

**Association of
Vancouver Island and
Coastal Communities**



MINUTES OF THE 71ST ANNUAL CONVENTION

**Held Virtually
September 22, 2020**

2019-20 AVICC EXECUTIVE

PRESIDENT	Councillor Carl Jensen District of Central Saanich
FIRST VICE PRESIDENT	Director Ian Morrison Cowichan Valley Regional District
SECOND VICE PRESIDENT	Director Penny Cote Alberni-Clayoquot Regional District
ELECTORAL AREA REPRESENTATIVE	Director Vanessa Craig Regional District of Nanaimo
DIRECTOR-AT-LARGE	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
PAST PRESIDENT	Director Edwin Grieve Comox Valley Regional District

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ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

MINUTES OF THE 71ST ANNUAL GENERAL MEETING OF AVICC HELD VIRTUALLY SEPTEMBER 22, 2020

President Carl Jensen called the 71st Annual General Meeting of the Association of Vancouver Island and Coastal Communities to order at 4:30 pm on Tuesday, September 22, 2020.

The AGM was held virtually in 2020 due to the restrictions from the Public Health Officer on gathering in-person as a result of the COVID-19 pandemic. AVICC's AGM was broadcast from the Victoria Conference Centre with President Jensen and 1st Vice President Morrison in attendance.

President Jensen welcomed the delegates, and presented his President's Report (attached to the Minutes as Appendix A) that detailed the main activities of the AVICC Executive over the last term. He thanked UBCM for providing the platform for hosting AVICC's AGM.

ADOPTION OF MINUTES

On regular motion, duly moved and seconded, the Minutes of the 70th Annual General Meeting of the Association of Vancouver Island and Coastal Communities held in the City of Powell River, April 12-14, 2019, as electronically posted and distributed, were adopted.

ANNUAL REPORT

On regular motion, duly moved and seconded, the *2020 Annual Report* was received.

FINANCIAL REPORT

President Jensen presented the Audited Financial Statements of the Association of Vancouver Island and Coastal Communities for the year ending December 31, 2019 (Appendix B). He advised that once again the financial statements include a clean opinion from AVICC's auditors, KPMG.

On regular motion, duly moved and seconded, the statements were received.

2020 BUDGET

President Jensen presented the 2020 Budget, and advised it had been amended by the Executive in April to reflect the loss of revenue from not holding the April convention. The revenue from sponsors, trade shows and registration at the convention has been used in the past to keep member dues low and to help with the operation of the Association. The 2020 budget sets out a 2% dues increase that was decided by the Executive in January 2020.

On regular motion, duly moved and seconded, the 2020 Budget distributed in the Annual Report was received.

ADDRESS BY UBCM PRESIDENT MAJA TAIT

President Jensen introduced UBCM President Maja Tait who addressed the delegates on the policy initiatives and work being carried out by the UBCM.

REPORT FROM THE NOMINATING COMMITTEE

President Jensen thanked Past President Edwin Grieve for acting as Chair of AVICC's Nominating Committee. He advised that after AVICC's AGM was postponed from April, the Executive chose to re-open the nomination period in July. When the second nomination period closed, the following AVICC Executive members were unopposed, and are acclaimed in their positions on the 2020/2021 AVICC Executive.

- President – Ian Morrison, Director, Cowichan Valley Regional District
- 1st Vice President – Penny Cote, Director, Alberni-Clayoquot Regional District
- 2nd Vice President – Hazel Braithwaite, Councillor, District of Oak Bay
- Electoral Area Representative – Vanessa Craig, Director, Regional District of Nanaimo

After the second nomination period, there were six candidates for the three positions of Director at Large. President Jensen announced the successful candidates for Director at Large:

- Colleen Evans, Councillor, City of Campbell River
- Mark Gisborne, Director, qathet Regional District
- Travis Hall, Director, Central Coast Regional District

President Jensen thanked all members who were nominated, and congratulated those members elected to Director at Large on the 2020/2021 Executive.

PRESENTATION ON FUNDING PROGRAMS

Staff from UBCM and from the Ministry of Municipal Affairs and Housing gave an update on funding programs.

The presentation is available on the AVICC website at [Funding Presentation](#).

President-Elect Morrison thanked the presenters for their time:

- Danyta Welch, Manger, Local Government Program Services, UBCM
- Brant Felker, Manager, Gas Tax Program Services, UBCM
- Brian Bedford, A/Executive Director, Local Government Infrastructure and Finance, Ministry of Municipal Affairs and Housing

INSTALLATION OF THE NEW EXECUTIVE

President-Elect Morrison announced the 2020/2021 Executive:

President	Director Ian Morrison, Cowichan Valley Regional District
First Vice President	Director Penny Cote, Alberni-Clayoquot Regional District
Second Vice President	Councillor Hazel Braithwaite, District of Oak Bay
Electoral Area Representative	Director Vanessa Craig, Regional District of Nanaimo
Directors at Large	Councillor Coleen Evans, City of Campbell River Director Mark Gisborne, qathet Regional District Director Travis Hall, Central Coast Regional District
Past President	Councillor Carl Jensen, District of Central Saanich

PRESIDENT-ELECT'S REMARKS

President-Elect Morrison thanked AVICC members for confirming him as President, saying he was very honoured and looked forward to working with the Executive Committee.

CONVENTION CLOSING

President-Elect Morrison then closed the 71st Annual General Meeting.



Liz Cookson
AVICC Secretary-Treasurer

2020-21 AVICC EXECUTIVE

PRESIDENT	Director Ian Morrison Cowichan Valley Regional District
FIRST VICE PRESIDENT	Director Penny Cote Alberni-Clayoquot Regional District
SECOND VICE PRESIDENT	Councillor Hazel Braithwaite District of Oak Bay
ELECTORAL AREA REPRESENTATIVE	Director Vanessa Craig Regional District of Nanaimo
DIRECTORS-AT-LARGE	Councillor Colleen Evans City of Campbell River
	Director Mark Gisborne qathet Regional District
	Director Travis Hall Central Coast Regional District
PAST PRESIDENT	Councillor Carl Jensen District of Central Saanich



2020 President's Report

Councillor Carl Jensen, District of Central Saanich
President, AVICC

WELCOME...VIRTUALLY

I would like to start by acknowledging the traditional territories of the Indigenous Peoples where our local governments are located. I am deeply grateful for the opportunity to work, live and play on these beautiful lands.

I was supposed to be providing this report from what would have been the Association of Vancouver Island and Coastal Communities' 71st Convention and Annual General Meeting last April in beautiful Nanaimo. However, due to the emergence of the COVID-19 virus and the ensuing pandemic that has gripped the world since early 2020, instead I will be coming to you as part of the virtual 2020 UBCM Convention and Annual General Meeting.

At this point, we are intending to be in Nanaimo in April 2021 for what will be our 72nd Convention and AGM, but that will be subject to the provincial health office's guidelines at the time. I would like to thank the elected officials and staff of the City of Nanaimo and the Regional District of Nanaimo who had put a lot of time and effort into planning our 2020 Convention. Unfortunately, it had to be cancelled just a month beforehand, but we are proceeding at this time with the business of our AGM along with the AVICC Executive elections for the balance of the 2020/21 term.

I would like to recognize the exceptional individuals with whom I have served on your AVICC Executive:

- 1st Vice President: Director Ian Morrison, Cowichan Valley Regional District
- 2nd Vice President: Director Penny Cote, Alberni-Clayoquot Regional District
- Director at Large: 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
- Electoral Area Representative: Director Vanessa Craig, Regional District of Nanaimo
- Past President: Director Edwin Grieve, Comox Valley Regional District

I want to give special mention to my colleague, Director Grieve. Edwin has been on the AVICC Executive since I joined in 2014. He has been a great mentor and friend, and he has inspired me with his leadership and passion on behalf of the members of AVICC. Whether it has been leading the AVICC Special Committee on Solid Waste Management, representing AVICC at the UBCM and FCM tables, or jumping onstage during our conventions to jam with the band on guitar, Edwin truly is a "Rockstar" and his sage wisdom on the Executive will be missed.

The Union of BC Municipalities (UBCM) are strong partners of AVICC as they advocate with senior levels of government on your behalf. As the AVICC President I have the privilege this year of being your representative on the UBCM Executive. Other AVICC members on the Executive include UBCM President, Mayor Maja Tait from the District of Sooke, Director Travis Hall from the Central Coast Regional District, Councillor Claire Moglove from the City of Campbell River, Councillor Helen Poon from the City of Port Alberni, and Councillor Ben Geselbracht from the City of Nanaimo. The AVICC was very well represented on the UBCM Executive this year as we are fortunate to have had such dedicated representation from our region.

I would like to take a moment to recognize the candidates from AVICC member local governments that have stepped forward to seek a seat on the 2020/21 UBCM Executive:

- Third Vice-President
 - Councillor Claire Moglove, City of Campbell River
- Director at Large
 - Councillor Will Cole-Hamilton, City of Courtenay
 - Councillor Sharmarke Dubow, City of Victoria
 - Councillor Ben Geselbracht, City of Nanaimo
 - Director Travis Hall, Central Coast Regional District
 - Councillor Scott Harrison, Town of Qualicum Beach
 - Mayor Gaby Wickstrom, Town of Port McNeill
- Small Community Representative
 - Councillor Sarah Fowler, Village of Tahsis – Acclaimed

It is a testament to the passion and commitment of our AVICC members to see that the nine candidates seeking a position on the UBCM Executive represent 35% of the total number of candidates running for all positions on the board.

I would like to mention some of our members serving on committees and boards starting with our own AVICC 2nd Vice President, Director Penny Cote from Alberni-Clayoquot Regional District who sits as our representative on the Board of the Municipal Insurance Association of BC. Our 1st Vice President, Director Ian Morrison, from Cowichan Valley Regional District represented AVICC with the Coastal Communities Social Procurement Initiative. Most recently, I had the opportunity to represent the AVICC on the COVID-19 Emergency Working Group for Fisheries, Aquaculture and Seafood (CEWG).

Another member, Mayor Josie Osborne from the District of Tofino, has continued to represent AVICC on the Federal Government's "Southern Resident Killer Whale Indigenous and Multi-Stakeholder Advisory Group." Josie has a degree in Marine Biology and she brings her expertise and experience as well as a coastal local government perspective to that table. We thank her for her ongoing service in this capacity and for reporting out to the Executive.

Director Daniel Arbour from the Comox Valley Regional District has also continued to represent AVICC on the DFO's "Aquaculture Management Advisory Committee (AMAC)" for Shellfish. Daniel is the representative for Area A in the Comox Valley (Baynes Sound-Denman/Hornby Islands) which boasts the largest shellfish industry in western Canada. Thanks to Daniel for keeping our Executive and membership apprised of this group's work.

Daniel and Josie have also represented AVICC on a DFO initiative to enhance aquaculture sustainability in Canada. In summer of 2019 the DFO established three Technical Working Groups and a coordinating Indigenous and Multi-Stakeholder Body on aquaculture. Josie sits on the Indigenous and Multi-Stakeholder Advisory Body (IMAB) and Daniel is a member of the Technical Working Group for Area Based Management. Minutes and reports from these groups are posted to the AVICC website under the page on [Representatives on External Groups](#).

2019/20 AVICC PRIORITIES

Treaty Advisory Committee Funds and First Nations Membership

One of the priorities of the AVICC Executive during this past term that I am most proud to report, was the decision of our Executive to strengthen relationships with our Indigenous Peoples within the AVICC boundaries. At the 2019 UBCM Convention, I had the opportunity to meet with the Honourable Scott Fraser, Minister of Indigenous Relations and Reconciliation and members of his senior leadership team. I shared with him the AVICC Executive's vision to increase relations and reconciliation with our Indigenous Peoples.

Working with Ministry staff, we were able to approve the release of just over \$40,000 in remaining Treaty Advisory Committee funds that AVICC had been holding since 2000. I explained that the AVICC Executive felt those funds would be valuable to assist our association with reconciliation programs for our membership. Working with Minister Fraser's staff, we acquired a list of the 55 First Nations within our borders and have sent each letters on behalf of AVICC extending an invitation for them to join our association.

Advocacy for our Members

One of our roles as an Area Association is to represent and advocate on behalf of our members to higher levels of government. In April, when concerns were being raised by the Mayors of some of our members regarding non-essential travel to Vancouver Island, AVICC sent a letter to Dr. Bonnie Henry sharing our concerns. AVICC has also been advocating with the Honourable Claire Trevena, Minister of Transportation and Infrastructure on the topics of BC Ferries service levels during the pandemic and the Island Rail Corridor. Members can view the correspondence on the AVICC website under [Correspondence and Advocacy](#).

2020 Convention

The cancellation of the Convention and AGM in Nanaimo this year has resulted in a deficit for our budget as the AVICC uses convention revenues to help maintain our low membership rates. Despite the deficit, the association has healthy reserves and we remain in a solid financial position.

AVICC Special Committee on Solid Waste Management

HISTORY: The [AVICC Special Committee on Solid Waste Management](#) was established in 2015 in the belief that there would be value in Regional Districts working together toward finding a long-term sustainable strategy for solid waste management in the AVICC region. To this end, Tetra Tech Engineering undertook a base line metric comparison of the solid waste function in nine of our regional districts, and presented a thorough report in 2015 with updates in 2017 and 2018.

ACCOMPLISHMENTS: Working on some of the gaps and commonalities that came to light from the analysis of this data, the past years have posted some progressive accomplishments including;

1. Meetings and discussion with Provincial staff and Ministers Polak and Heyman
2. Waste leakage assessment
3. Fees and Bylaw assessments
4. Illegal dumping comparisons
5. Exploration of "Advanced Technologies"
6. Joint [communication campaigns](#) (including 5 videos each tailored to individual regional districts).

FINANCIAL: A funding formula was developed to share costs for the Special Committee's work. Each regional district paid a base of a flat \$500 with the remainder of each contribution based on the relative percentage of waste produced (total of \$32,250). The AVICC provides secretariat support, arranges in-person meetings with catering as well as teleconferences using \$20,000 of funding approved by the AVICC Executive. Technical support is provided by CAOs and staff from the solid waste, bylaw and communication functions. The Special Committee currently has \$14,406 in reserves for future projects.

FUTURE: At the Committee's last meeting held in Nanaimo on March 5, 2020, both staff and committee members acknowledged value in working together, sharing information, addressing common issues and the advantage of "economies of scale" – especially the leverage associated with communication and meetings with senior government.

AVICC Website

In an effort to increase transparency in our work and efforts on behalf of our 53 members, we have redesigned the AVICC website to make it more accessible on mobile devices or tablets and we have added more content in the way of reports, correspondence, etc. The new website has a search function to make it easier to find older information you are looking for. The home page has a "what's new" section with a chronological listing of new posts and happenings. If you have not yet been to our website, then I encourage you to take a look: www.avicc.ca

RESOLUTIONS

Resolutions that had been submitted prior to the deadline for our April convention have been forwarded to UBCM for consideration at their convention. The resolutions from AVICC members will be addressed as part of the UBCM's Resolutions Session, and resolutions which are deemed as "regional" in nature will be referred back to the AVICC Executive for consideration. We are fortunate to have Claire Moglove as Chair of the UBCM Resolutions Committee to guide us through the virtual resolutions debate.

MEMBERSHIP, FINANCIAL AND ADMINISTRATION

- 100% membership has been maintained
- AVICC continues to enjoy a solid financial position
- AVICC has a five-year Contract for Services with UBCM, and continues to benefit from a strong relationship with UBCM staff

It should be stated AVICC is not an arm of local government but rather a Society whose membership happens to be made up of local government elected officials. We are your professional organization dedicated to addressing the needs, concerns and challenges we all face in our day-to-day lives in community service.

IN CLOSING

I would like to say that it has been an honour to serve the 53 AVICC local governments on the Executive since 2014. I have been fortunate to venture out into most of your communities from Tofino to Port Hardy with some time spent along the way in places like Tahsis and Powell River. We are fortunate to be able to call such a beautiful portion of our province home.

The work of AVICC over the 2019-2020 term has been yet another great tribute to the phenomenal team and staff in all of the local governments across the Association! Finally, I want to acknowledge AVICC's Secretary-Treasurer, Liz Cookson, for all of her hard work supporting the association and its members. I also want to thank Gary MacIsaac and his UBCM staff for all of their support at our conventions (hopefully we get to have them again soon) and throughout the year. I have learned that the key to success in local governments is partnerships, and we greatly value our partnership with UBCM.

We look forward to serving our members through 2020-2021 and welcome your input.

Stay safe,



Carl Jensen, President, Association of Vancouver Island and Coastal Communities

Financial Statements of

**ASSOCIATION OF VANCOUVER ISLAND
AND COASTAL COMMUNITIES**

And Independent Auditors' Report thereon

Year ended December 31, 2019



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INDEPENDENT AUDITORS' REPORT

To the Members of Association of Vancouver Island and Coastal Communities

Opinion

We have audited the financial statements of Association of Vancouver Island and Coastal Communities (the Entity), which comprise:

- the statement of financial position as at December 31, 2019
- the statement of operations and changes in net assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2019, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged With Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with Governance are responsible for overseeing the Entity's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Report on Other Legal and Regulatory Requirements

As required by the Societies Act (British Columbia), we report that, in our opinion, the accounting policies applied in preparing and presenting financial statements in accordance with Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of the preceding period.

KPMG LLP

Chartered Professional Accountants

Victoria, Canada

March 13, 2020

ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Statement of Financial Position

December 31, 2019, with comparative information for 2018


	2019	2018
Assets		
Current assets:		
Cash and cash equivalents (note 2)	\$ 314,889	\$ 265,834
Prepaid expenses	7,625	-
Accounts receivable	-	1,510
	<u>\$ 322,514</u>	<u>\$ 267,344</u>

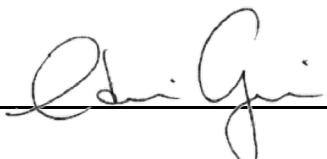
Liabilities and Net Assets

Current liabilities:		
Accounts payable and accrued liabilities	\$ 19,301	\$ 18,441
Deferred revenue	-	4,200
Deferred contributions (note 3)	58,329	57,390
	<u>77,630</u>	<u>80,031</u>
Net assets:		
Unrestricted	244,884	187,313
Contractual commitments (note 4)		
Subsequent events (note 5)		
	<u>\$ 322,514</u>	<u>\$ 267,344</u>

See accompanying notes to financial statements.

On behalf of the Board:


 _____ Director


 _____ Director

ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Statement of Operations and Changes in Net Assets

Year ended December 31, 2019, with comparative information for 2018

	2019	2018
Revenue:		
Annual meeting - registration	\$ 94,472	\$ 91,686
Association dues	93,823	86,254
Annual meeting - sponsorships	72,900	69,530
Interest	5,993	4,693
Contributions - Special Committee on Solid Waste Management	10,569	-
	<u>277,757</u>	<u>252,163</u>
Expenses:		
Annual meeting	100,473	130,680
Union of BC Municipalities contract fees	83,542	85,168
Executive meetings	14,530	12,126
Special Committee on Solid Waste Management	11,376	501
Professional fees	5,450	5,618
Communication and staff travel	2,443	2,397
Other meetings	2,089	1,066
Postage, office and miscellaneous	283	320
Consulting fees	-	2,460
	<u>220,186</u>	<u>240,336</u>
Excess of revenue over expenses	57,571	11,827
Net assets, beginning of year	187,313	175,486
Net assets, end of year	<u>\$ 244,884</u>	<u>\$ 187,313</u>

See accompanying notes to financial statements.

ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Statement of Cash Flows

Year ended December 31, 2019, with comparative information for 2018

	2019	2018
Cash provided by (used in):		
Operations:		
Excess of revenue over expenses	\$ 57,571	\$ 11,827
Changes in non-cash operating working capital:		
Decrease (increase) in prepaid expenses	(7,625)	7,700
Decrease (increase) in accounts receivable	1,510	(340)
Increase (decrease) in accounts payable and accrued liabilities	860	(7,332)
Increase (decrease) in deferred revenue	(4,200)	4,200
Increase in deferred contributions	939	-
Increase in cash and cash equivalents	49,055	16,055
Cash and cash equivalents, beginning of year	265,834	249,779
Cash and cash equivalents, end of year	\$ 314,889	\$ 265,834

See accompanying notes to financial statements.

ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Notes to Financial Statements

Year ended December 31, 2019

Nature of operations:

Association of Vancouver Island and Coastal Communities (the "Association") is incorporated under the Society Act (British Columbia) and is exempt from the requirement to pay income taxes. Its purpose is to promote autonomy within local government and to advance the principles of local government. The Association represents the various municipalities and regional districts of Vancouver Island, Powell River and the Sunshine and Central Coasts. On May 9, 2018, the Association transitioned to the new Societies Act (British Columbia).

1. Significant accounting policies:

These financial statements are prepared in accordance with Canadian Accounting Standards for Not-For-Profit Organizations ("ASNPO") in Part III of the CPA Canada Handbook. The Association's significant accounting policies are as follows:

(a) Basis of presentation:

These financial statements present the financial position, results of operations and changes in net assets of the Association and, as such, do not include all the assets, liabilities, revenue and expenses of the members of the Association.

There is no provision in the accounts for income taxes as the activities of the Association are conducted on a not-for-profit basis.

(b) Cash and cash equivalents:

Cash and cash equivalents are defined as cash and highly liquid investments consisting of term deposits with original maturities at the date of purchase of three months or less.

(c) Revenue recognition:

The Association follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount received can be reasonably estimated and collection is reasonably assured.

Annual meeting sponsorships, registration and exhibit revenues are recognized as revenue when the conference takes place.

Association dues are recognized as revenue in the year they are earned and collection is reasonably assured.

ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Notes to Financial Statements (continued)

Year ended December 31, 2019

1. Significant accounting policies (continued):

(d) Contributed materials and services:

Due to the difficulty in determining fair value, contributed materials and services are not recognized in the financial statements.

(e) Financial instruments:

Financial instruments are recorded at fair value on initial recognition and are subsequently recorded at cost or amortized cost, unless management has elected to carry the instruments at fair value. The Association has not elected to carry any such financial instruments at fair value.

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment.

(f) Capital assets:

In accordance with the ASNPO Handbook section 4433, *Tangible Capital Assets held by Not-for-profit Organizations*, the Association has met the criteria to be considered a small organization and as such has not capitalized any expenditures. Capital assets owned by the Association but which have not been capitalized under this accounting policy include computer hardware.

(g) Use of estimates:

The preparation of financial statements in conformity with ASNPO requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates.

2. Cash and cash equivalents:

	2019		2018	
Cash	\$	107,205	\$	61,944
MFA Money Market Funds		207,684		203,890
	\$	314,889	\$	265,834

ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Notes to Financial Statements (continued)

Year ended December 31, 2019

3. Deferred contributions:

Deferred contributions include \$44,665 (2018 - \$44,665) of provincial grants restricted for the facilitation of the activities of the Treaty Advisory Committee.

Also included in deferred contributions is \$13,664 (2018 - \$12,725) in contributions restricted for the activities of the Special Committee on Solid Waste Management.

4. Contractual commitments:

The Association has a contract with the Union of British Columbia Municipalities for administrative, office and various support services and has committed to pay \$83,542 in 2019 in respect of this contract by way of quarterly payments. The contract term ends on December 31, 2020. The amounts are subject to adjustment each January.

5. Subsequent events:

In March of 2020, the Association cancelled the 2020 annual meeting on advice from provincial health officials. The financial impact of the cancellation is unknown at this time as management is investigating the recovery of deposits and refund or postponement of registration fees and sponsorships.



2020 AVICC Annual General Meeting

Agenda for September 22nd, 2020 4:30 pm

1. Call AGM to Order
2. President's Report – Councillor Carl Jensen, District of Central Saanich
3. Vote on 2019 AGM Minutes
4. Vote on Annual Report
5. Vote on 2019 Financial Statements
6. Vote on 2020 Budget
7. Announcement of Election Results for Directors at Large
8. Address by UBCM President, Mayor Maja Tait
9. Update on Program Grants and Funding Available:
 - a) Danyta Welch, UBCM Manager Local Government Program Services
 - b) Brant Felker, UBCM Gas Tax Policy & Program Manager
 - c) Brian Bedford, A/Executive Director, Local Government Infrastructure and Finance, Ministry of Municipal Affairs and Housing
10. Installation of the New 2020-2021 Executive
11. Closing Remarks from the incoming AVICC President – Director Ian Morrison, Cowichan Valley Regional District
12. AGM Adjourned