



**MINUTES OF A MEETING
OF THE ASSOCIATION OF VANCOUVER ISLAND
AND COASTAL COMMUNITIES EXECUTIVE
on FRIDAY, January 23, 2026 at 9:00 a.m.
Held electronically via Zoom**

IN ATTENDANCE: Councillor Ben Geselbracht, City of Nanaimo, President
Chair Vanessa Craig, RD of Nanaimo, 1st Vice President
Councillor Sarah Fowler, Village of Tahsis, 2nd Vice President
Penny Cote, Alberni-Clayoquot RD, Past President
Councillor Trina Isakson, City of Powell River, Director at Large
Councillor Alison MacKenzie, Town of View Royal, Director at Large
Director Donna McMahon, Sunshine Coast RD, Electoral Area Representative

ABSENT: Councillor Will Cole-Hamilton, City of Courtenay, Director at Large

STAFF ATTENDANCE: Theresa Dennison, AVICC Executive Director

President Geselbracht called the meeting to order at 9:03 a.m.

1. ADOPTION OF AGENDA & MINUTES

- a. On motion by EA Representative McMahon, seconded by 2nd Vice President Fowler
THAT the agenda for the January 23, 2026 meeting be adopted was CARRIED

- b. On motion by 2nd Vice President Fowler, seconded by Past President Cote
THAT the minutes for the December 12, 2025 meeting be adopted upon review for typos was CARRIED

2. PRESIDENT'S REPORT

President Geselbracht reported that since the last meeting, we had several meetings with external partners. The area association presidents and some vice-presidents met to discuss the potential for collaboration on emerging issues, such as emergency management and highways. The resolutions process was discussed, and the group committed to work together and share their prioritization processes for 2026 in light of UBCM's new Resolutions Rules. In addition, a meeting with the Area Association Presidents and Minister Anderson will be requested as part of UBCM Advocacy Days. We also met with Mayor Alto in early January to discuss south-island participation at AVICC, and strategies to increase that participation. She noted that the Association is perceived as being 'rural'. Staff and President Geselbracht also met with North Cowichan Mayor Rob Douglas to discuss a forestry session at convention – his community has had some recent mill closures, has a municipal forest reserve, and he is willing to facilitate that session. 1st Vice President Craig has officially taken on President Geselbracht's role as AVICC Appointed director at the UBCM Executive.

On motion by EA Representative McMahon, seconded by Director MacKenzie
THAT the President's Report be received was CARRIED

3. DELEGATION: Allison Habkirk: 2026 AVICC Strategic Advocacy Planning Proposal

At 9:10 a.m., President Geselbracht welcomed Allison Habkirk to the meeting to discuss their "AVICC Strategic Priorities & Legacy Plan (2026–2029) Proposal". The proposal outlines a board-focused

process to support the AVICC Executive in establishing a clear, achievable set of strategic priorities for the 2026–2029 period, while also producing a legacy plan that supports continuity across Board terms. Allison provided a summary of the proposed session, and asked the Board to provide any feedback. The strategy would include a survey sent out to the Executive in advance of the session, and then there would be a two-part in-person session, the first being to set context, and the second would be prioritization and actions. Allison would prepare a “Plan” followed by an additional virtual session prior to adoption that we could then invite her to review with the next term’s Board.

The AVICC Executive shared their comments and feedback, which can be summarized with the following desired outcomes /deliverables:

- An outlined process to ensure continuity during board (or staff) changeovers.
- The effectiveness of current advocacy efforts and the resolutions process requires discussion and improvement.
- Communication with members should be enhanced to increase understanding of advocacy processes.
- Deep dives into specific issues can be noted for future discussion, with a focus on realistic session expectations for this initial session.
- Recent years have seen positive growth in advocacy, moving beyond just convention work – this should be acknowledged to continue this positive momentum in a more strategic way.
- Relationship building, especially around regional district legislation reform, has strengthened collective action with the other area associations (and their members across the Province).
- A review of Executive Policies on advocacy and an assessment of existing frameworks is recommended.
- Support should be identified for issues not addressed by UBCM, such as regional resolutions.

At 9:52 a.m., President Geselbracht thanked Allison Habkirk for her presentation and for answering our questions, and they thanked the Board for the opportunity and left the meeting.

4. POLICY AND ADVOCACY

a. 2025/26 Advocacy: Update and 2026 Planning

Staff presented a report that provided an update on the advocacy activities for the 2025/2026 Term and shared information about the Advocacy conversations that took place on advocacy planning at the 2025 meetings earlier in the term. This update included a brief update on the initiative to reform Regional District legislation, that is now with the Province for review. In addition, there was a conversation about collaboration with the other area associations on advocacy issues, and on the updated resolutions process coming out of UBCM.

At the October 17th, 2025 AVICC Executive meeting, staff was asked to conduct research on advocacy initiatives for consideration with the 2026 budget, including adding a searchable Resolutions Database to our website, and to arrange for a Strategic Planning and advocacy session for the AVICC Executive.

It was recommended that Staff reach out to a potential facilitator to conduct a strategic planning session. [Allison Habkirk](#), who has more than 30 years of experience in local government as a professional, elected official, and educator. The Executive had been provided with an opportunity to meet with Ms. Habkirk earlier in the meeting to discuss her proposal and to ask questions. Staff checked availability with the Executive and with Ms. Habkirk, and the session

has been tentatively scheduled to take place in Nanaimo on March 21-22 or 22-23, 2026 as two half-day sessions. The overall budget including the facilitation, per diem, hotel and meeting costs was estimated at \$12,500.

There was a conversation about scheduling but there was overall consensus on moving forward with the session.

On motion by President Geselbracht seconded by 2nd Vice President Fowler
THAT the AVICC Executive direct staff to confirm the AVICC Strategic Priorities & Legacy Plan session to be facilitated by Allison Habkirk in Nanaimo March 21-22, 2026 as proposed was
CARRIED

The AVICC Executive also carried a motion at their October meeting, directing staff to work with Director Cole-Hamilton to confirm a session on Local Government Housing Corporations. Staff has met and confirmed presentations led by representatives from the Capital Region Housing Corporation (CRHC), the CRD Rural Housing Pilot Program (CRHP), and the Comox Valley Regional District who is in the process of establishing their own housing corporation. The session has been confirmed to take place on Friday February 27, 2026 from 11:30-1:30pm – the AVICC Executive has been sent a placeholder invitation. Staff plans to open registration by January 26, 2026.

Each organization will have up to 15 minutes to present on their topic and have an additional 10 minutes for Q & A specific to them. After each organization has presented, we will bring all panelists back for an additional 30 minutes of Q & A. It was also determined that we would use Slido to moderate the questions. Director Cole-Hamilton and AVICC Staff are looking for someone from the AVICC Executive to help with Slido moderation.

On motion by President Geselbracht, seconded by 2nd Vice President Fowler
THAT Directors Isakson and MacKenzie assist with Q & A moderation for the February 27th virtual session on Community Housing Corporations and Initiatives was
CARRIED

There was a conversation about extending an invitation to attend this session to the area association boards as well as AVICC-region First Nation Chief, Council and Senior Staff to attend this virtual session.

On motion by 1st Vice President Craig, seconded by President Geselbracht
THAT The Executive Boards from the other four area associations be invited to the February 27, 2026 virtual session was
CARRIED

On motion by Past President Cote, seconded by Director Isakson
THAT President Geselbracht invite the AVICC member Chiefs, Mayors, Chairs and CAOs to invite the AVICC regional First Nations in their communities to attend the Feb 27 virtual session was
CARRIED

It was also identified that AVICC Staff should research what it would cost to have a functional resolutions database on our website similar to [UBCM's Resolutions Database](#). At the December 2025 meeting, the Executive directed staff to confirm the creation and development of this database through our existing website administrator at the quoted rate of \$6,500. Staff will send the search and filter fields to Pixelmakers to organize the framework and then once that is set up, will manage inputting the data.

The recommended fields are as follows:

- Year (drop down, include “Any”)
- AVICC Number (write-in)
- UBCM Number (write-in)
- Resolutions Title (write-in to search for words contained in the title)
- Resolutions Text (write-in to search for words contained in the text)
- Sponsor Organization (drop down, with write in search feature)
- Category (drop down)
- Regional or Provincial (choice of either or any)
- AVICC Decision (drop down)
- UBCM Decision (drop down)

Staff asked for feedback on these fields, and the project, which would be completed by the time the 2026 Resolutions Book was published two weeks prior to convention. The Executive shared the following feedback:

- Curious about categories – there are a total of 12 categories to consider
- Include text responses AND links for conveyances
- Ensure that it’s clear that you can search with any or all of the fields when you ‘name’ the field
- Ensure that ‘contains’ is included in the description of the text fields
- Add an ‘end result’ decision field – what happened to the resolution after endorsement/ Could be an AVICC ACTION section – “sent to UBCM for consideration” or “Conveyed to the Province”

On motion by 2nd Vice President Fowler, seconded by Director Isakson
THAT the 2026 Advocacy Planning Report be received for information was CARRIED

The Executive took a break from 10:30 a.m. to 10:40 a.m.

b. 2026 AVICC Bylaw & Policy Update

At the June 6, 2025 meeting, staff requested input from the AVICC Executive on potential updates to the AVICC Bylaws and Executive Policies. Per the direction from that meeting, President Geselbracht, Past President Cote, and Director Cole-Hamilton and met in July to make recommendations to staff on edits to the Bylaws and Executive Policies for consideration by the AVICC Executive. It was determined that the intent of the Bylaw update is to:

1. Increase the number of Board Members on the AVICC Executive Committee;
2. Improve participation from the South Island Members at AVICC; and
3. Update the Bylaws for administrative purposes and inclusive language

At the August 15 2025 Executive Meeting, Staff presented the subcommittee’s recommendations to the Executive. After a lengthy debate, staff was asked to invite the Mayor of Victoria, Marianne Alto, to attend an Executive meeting to discuss ways to increase participation by our south-island members at the AVICC Executive Board and at our convention before the Board made any decisions about our composition to be included in the Bylaw update.

The following motion was carried:

THAT the AVICC Executive TABLE the conversation regarding including a CRD Representative on the AVICC Executive until the next meeting

A meeting took place with Mayor Alto and several members of the AVICC Executive and Mayor Alto provided her opinion and feedback. Overall, she supported the AVICC Executive adding a “CRD Representative” position to the Executive Committee to demonstrate the diversity of the AVICC region.

Staff shared a redlined version of their current Bylaws to demonstrate the proposed changes, in line with the direction of the Bylaw Subcommittee recommendations, and in light of the recommendations by City of Victoria Mayor Alto. The AVICC Executive had the following feedback:

- General support for a CRD Representative to create inclusivity in the AVICC region.
- It’s important to ensure that our rural members understand that this does not take away from the services we provide them.
- This is similar to what UBCM and other area associations have for their governance format.
- We have one voice as an association and there is great benefit in that, and that there are a lot of differences between urban and rural, and it’s important we find common ground.
- We need to ensure that we are relevant to ALL of our members
- If no one puts up their hand to run for any position, the Executive can determine a process to appoint someone to fill the vacancy.
- If the CRD rep recommendation is voted down, we can amend the resolution to amend the bylaw to include an additional director at large.

The following edits were recommended:

- We should use the updated Section 90 definition of First Nations – and ensure that we capitalize Indigenous
- Quorum 4.12 – Our Resolutions Rules should match what it says in our Bylaws.
- 4.13 should be amended to be more flexible.
- 4.21 should be updated to allow electronic AGMs
- 6.12 update for 51% or more for quorum at Executive meetings (instead of 5) to simplify things if we change Board composition.

Staff asked for feedback on the proposed changes and direction to submit the bylaw revisions to our membership at the 2026 AGM as an Extraordinary Resolution. As a next step, staff will draft the Extraordinary Resolution for the Executive’s endorsement and propose a communication plan to ensure that members are prepared to vote on these amendments.

After the Bylaws are updated by approval of our membership at the 2026 AGM, there are additional updates that would be required within the Executive policies that the next term’s Executive could approve.

On motion by Director Isakson, seconded by 2nd Vice President Fowler
THAT the AVICC Executive direct staff work with 1st Vice President Craig to draft an Extraordinary Resolution for endorsement by the AVICC Executive for inclusion in the 2026 AVICC Resolutions Book and member consideration; and

THAT staff work with President Geselbracht to confirm a communication plan to members regarding the proposed Bylaw amendments for approval at the next AVICC Executive Meeting
was

CARRIED

5. CONVENTION

a. 2026 AVICC AGM & Convention Planning

The City of Victoria will be the host community of the 2026 Convention, in partnership with other municipalities in the Greater Victoria area to take place April 24-26, 2025. The convention was last held in Victoria in 2024. The City of Victoria Council committed to approve the City as host of the Association of Vancouver Island and Coastal Communities (AVICC) AGM and Convention in 2026, approve an in-kind contribution of up to \$28,000 for room rental at the Victoria Conference Centre, and approve a cash contribution of up to \$1000.00. Staff provided updates on the planning for the convention, which includes information about the venue, hotel room rates, elections, audio-visual and catering from the venue, which can include 'Island Good' products.

The AVICC Executive approved the 2026 AVICC AGM & Convention Budget at the December meeting. Business Session registration was approved at \$450 (a \$50 increase over last year) and the Banquet ticket was confirmed at a rate of \$100 (a \$25 decrease over last year). The convention is budgeted to return an \$33K profit, that will be used to offset additional advocacy and operational costs for the year.

The revenue from sponsors allows AVICC to keep its registration fees low while delivering a high-quality convention. At the August 2025 Executive meeting, all approved sponsors from 2019-2025 have been re-approved for sponsorship in 2026. Staff have reached out with AVICC sponsorship information to all previous sponsors to continue their contributions for 2026, as well as several organizations that sponsor the UBCM Convention.

The fee for a non-sponsoring organization to participate in the trade show is \$2000. Organizations who have expressed interest in our trade show have been informed that the non-sponsor booths would be confirmed in the coming months, as Sponsors make their requirements known. In 2024, we had space for 9 paid non-sponsor booths (\$18,000) and in 2025 we had space for 8 (\$16,000). The AVICC Executive have already approved two returning trade show participants, and we have had several other organizations reach out to confirm trade show space at a rate of \$2000 per booth (including one registration). Although it is unconfirmed that these organizations can participate (due to space restrictions), the AVICC Executive can approve them so that staff can confirm them based on booth availability.

On motion by 2nd Vice President Fowler, seconded by Director Isakson

THAT the AVICC Executive approve:

- BC Nurses' Union,
- ParkMobile,
- Strategic Natural Resource Group and
- Green Roots Play Equipment

to be approved to participate in the 2026 AVICC Trade Show should space be available was

CARRIED

Staff also met with the Executive Director of the Greater Victoria Public Libraries (GVPL) and they have expressed interest in participating at our event once again. In the past, we have provided them with a complimentary information table or booth, along with two full delegate passes for the Executive Directors of the GVPL and Vancouver Island Regional Libraries (VIRL), along with two shared 'trade show' passes that they shared among their staff to man the table or booth. It was identified that we may want to also offer a pass to a librarian from a member's region from the coastal mainland (qathet or Sunshine Coast) to ensure we are including members from

around the region. The Executive was asked to provide feedback on how many complimentary passes to provide to the libraries.

On motion by Past President Cote, seconded by 2nd Vice President Fowler
THAT AVICC offer a complimentary booth or table to the Libraries for the 2026 AGM & Convention, including three comp passes for the Executive Directors from Greater Victoria Public Libraries, Vancouver Island Regional Libraries and Powell River Public Libraries along with two complimentary shared tradeshow passes for their staff was CARRIED

In late October, AVICC Staff sent information to all members about a Student Participation Program for the 2026 Convention, with a deadline of January 16th, 2026. There were five applications submitted by the deadline. The Student participation Program information, and the applications, sponsored by the Village of Cumberland, the City of Victoria, the Sunshine Coast Regional District and two from the Alberni-Clayoquot Regional District. The budget includes \$3000 in travel reimbursements and up to three complimentary registrations.

On motion by President Geselbracht, seconded by 1st Vice President Craig
THAT the AVICC Executive approve all five of the submitted Student Participation Program applications;

THAT AVICC will provide a complimentary business session registration and provide reimbursement for 50% of the travel and accommodation costs for the successful student applicants (up to \$1000) to attend the 2026 AVICC AGM & Convention; and

THAT the costs associated with the student member from Huu-uy-aht First Nations be covered by the TAC Reserve Fund was CARRIED

It was identified that the student program application process should be considered and revised for 2027 – including the application questions, and specific rules defining ‘student’ etc.

The 1st Call for Resolutions was sent to AVICC Members and posted on our website on October 29, 2025, the 2nd Call for Resolutions was sent on November 28, 2025 and the 3rd Call was sent out on January 12, 2026. For 2026, AVICC implemented a limit of 3 resolutions per member and reduced the time a sponsor spent introducing their resolutions would be limited to 2 minutes (instead of 3).

Staff asked our parliamentarian to review the Rules for 2026, and Staff shared her feedback, along with a red-lined version of our Resolutions Rules that incorporated her feedback. In addition, staff shared a letter from UBCM that identifies that UBCM Staff would no longer provide commentary on resolutions that would be excluded from consideration at UBCM.

The AVICC Executive Provided the following feedback and additional edits:

- Overall the changes look good, and it makes sense to wait on what UBCM’s review of the AVICC Resolutions Book before we adopt the updated Rules
- #4 should match what our Bylaws state about quorum verbatim
- #31 and #36 “Chair” to be changed to “The Executive Committee”

Staff shared that registration would open in mid-February, and that as part of the registration process, delegates would be required to agree to follow AVICC’s Code of Conduct. The 2026 Code of Conduct was shared with the Executive.

On motion by Director Isakson, seconded by 1st Vice President Craig
THAT the 2026 Code of Conduct be approved as proposed with an additional formatting review
was CARRIED

Staff also initiated a conversation about invitations to First Nations, Provincial and Federal Representatives to attend the convention on a complimentary basis. The Premier would be invited to speak, but should they be unavailable, staff asked for direction about who should be invited to speak in his place, and if the Executive had any other recommendations about invitations and speakers.

On motion by President Geselbracht, seconded by Director Isakson
THAT should the Premier be unavailable to attend the 2026 AVICC Convention, that Deputy Premier Sharma, then Minister Neill then Minister Boyle be invited to speak in his place was
CARRIED

On motion by Director Isakson, seconded by 2nd Vice President Fowler
THAT the 2026 Convention Update Report be received for information was CARRIED

b. 2026 AVICC AGM & Convention Program Planning

The AVICC Executive were presented with the updated approved “Convention at a Glance” document. The schedule follows the format of the program from 2025 (and other recent years) with consideration given to feedback from last year. In 2024 and 2025, the program ran late throughout and with the addition of in-person candidate speeches, staff have adjusted the schedule to include slightly less content. In the attachment, you will see that there are no longer two 15-minute information session(s) that have taken place on Saturday morning in between the resolutions sessions.

The Keynote Speaker and Sunday Plenary session have already been confirmed. There is an additional session that has been approved to fill either the Friday morning Workshop or a 90-minute concurrent workshop on Saturday afternoon called “Navigating Big Divides” that comes highly recommended for its relevance and high quality facilitation style.

The Executive considered the 34 session proposals available to fill the 1 pre-convention workshop, 2 plenary sessions, and 6 concurrent workshops.

There are four sessions confirmed at this point:

- **Lyнк Creations session “Navigating Big Divides”** has been confirmed, and the Executive must decide whether the session should be the pre-convention workshop or a 90-minute concurrent workshop
- **Strong Towns** has been confirmed as our Sunday Plenary Session
- **Don Lidstone’s proposal on the Cowichan Tribes v Canada Case** has been confirmed as one of our 90-minute plenary sessions on Saturday afternoon.
- **UBCM has confirmed a 30-minute session on their Governance Review to take place on Saturday.** UBCM’s session submission was incomplete when we considered the session at our December meeting, and after the meeting, they indicated that they only needed 30 minutes. This can be accommodated by scheduling the UBCM President’s address for Friday afternoon (in 2025 the Minister of Health had this spot), and having the 30-minute session on the Saturday.

Staff conducted additional research based on the comments and direction from the AVICC Executive and presented the findings on the short-listed session proposals. In addition to these session proposals, staff also received additional session proposals submitted after the meeting that were shared with the Executive. The Executive had the following comments:

On motion by EA Representative McMahon, seconded by 2nd Vice President Fowler
THAT the AVICC Executive confirm **April 24, 9:30 am Pre-convention Workshop** as “LynK Creations - Navigating the Big Divides” for the 2026 AVICC AGM & Convention was CARRIED

On motion by 2nd Vice President Fowler, seconded by President Geselbracht
THAT the AVICC Executive confirm **the April 24, 4:30pm Plenary** as “Island Coastal Economic Trust & Ministry of Jobs and Economic Growth - Fostering Collaborative Governance” for the 2026 AVICC AGM & Convention was CARRIED

On motion by 2nd Vice President Fowler, seconded by Director Isakson
THAT the AVICC Executive confirm **April 25, 7:30am Plenary** as “Island Health – Partnering on Vancouver Island & Coastal Community Healthcare Recruitment” for the 2026 AVICC AGM & Convention was CARRIED

On motion by 1st Vice President Craig, seconded by 2nd Vice President Fowler
THAT the AVICC Executive confirm the following sessions for the **April 25, 1:30 pm 60-minute Concurrent Workshops** for the 2026 AVICC AGM & Convention:

- “Young Anderson – Troubled Waters” to be recorded
- “Councillor Isakson - Permissive Tax Exemptions Grants and More”; and
- “Alpha AI – Practical AI Adoption for Local Governments” was CARRIED

On motion by 2nd Vice President Fowler, seconded by EA Representative McMahon
THAT the AVICC Executive confirm the following sessions for the **April 25, 3:00 pm 90-minute Concurrent Workshops** for the 2026 AVICC AGM & Convention:

- “Forestry” Session moderated by North Cowichan Mayor Rob Douglas (to be recorded); and
- “Community Assembly Network – How to Solve a Problem like Engagement” was CARRIED

On motion by EA Representative McMahon, seconded by 2nd Vice President Fowler
THAT the Report on Program Planning for the 2026 AVICC AGM & Convention be received for information was CARRIED

On motion by 2nd Vice President Fowler, seconded by EA Representative McMahon
THAT the meeting be extended to 1:00 p.m. was CARRIED

6. FINANCIAL AND ADMINISTRATION

a. 2025 Interim Financial Statements & Proposed 2026 Budget

Staff shared the 2025 year-end financial statements, and compared the results to budget. We are anticipating that the Association will finish the 2025 fiscal year with \$37K in “deferred revenue” (profit), which is \$27K better than the \$10K profit included in the approved 2025 budget. In addition, there is currently \$25,776 remaining in the TAC reserve fund to be used to fund initiatives that support DRIPA and reconciliation with First Nations. Full year audited financials will be presented by the auditors on March 27, 2026 before inclusion in the annual report.

AVICC's past practice was to set the budget so that profits from convention offset losses from general operations for a net zero budget. Costs related to the UBCM contract/Staff wages and benefits are recorded against general operations rather than against the convention. The key drivers of the Association's budget are the convention registration fees, member dues, sponsorship revenue, convention costs, and general operational costs. In recent years, because of the greater expense of hosting our convention in Victoria as compared to Nanaimo, the AVICC Executive has approved a deficit budget when in Victoria, and budgeted that there be profits when in Nanaimo.

Staff shared a proposed Budget for 2026 that is based on a series of assumptions that were reviewed at the meeting. At the October 2025 Executive meeting, it was determined that AVICC should be spending some of our profits to support our members. We currently have over \$375K in cash, cash equivalents, and investments and we should ensure that we maintain enough in our savings so that we can continue operating in case of years where we can't host a convention to generate revenue (such as we saw in 2020), or other unforeseen financial situations. Overall, staff are proposing a \$40,000 deficit budget for 2026, with a 5% increase to dues and an increase of minimum dues amount from \$400 to \$425. This is consistent with the understanding that the Victoria convention is a lot more expensive than the convention as held in Nanaimo, as well as the direction to include additional advocacy initiatives for 2026. In addition, staff shared that our current financial consultant (Accountant) has given notice that she will be terminating her contract after our 2026 AGM, and Staff has included additional expenses in the budget to account for the transition that will be required.

Since the start of the COVID-19 pandemic, AVICC has demonstrated resiliency and fiscal responsibility that has resulted in a net profit of over \$118K despite budgeting for an overall loss of \$34K. Much of this can be attributed to the uncertainty that came with the pandemic. Budgeting has been done more accurately since the transition away from UBCM, and staff acknowledges that there is still room for improvement in accuracy.

The Executive discussed whether a 5% increase to dues is appropriate, or if a lesser or no increase to dues may be warranted.

The Association is in an excellent financial position moving forward and this affords us the ability to continue to support our members through advocacy initiatives and opportunities.

On motion by EA Representative McMahon, seconded by Director Isakson
THAT the report on the 2025 Year End Interim Financials and proposed 2026 budget be received; and
THAT the Executive approve the 2026 budget as amended to reflect **no** Dues increase was
CARRIED

b. 2025 Financial Audit Plan

At its August 15, 2025 meeting, the AVICC Executive confirmed that KPMG would provide the Association with their 2025 Audit. In August 2024, the Board was presented with options for the 2024 audit, considering other financial review processes, and quotes from other firms. At the meeting, the AVICC Executive ultimately appointed KPMG as auditor for the 2024 audit. For 2025, the fee for the audit was confirmed at a rate of \$11,500 with a 10% technology and support fee, bringing the total cost to \$12,840.

The Audit Planning Report provided by KPMG was shared with the Executive, and the audit is underway. Materiality is based on projected total revenues and will be finalized using total revenues as of December 31, 2025 once the year-end closing process has been completed.

At the March 27th, 2026 Executive Meeting, a KPMG representative will join to review the audit outcomes and answer questions. If satisfied, the Executive will receive the audit findings report, and approve the audited financial statements for distribution to the membership.

KPMG shared the following six questions for the AVICC Executive to consider as part of their audit:

1. Are you aware of, or have you identified any instances of, actual, suspected, possible, or alleged non-compliance of laws and regulations or fraud, including misconduct or unethical behaviour related to financial reporting or misappropriation of assets? If so, have the instances been appropriately addressed and how have they been addressed?
2. What are your views about fraud risks in the entity?
3. How do you provide effective oversight of programs and controls to prevent, detect and deter fraud, including oversight over internal controls management has established to mitigate fraud risks?
4. Has the Association entered into any significant unusual transactions?
5. How is the entity complying with the legal and regulatory framework?
6. Are there any events or conditions that cast significant doubt regarding the Association's ability to continue as a going concern?

The AVICC Executive were encouraged to reach out to KPMG directly if they have any questions or comments about these questions of inquiry.

On motion by EA Representative McMahon, seconded by Director MacKenzie THAT the report on the 2025 financial audit and the audit plan prepared by KPMG be received; and

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

c. Updated AVICC Financial Practices

At the January 4, 2020 Executive meeting the Executive gave direction to staff to document the current financial procedures, which was presented at their June meeting. The Executive gave direction through an Executive Policy that the report documenting financial practices continue to be updated as appropriate and be distributed annually at the meeting of the Executive when the audit plan is presented for approval, which typically happens in January of each year.

A Financial Practices Report was shared at the June 16, 2023 meeting prior to AVICC's transition from UBCM and again in January 2024 and 2025 following the transition. The report was also included in the orientation that took place for new members after they were elected to the 2025/26 term as part of their onboarding.

Staff shared their current financial practices, and invited the Executive to ask any questions.

As noted in a previous report, our current Accountant has given her notice to take place in mid-2026. Once this transition has taken place, staff will share an updated Financial Practices Report with the Executive. They wanted to thank Kathleen for her great service, and for being such a great support.

On motion by 2nd Vice President Fowler, seconded by Director Isakson
THAT the 2025 Financial Practices Report be received for information was CARRIED

ADJOURNMENT

At 12:40 p.m. on motion by EA Representative McMahon, seconded by Director Isakson
THAT the meeting be adjourned was CARRIED

7. Next Meeting

The next meeting of the AVICC Executive is set for Friday March 27, 2026 at 9:00 a.m. to be held via Zoom.