

DATE OF MEETING April 10, 2019

AUTHORED BY SHEILA GURRIE, CORPORATE OFFICER AND CITY CLERK

**SUBJECT HOSTING ASSOCIATION OF VANCOUVER ISLAND AND
COASTAL COMMUNITIES ANNUAL CONVENTION**

OVERVIEW

Purpose of Report

To provide Council with background information regarding hosting of the Annual Association of Vancouver Island and Coastal Communities Convention and receive Council authorization to host this event in 2020.

Recommendation

That the Finance and Audit Committee recommend that Council:

1. Submit an application to host the Association of Vancouver Island and Coastal Communities 2020 Annual Convention; and,
2. That if the application is successful, commit up to \$15,174 in the 2020 budget to host this event at the Vancouver Island Conference Centre, with funding to be allocated from general taxation.

BACKGROUND

The Annual Vancouver Island and Coastal Communities (AVICC) is the longest established area association under the umbrella of the Union of BC Municipalities (UBCM). The Association deals with issues and concerns that affect all communities in its jurisdiction from large urban areas to small rural communities. AVICC now has a membership of 53 municipalities and regional districts, including the City of Nanaimo. The Annual General Meeting & Convention held in April each year provides members with the opportunity to bring forward issues and concerns from their individual communities through resolutions and debates.

Hosting the annual convention would provide opportunities to showcase, to numerous other Local Governments on Vancouver Island, the many cultural attractions and amenities that Nanaimo has to offer. It would also allow Nanaimo City Councillors to attend the convention without having to travel. As 2020 conference hosts, the City of Nanaimo would be responsible for providing meeting facilities and services for the expected 350 delegates for the AVICC Annual Convention. This influx of delegates would benefit the local economy as noted under "Economic Impact" on the table below. Please refer to "Attachment A" of this report for the Host Community Responsibilities and Requirements for the 2020 Convention.

The following estimated costs and economic impact are based on rental costs of the Vancouver Island Conference Centre (VICC) (Attachment B includes details of VICC's proposal):

ITEM	Estimated Cost
Vancouver Island Conference Centre:	\$8,920
Colour Printer	\$750
Decorations	\$700
20 Speaker Gifts	\$900
Entertainment/Welcome Reception	\$2,000
Booths	\$1,904
Total Estimated Cost	\$15,174
ITEM	Economic Impact
350 people x 3 days x \$315	\$330,750

Staff have provided more details of the estimated cost break downs on "Attachment C" of this report.

OPTIONS

1. That the Finance and Audit Committee recommend that Council:
 1. Submit an application to host the Association of Vancouver Island and Coastal Communities 2020 Annual Convention; and,
 2. That if the application is successful, commit up to \$15,174 in the 2020 budget to host this event at the Vancouver Island Conference Centre, with funding to be allocated from general taxation.
 - **Budget Implication:** That if the application is successful, year 2 (2020) of the 2019 – 2023 Financial Plan would be amended to add a budget of \$15,174 with funding from general taxation.
 - **Political Implication:** Demonstrates regional leadership.
2. That the Finance and Audit Committee recommend that Council direct Staff not to submit and application to host the Association of Vancouver Island and Coastal Communities 2020 Annual Convention.
 - **Political Implication:** Would not encourage regional leadership.
3. That the Finance and Audit Committee provide alternate direction. |

SUMMARY POINTS

- The Annual General Meeting & Convention is held in April each year and provides members with the opportunity to bring forward issues and concerns from their individual communities.
- Hosting the Convention would provide opportunities to showcase the City to other Local Governments and would mean Nanaimo City Councillors would not need to travel for the event.
- Staff estimate that hosting the 2020 AVICC Convention will cost \$15,174.

ATTACHMENTS

Attachment A: Distribution of Responsibilities
Attachment B: AVICC 2020 Nanaimo Proposal
Attachment C: AVICC Estimated Costs

Submitted by:

Sheila Gurrie,
Corporate Officer and City Clerk

Distribution of Responsibilities – 2020 & 2021 AVICC AGM & Convention

Basic Activity	Who Does What	Who Covers Costs
Facilities – all rental costs plus setup, stage, wheel chair ramp, janitorial and security	Host Community identifies venues, coordinates contract; Host Community works with AVICC Executive Coordinator to work out details for room set up.	Host Community (to standard of a convention centre – round tables, chairs, table cloths, staging, security, janitorial)
Hotel Room Blocks (225 rooms required)	Host Community contacts accommodations providers to obtain rates and availability; AVICC contracts for room blocks; delegate makes their bookings directly; AVICC Executive Coordinator makes arrangements for accommodations for speakers, etc.	Each delegate or their local government or organization. AVICC pays for rooms for speakers, staff and Parliamentarian.
Food and Beverage Services	Host Community provides contacts, references and assists with liaison; AVICC contracts for services and pays for catering.	AVICC
Friday Welcome Reception Entertainment (up to 300)	Welcome reception is typically a come and go without any program; Host Community may enlist local musicians or artists to enhance the environment if desired.	Host Community for space, decorations, entertainment; AVICC for food and drinks.
Saturday Banquet Entertainment (up to 250)	Host Community identifies potential entertainers for approval by AVICC; AVICC will contract and make arrangements. If desired, Host Community will make arrangement for any special decorating, i.e. table centrepieces, staging, etc.	Host Community for room, decorations and reception entertainment; AVICC for food, drinks and banquet entertainment.
Pre-Convention Sessions	Host Community to provide ideas for local study tours or workshops for approval of AVICC, and assist with organizing tours.	AVICC
Business Program	Host Community Mayor and/or Chair provide 2-3 minute welcome during the opening remarks; Host Community can provide other program suggestions to incorporate local content for the approval of AVICC.	AVICC
Partner Program	Host Community will identify tours; AVICC to approve; AVICC Executive Coordinator will publicize and accept registrations; Host Community will coordinate all the arrangements and manage onsite registration	Registration fee for cost recovery; AVICC will transfer registration funds to Host Community for out of pocket costs.
Bus Transportation (tours and shuttle)	Host Community provides contact names of local service providers; AVICC Executive Coordinator contracts for required services.	AVICC

Distribution of Responsibilities – 2020 & 2021 AVICC AGM & Convention

Basic Activity	Who Does What	Who Covers Costs
Speaker Gifts	Host Community identifies, purchases and wraps local, representative gift for speakers (no more than \$25-30 per gift).	Host Community pays for 20 gifts.
Delegate Door Prizes	Host Community arranges for 10 donated gifts to be available and brought to facility.	Donated by community partners.
Grand Prize	AVICC Executive Coordinator arranges.	AVICC
Registration Desk	Host Community provides 2-3 volunteers to help during Friday and Saturday, and 1-2 volunteers for Sunday.	Host Community
Trade Show (20+ booths)	Host Community provides the facility, tables, chairs, linens/skirting and pipe and drape for booths if suitable for facility; AVICC arranges the exhibitors, their registration and signage. Host Community may host a complimentary Chamber of Commerce/ Tourism related desk (and arrange staffing).	Host Community – facility, tables, chairs, linens, skirting and trade show booths if suitable for facility AVICC – signage, registration, move in/out
Piper, FN Invocation, O'Canada Singer	Host Community arranges Piper and O'Canada singer; Host Community invites local First Nation representative for invocation/welcome.	AVICC will pay honorariums
Flags and Stands for Canada, BC, Host and First Nation	Host Community arranges for flags to be located on business session stage.	Host Community
Event Liability Insurance	AVICC Executive Coordinator will arrange.	AVICC
Sponsors	Host Community may identify additional local sponsors; AVICC Executive Coordinator will make contacts unless sponsored funds go directly to the Host Community to cover facility or other special costs.	AVICC covers all the recognition costs and sponsor arrangements
Liaison with Local Community	Host Community manages the liaison with local community and will send communications to notify businesses of what may be expected in relationship to delegate arrival, meals, etc.	Host Community
Convention Office	Host Community provides a printer for the AVICC office.	Host Community for printer
WiFi	Host Community to provide.	Host Community

ATTACHMET B

VANCOUVER ISLAND CONFERENCE CENTRE



Association of Vancouver Island & Coastal Communities AGM & Convention 2020

April 2020

Gina Bethell
Sales Manager



VANCOUVER ISLAND CONFERENCE CENTRE

Your West Coast Meeting and Conference Destination

LOCATION – FACILITIES:

Just steps away from the scenic Nanaimo Harbour in the heart of a walkable downtown, The Vancouver Island Conference Centre is Vancouver Island's finest full-service conference centre.

For a virtual tour of the Conference Centre please visit www.viconference.com



VENUE SPACE:

For this convention, we have the following room(s) available which I believe would suit your needs:

Room Rental	Meeting/Event	Size & Capacity
<i>Tuesday April 14th</i>		
Milestone River Room	AVICC Office	770 Sq Ft
<i>Wednesday April 15th</i>		
Milestone River Room	AVICC Office	770 Sq Ft
<i>Thursday April 16th</i>		
Milestone River Room	AVICC Office	770 Sq Ft
Lantzville Room	Executive Pre-Conference Meeting	921 Sq Ft 25 Boardroom Style

<i>Friday April 17th</i>		
Milestone River Room	AVICC Office	770 Sq Ft
Nanaimo River Room A/B	Pre-Conference Session	1,868 Sq Ft 1110 Theatre Style
Mt Benson Ballroom C/D	Business Session	9,153 Sq Ft 300-400 Banquet Style
Newcastle Island Lobby & Mt Benson A/B	Exhibitor Show Refreshment Break Area	11,912 Sq Ft 20 Exhibitor Booths
Mt Benson A/B	Welcome Reception	4,544 Sq Ft 400 Reception Style
<i>Saturday April 18th</i>		
Milestone River Room	AVICC Office	770 Sq Ft
Mt Benson C/D	Business Session & Delegates Luncheon	9,153 Sq Ft 300-400 Banquet Style
Nanaimo River Room A/B	Breakout Session #1	1,868 Sq Ft 120 Theatre Style
Shaw Auditorium	Breakout Session #2	2,598 Sq Ft 189 Tiered Seating
Departure Bay A/B	Breakout Session #3	1,337 Sq Ft 100 Theatre Style
Newcastle Island Lobby & Mt Benson A/B	Exhibitor Show, Refreshment Break Area	11,912 Sq Ft 20 Exhibitor Booths
Mt Benson A/B/C	Annual Banquet & Dance	9,167 Sq Ft 350 Banquet Style
<i>Sunday April 19th</i>		
Milestone River Room	AVICC Office	770 Sq Ft
Mt Benson C/D	Business Sessions	9,153 Sq Ft 300-400 Banquet Style
Newcastle Island Lobby & Mt Benson A/B	Exhibitor Show Refreshment Break Area	11,912 Sq Ft 20 Exhibitor Booths
Total Room Rental = \$8,920.00		
<i>City of Nanaimo & Vancouver Island Conference Centre Full Venue Sponsorship</i>		

CATERING:

Setting us apart, the cuisine at the Vancouver Island Conference Centre is a key focus, an experience in itself. Our in-house catering department is managed by Compass Group Canada. Compass Group Canada is a leader in contract food service and hospitality. By combining fresh ideas with the industry's greatest talent, Compass Group continues to set the standards for food and service excellence.

Below, for your convenience, is a sample conference menu to illustrate the quality and variety of cuisine that the Vancouver Island Conference Centre can offer. I have also included a full menu for you to look through. Please note that all meal options are only recommendations. We would be happy to work with you to develop a menu which meets your specific needs and budget.

DAY 1,

Hot Breakfast Buffet:

*Denver Style Scrambled Eggs, Yukon Gold Hash Brown Potatoes, Bacon, Sausages, Assorted Mini Yogurt
Assorted Breakfast Pastries, Croissants, Bagels, Tofu and Vegetable Scramble
(20% Gluten Free)*

Seasonal Fresh Fruit & Berries

Selection of Chilled Apple, Cranberry, Grapefruit & Orange Juice

Freshly Brewed Regular & Decaffeinated Coffee, Selection of Traditional & Herbal Teas

\$20PP

AM Break:

Apple, Orange, and Cranberry Juice

Freshly brewed regular & decaffeinated coffee, selection of traditional & herbal teas

House Made Granola and Fruit Bars

\$9PP

Luncheon

GF/DF/ Vegetarian Butternut Squash Apple Bisque

Garden salad with house made vinaigrette and creamy dressing

Thai Noodle Salad

Build Your Own Deli Lunch

Sliced Roast Beef, Real Turkey, Black Forest Ham

Gourmet Sandwich Fillings: Cilantro Shrimp Salad, Egg Salad, Tuna with Sundried Tomato Salad

Lettuce, Sliced Tomato, Cucumbers, Condiments

Fresh Breads and Wraps to include Gluten Free option

Carrot Cake, Gluten Free Date Squares.

Freshly brewed regular & decaffeinated coffee, selection of traditional & herbal teas

\$23PP

PM Break:

Assorted Juices

Freshly brewed regular & decaffeinated coffee, selection of traditional & herbal teas

Jumbo Cookies, (Some Gluten Free)

\$9PP

Reception:

CRUDITÉS AND DIP

Fresh Carrots, Celery, Radishes, Snap Peas, Broccoli, Cauliflower, Rutabaga & Cherry Tomato

FRESH SEASONAL FRUIT PLATTERS

Assortment of Fresh Fruit & Seasonal Berries

IMPORTED AND DOMESTIC CHEESE PLATTERS

Crackers and Crustini Toasts

GRILLED WARM PITA BREAD

Variety of different types of hummus; pesto, roast garlic & red pepper hummus

SMOKED SALMON PLATTERS

Pesto cream cheese, toast points, grilled lemon

ASSORTED SUSHI AND SASHIMI PLATTERS

HOT HORS'DOEUVRES STATION:

Spinach Pastries, Tempura Prawns, Chicken Satays,

Bacon Wrapped Scallops, Vegetable samosas

DAY 2,

The Healthy Choice Breakfast:

Freshly Baked Carrot & Bran Muffins

Assortment of Fresh Seasonal Fruit & Berries

House made Granola & Dried Fruits, Assorted Cold Cereals

Selection of Chilled Apple, Cranberry, Grapefruit & Orange Juice

Freshly Brewed Regular & Decaffeinated Coffee, Selection of Traditional & Herbal Teas

\$16PP

AM Break:

Apple, Orange, and Cranberry Juice

Freshly brewed regular & decaffeinated coffee, selection of traditional & herbal teas

Assortment of Miniature French Pastries

\$9PP

PM Break:

A Selection of Traditional & Herbal Teas

Freshly Baked Whole Wheat Raspberry, Blueberry or Cheddar Cheese Scones

Served with Devonshire cream, Butter & Premium Fruit Preserves

\$13PP

Plated Dinner:

Assorted Freshly Baked Breads & Rolls

First Course:

Grilled Vegetable Caprese Salad

Grilled Red Pepper, Grilled Zucchini, Roma Tomato, Fresh Boccocini & Fresh Basil

Main Course:

Sundried Tomato & Island Brie Chicken

Chardonnay Chive Cream

Chef's Fresh Market Vegetables & Potato or Rice

Dessert:

Dessert of your Choice

Freshly Brewed Regular & Decaffeinated Coffee

Selection of Traditional & Fine Herbal Teas

\$41PP

TECHNICAL AND AUDIO VISUAL:

The Vancouver Island Conference Centre is equipped with one of the most advanced audio-visual and control systems in all of Western Canada. Our built-in sound system, high speed complimentary wireless Internet Access, digital way-finding and global broadcast capabilities are just a few examples of the services offered.

ACCOMMODATION:

Nanaimo has a total of 793 quality hotel room available within 12 kilometers of the Vancouver Island Conference Centre with 349 of those rooms are located within 1 kilometer of our front door. We are proud to say that we work very closely with all of the hotels in Nanaimo to find the most appropriate accommodations for all our guests.

Coast Bastion Hotel (Connected to VICC by underground parking)

April 202020

Comfort Rooms (2 double beds) – **40 rooms available - \$147.00**

Superior Rooms (2 double beds) – **15 rooms available - \$158.00**

Superior Queen Room – **10 rooms available - \$158.00**

Premium King Room – **30 rooms available - \$175.00**

Harbour View Premium (1 King Bed) – **16 rooms available - \$198.00**

Harbour View Premium (2 Double Beds) – **2 rooms available - \$198.00**

Premium Jacuzzi Suite – **2 rooms available - \$265.00**



115 Rooms Blocked

***Double/Triple occupancy rates apply**

GREEN MEETINGS AND EVENTS:

The Vancouver Island Conference Centre is considered a leader in environmental design and sustainability. Demonstrating environmental responsiveness and corporate responsibility in our activities; we try to consider all options to reduce waste and increase efficiency. In addition, planning a green meeting can create many benefits to the event organizer by allowing them to:

- Save money by conserving resources
- Create and enhance competitive advantage and reputation
- Open up new or niche markets
- Present positive opportunities for marketing, improve public relations and demonstrate a commitment to corporate responsibility

TRANSPORTATION:

Finding your way to the 'Hub City' of Vancouver Island has never been more convenient. With four different forms of transportation bringing people directly to Nanaimo, you will be amazed at how easy, and affordable it is to get yourself to Nanaimo all year long. Whether coming from West Vancouver (Horseshoe Bay) or Tsawwassen, BC Ferries offers guests a comfortable and reliable options should they be travelling by car. If the guests are not bringing their cars, they can choose between 5 airlines as well Nanaimo's newest transportation option, Helijet.



Both Air Canada and West Jet offer daily flights into Nanaimo from both Vancouver and Calgary with direct flights from Abbotsford and Victoria also available. If you are already in Vancouver, and you are interested in treating yourself to a short scenic flight, then you may want to explore taking a float plane or helicopter ride. Operating from both Downtown Vancouver as well as the Vancouver International Airport (South Terminal), both of these options will allow your guests to take in the breathtaking landscapes that the West Coast of Canada has to offer.

All of the float plane companies (Harbour Air, Sea Air & Tofino Air), fly into Nanaimo's Harbor leaving you a short 10 minute walk or taxi ride to our front doors. Should you choose Helijet, you will have access to their free shuttle service which will bring you right downtown, just steps from our main entrance.

LOCAL TOURISM & CULTURE:



The city of Nanaimo is a classic West Coast community, offering natural beauty at every turn, vast recreation potential and is brimming with culture. Stroll along our waterfront, catch a ferry to one of Canada's only floating pubs or enjoy a fresh seafood dinner at one of our many amazing restaurants. Here, you can go from the wilderness to the city center in just a few minutes, and spend more time in the places you want to be.

Located just steps away from our front doors, you will find the crown jewel of culture in the city at the Nanaimo Museum. The museum is home many to permanent exhibits allowing guests to learn about Nanaimo's rich history such as the Snuneymuxw First Nations, Coal Mining and the Forest Industry. Its gift shop is also the perfect place to find that special keepsake to take home with you.

For more information on Tourism & Culture ideas while visiting Nanaimo, check out these links:

[Tourism Nanaimo](#)

[Nanaimo Museum](#)

[Snuneymuxw First Nations](#)

PARKING:

Convenient self-paid parking for up to 300 vehicles is available in our underground parkade located below the Vancouver Island Conference Centre along with an additional 300 spaces available at the parkade directly adjacent to the Conference Centre.

CONCLUSION:

Thank you Liz for the opportunity to create a proposal for the Association of Vancouver Island & Coastal Communities AGM & Convention in April 2018. Please take a look through the above proposal and attachments. The City of Nanaimo and Tourism Nanaimo is in full support of this convention being hosted in Nanaimo and we are able to offer, with The City of Nanaimo, full sponsorship of the meeting room rental.

Sincerely,

Gina Bethell

Gina Bethell
Sales Manager
Office: 250-244-4063
Cell: 250-802-2067
Email: gbethell@viconference.com

February 16, 2018

Ms. Liz Cookson
AVICC Executive Coordinator
Local Government House Office Manager
525 Government Street
Victoria, BC V8V 0A8

Attention: AVICC Board of Directors

Dear Ms. Cookson,

Re: 2020 AVICC Conference

On behalf of Council, I would like to invite the members of the Association of Vancouver Island Coastal Communities to Nanaimo, the Traditional Territory of the Snuneymuxw First Nations, for the 2020 Annual AVICC Conference.

We would be honoured to welcome you to our beautiful City and to see the cultural attractions we have to offer. We regard Nanaimo as one of the most beautiful harbourfronts on the West Coast. In addition, our downtown core has the full service Vancouver Island Conference Centre that can accommodate up to 1300 delegates and would meet the needs of this event.

The City of Nanaimo, together with our community partners, welcomes the opportunity to host the 2020 AVICC Conference in our beautiful Harbour City.

Yours very truly,



Bill McKay
MAYOR



#501-65 Front Street
Nanaimo, BC
V9R 5H9
www.tourismvi.ca



#501-65 Front Street
Nanaimo, BC
V9R 5H9
www.tourismnanaimo.com

Gina Bethell
Sales Manager
Vancouver Island Conference Centre
Spectra Venue Management
101 Gordon Street, Nanaimo, BC V9R 5J8

Re: AVICC Conference 2020 Letter of Support

Dear Gina:

Thank you for reaching out to Tourism Vancouver Island and Tourism Nanaimo. While not directly part of our portfolio, the MICE sector (meetings, incentives, conferences and exhibitions) is an important piece of the tourism puzzle in Nanaimo, and on Vancouver Island. Targeting business professionals, academic institutions, trade organizations and special interest groups, the MICE sector attracts a significant contingent of non-residents who might not have otherwise visited, or even been aware of, Nanaimo and/or the Vancouver Island region.

According to the *2016 Meetings Market Report: Survey Data Summary*, the Canadian average of room nights generated by MICE sector events in 2015 equated to 564 – a number that emphasizes this sector's capacity to attract non-residents to new destinations.

Vancouver Island is a 460km island paradise located in the Pacific Ocean, about 97km west of Vancouver, and 117km north of Seattle. The region offers an abundance of activities and experiences to explore, between Port Hardy in the north and Victoria in the south, and Tofino to the west and Campbell River to the east. Nanaimo, situated in the centre of Vancouver Island, is a classic West Coast community, offering natural beauty at every turn, and vast recreation potential. Nanaimo has one of the longest shorelines in Canada, and a forested mountain backdrop just outside downtown; you can go from the wilderness to the city centre in just a few minutes, and spend more time in the places you want to be.

Whether for business or pleasure, we support opportunities that bring visitors to communities on Vancouver Island; these opportunities ultimately align with our goals of familiarizing non-residents with Nanaimo and Vancouver Island, building positive perceptions about our community and region, and generating interest in return holiday/tourism visits.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Anthony Everett", is written over a light blue wavy line.

Anthony Everett,
President and CEO
Tourism Vancouver Island

Item	Details	Estimated Costs
VICC - 2 ½ days	March 2019 VICC provided detailed venue room rental estimate – unknown if taxes are included (\$1070.40).	\$8,920.00
Colour printer Host community is responsible to provide a printer for the AVICC (Millstone River Room)	Console Multifunction full colour including delivery and pickup. VICC provided estimated cost. *2016 AVICC the City of Nanaimo provided one of their printer's at no cost	\$750.00
Decorations Host community will make arrangement for any special decorating, i.e. table centrepieces, staging, etc.	Estimated 250-350 delegates City could source through Parks Yard tulips/flower decorations for 25 – 35 tables @ \$20.00 per table (not confirmed). These could be used for both nights This does not include any stand-alone arrangements. Another option could be renting through TripleT.	\$700.00
20 Gifts Host community identifies, purchases and wraps local, representative gift for speakers (no more than \$25-30)	Apparently, Tourism Nanaimo has committed to assisting in scouting and contracting the purchase at a suggest price of \$40. per (if taxes are added the cost increases to approximately \$45.00). This does not include wrapping.	\$900.00
Entertainment for Friday Welcome Reception and Saturday Banquet Host community identifies and pays for potential entertainers for approval by AVICC	VICC noted an option on their estimate of utilizing Wellington High School Jazz Trio for a donated cost to the program of \$200.00 per night but unknown where this cost figure was obtained. A professional jazz duo or group would be approximately \$1,000.00 per night. Tourism Nanaimo has connections to local event promoters.	\$2,000.00
20+ Trade Show Booths Host community provides the facility, tables, chairs, linens/skirting and pipe and drape for booths.	VICC indicated linens and skirting had no additional costs as these are included in "meeting facilities". Need to confirm if booths are included. \$85.00 per booth & taxes	\$1,904.00
Wi-Fi Host community to provide	VICC makes no mention of this in their estimate.	No Charge
PA System	AVICC provides all equipment for sound, screens, projectors etc	No Charge
Total Estimated Costs	VICC has estimated between \$11,170.00 - \$11,970.00.	\$15,174.00
Economic Impact	350 people x 3 days x \$315.00	\$330,750.00

2016 Nanaimo hosted AVICC at a cost of \$12,000.00