

SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

Minutes of Executive Meeting – Friday, March 20, 2020

Meeting held via teleconference

MEMBERS PRESENT

President	Councillor Lori Mindnich, Lumby
2 nd Vice President	Mayor Toni Boot, Summerland
Past President	Councillor Shelley Sim, Clearwater
Directors	Councillor Akbal Mund, Vernon Debbie Cannon, Salmon Arm Councillor Louise Wallace Richmond, Salmon Arm Councillor Ruth Hoyte, Coldstream

Executive Director Alison Slater

Absent	Councillor Bill Sarai, Kamloops Director Karla Kozakevich, RDOS Councillor Judy Sentes, Penticton Mayor Robin Smith, Logan Lake
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CALL TO ORDER

President Mindnich called the meeting to order at 12:19 pm.

CONSIDERATION OF AGENDA

Moved/Seconded THAT:

The agenda be accepted with the following change:

Deletion of Area Director Reports

CARRIED

ADOPTION OF MINUTES

Moved/Seconded THAT:

The draft minutes of the Executive Meeting held in Kamloops on January 22, 2020 be adopted.

CARRIED

CORRESPONDENCE

1. Vernon letter to EMBC re: Modernization of Emergency Management legislation.
2. Keremeos/Clearwater information re: community fire prevention funding (from Port Hardy)

Moved/Seconded that:

The correspondence be accepted and filed.

CARRIED

BUSINESS ARISING FROM MINUTES

n/a

NEW BUSINESS – CANCELLATION OF CONVENTION**1. AGM**

Excerpt from the SILGA constitution:

8.2 One general meeting shall be held every year in the month of April or May which shall be known as the Annual General Meeting.

These are extraordinary times and would not have been considered when the constitution was drafted. With the current uncertainty about the coronavirus and when people will be allowed to resume their normal lives, the board has set a date of May 1st to re-evaluate the situation.

There are a couple of options:

- i. Have a shorter convention sometime in the summer, depending on the BC Chief Medical Officer's guidelines
- ii. Have an abbreviated SILGA AGM take place during the UBCM convention, assuming it happens.
- iii. Re-evaluate again in the summer if no UBCM convention.

2. Elections

Excerpt from the SILGA constitution:

The election of Officers to the Executive shall be held at the Annual General Meeting on a first ballot and that of the Directors at Large subsequently on a second ballot. Any candidate that is unsuccessful in obtaining an Officer position on the first ballot may become a candidate for a Director at Large position on the second ballot.

- AVICC and AKBLG will hope to hold their elections at UBCM during their Area Association luncheon on the Wednesday of UBCM. SILGA can also hold their elections at the same time.
- The only issue arising would be if someone from the floor decided to run for a table officer position; consecutive ballots would be needed which would be very difficult to organize. In the last 12 years, there has not been a challenge from the floor for a table officer.

3. 2019 financials

Excerpt from the SILGA constitution:

9.3 An operating budget for the next fiscal year, along with a financial plan for the next 5 fiscal years, for presentation to, and approval by Ordinary Resolution the Member Representatives at the Annual General Meeting.

9.4 The Secretary-Treasurer shall coordinate preparation of the Association's annual Financial Statement by the Association's accountants (to be prepared to a review engagement standard), to be presented by the Association's accountants and/or a member of the Executive at the Annual General Meeting.

As of the meeting date, the accountants were not ready yet to meet to discuss the 2019 financial statements. Staff has examined the first draft prior and asked for amendments to be made but the accountants haven't had an opportunity to send out a revised draft.

4. Resolutions

From UBCM resolutions department:

If the resolutions aren't debated at an Area Association they will come forward to the UBCM Convection for consideration, except those that are considered too regional in nature and the sponsor didn't want to make an amendment.

- SILGA is still waiting to receive the UBCM comments on the submitted resolutions. See resolutions section below for further information.

5. Financial considerations from cancellation

a) Registration refunds

- Civic Info will refund all registrations. They have been notified that the convention is cancelled.
- SILGA will still be charged the Visa and Mastercard fees of 3.3% on all registrations. As of the meeting, staff had not received a final costing.

b) **Sponsorship refunds.** To date SILGA has confirmed \$77,000 in sponsorship revenues, with another \$9,000 tentative.

- SILGA staff to let the sponsors know they are meeting again on April 29th to re-evaluate the future of the convention. If there is no convention for 2020, SILGA would prefer to keep the sponsorship income received to date (\$43,000) and let those sponsorships be prepaid for 2021.

c) Financial impacts to cancelling convention

Direct costs of cancelling:

1. Venues

- only O'Keefe Ranch has received money. Staff to contact the ranch to get a refund.
- All hotel rooms and plenary session rooms have been cancelled without charge

2. Tours

- nothing was spent to date/no contracts

3. Speakers:

- Devolder - has a force majeure clause - SILGA should get full refund. Staff to contact.
- McIntosh - no contract
- Kalen Sukra - must rebook or lose \$2,500. Staff to contact to see if refund is acceptable.
- Benty - no contract
- Lake - no contract
- Felicella - no contract

4. Costs already spent.

- CivicInfo \$2000
- Kalen Sukra \$2,500
- O’Keefe Ranch \$200
- DeVolder \$4,463
- Plaques for Community Excellence Awards \$400
- Delegate gifts \$2,275 (estimate)

Total \$11,838

- The bigger issue is the reliance SILGA has on the profits of the convention to fund its yearly operating expenses. Over the past 4 years, the convention has earned an average profit of \$56,600.
- Current membership dues are not sufficient to meet the yearly operating expenses. If the convention income/expenses are deleted from the 2020 budget, the shortfall is over \$45,000. Add the costs that have already been spent for the 2020 convention and the shortfall for 2020 financials will most likely be well over \$55,000.
- SILGA currently has \$30,000 in a convention contingency. This money is currently part of the \$112,000 in the MFAABC money market account.
- To lower the projected losses, SILGA can reduce/eliminate all non-essential costs. A preliminary budget shows the yearly loss could be lowered to \$36,000. If the 2021 convention goes as planned the loss in 2020 should be completely absorbed by profits in 2021.

3. Does SILGA try to hold a one day AGM in late summer?

- At the April 29th meeting, the board will have a better idea of what the opportunities to meet will look like for the summer.
- LGLMA is going to try depending if the group restrictions have been lowered.

4. Where are the 2021/22/23 conventions to be held?

2021 convention

- if it is not feasible to reschedule the 2020 convention to later in the summer, the convention will be held in Vernon.
- A significant portion of the planning has already taken place for a convention to be held in Vernon and those businesses/tours etc that were already contracted with would really appreciate the business in the future.
- April 26th – 30th, 2021 dates have already been booked with the Vernon Prestige Lodge and Hotel.

2022 convention

- Salmon Arm

2023 convention

- Kamloops

COMMITTEE REPORTS

1. Finance Report

- As at February 29, 2020 SILGA had \$33,214 in the bank and \$112,817 in the MFA account.
- Carryforward line items for Youth at UBCM and Board Member Travel had been requested to be added to the financial statements; with the cancellation of the convention, the accountants will be advised to delete this.
- SILGA has received \$43,000 to date in sponsorship income that will be held separately until a decision on the convention goes ahead.
- The SILGA finance committee will be setting up a meeting to discuss SILGA's strategy for 2020 and 2021.

Moved/Seconded by Shelley Sim/Louise Wallace Richmond that:

SILGA staff can move up to \$30,000 (the convention contingency) from the MFA money market fund to the RB bank account to provide cash flow as needed.

CARRIED

Moved/Seconded that:

The finance report be received.

CARRIED

2. Resolutions

- SILGA submitted 22 resolutions and is waiting to receive back comments from UBCM. There are 3 resolutions that have been submitted (2 from Kamloops and one from Revelstoke) that are regional in nature that SILGA may want to take on. Kamloops: Keep of Prisoners resolution and Re-evaluation of Outpatient Model and Revelstoke: Funding for Provincial Police Resources along the TCH corridor
- SILGA will wait for UBCM comments but in the meantime, staff will contact the City of Kamloops for more information and specific financial implications on their two resolutions.
- To help decrease the numbers of resolutions received, the board discussed not accepting resolutions that were substantially identical to those resolutions submitted during the last 5 years.

3. Nominations

- SILGA has no other nominations for the Table Officers and doesn't anticipate an election.
- There are 10 nominations for the 7 positions of Director at Large. Excellent diversity from around the SILGA region. Councillor Mund has also indicated he could put his name forward again if the convention will be held in Vernon.

4. Next meeting: April 29th at 10:00 am via teleconference

Adjournment

Moved/Seconded THAT:

At 1:23pm the SILGA Executive Meeting of March 20, 2020 be adjourned.

CARRIED

Alison Slater