Ben Geselbracht with information on the concept of circular economy be received;

That staff draft amended terms of reference for a refreshed AVICC Special Committee on Solid Waste, and circulate the draft to the CAOs supporting the Special Committee for comment; and

That the proposed terms of reference be distributed at the next meeting of the Special Committee for consideration, and then be brought back to the AVICC Executive for future discussion on the role of the AVICC Special Committee and endorsement of the terms of reference was CARRIED

## **CORRESPONDENCE**

(a) qathet Regional District, Chair Patrick Brabazon, March 17, 2020, Shoreline Cleanup 2019 Year End Report and *What We Heard on Marine Debris in B.C*

On motion by EA Representative Craig, seconded by Director Solda,  
That the correspondence from qathet Regional District Chair Brabazon be received, and that the report be forwarded to the AVICC Special Committee on Solid Waste Management and placed on the AVICC website was CARRIED

(b) District of North Cowichan, Mayor Al Siebring, April 14, 2020, BC PHO Order for BC Ferries

The Executive reviewed the letter addressed to the BC Public Health Officer, Dr. Bonnie Henry requesting an order to prohibit “Long Weekend BC Ferry Traffic to Vancouver Island” and noted that not all mayors in the region had signed in support.

On motion by Past President Grieve, seconded by 2<sup>nd</sup> Vice President Cote,  
That the correspondence be received, and that the AVICC send a letter to the BC Public Health Officer asking her to encourage travellers not to visit Vancouver Island for recreational and non-essential travel was CARRIED

## **ADJOURNMENT**

At 10:00 am, on motion by Director Braithwaite, seconded by Director Solda,  
that the meeting be adjourned was CARRIED

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Carl Jensen  
President

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Liz Cookson  
Secretary-Treasurer