

BOARD OF DIRECTORS HIGHLIGHTS – SEPTEMBER 2022



Q2 Board Meeting Report

GVHA Board Highlights provides a brief summary of items from each monthly regional Board meeting. The summary is not inclusive of all agenda items.

CEO Recruitment

After reviewing six proposals and interviewing three search firms, the CEO Recruitment Task Force hired Boyden to conduct a national search for GVHAs next CEO. The job posting will be shared with the Member Agencies and we encourage you to share with your stakeholders as you see fit. The task force is working towards the goal of choosing a new CEO by end of year with a start in early 2023. The Board will keep Member Agencies informed and engaged in the process.

Cruise Season Update

Since last reported in the June quarterly report, cruise passenger counts have increased and are forecasted to exceed budgeted numbers for the second quarter. In August there were 11 ships that exceeded 100% capacity. As a result, some expenditures that were put on hold, will proceed.

KPI: Work with Western Stevedoring, Provincial Health and Island Health to develop and execute a terminal operating plan to support the safe restart of cruise by end Q1.

Q1 Results: Achieved.

Broughton Pier

Salish Sea Industrial Services (SSIS) was contracted as Construction Manager and General Contractor for this project. A workshop was held in July with GVHA, SSIS, Engineering, Province of BC, and the Harbour Master to determine scope of repairs that are needed. Work is scheduled to begin in October and be complete by March/April.

KPI: Projects approved by BOD are completed or in progress within approved fiscal budget timeline.

Q1 Results: All approved Capital Projects underway

Shore Power

GVHA continues to seek capital funding for this project. In July the Province of BC committed to funding 25% of the cost. CEO has met with the Cruise Line Industry Association to discuss adding a passenger fee in 2024 to fund the project. CEO continues to focus on securing funding from the Federal Government.

KPI: Confirm government and private industry funding to complete development of a schematic design for the installation of Shore Power by end Q4.

Q1 Results: CEO travelled to Ottawa in May/June to meet with Federal Government; Province of BC funding secured July.

Manager, Communications and Engagement

Stella Garcia joined GVHA on July 18 as the new Manager, Communications and Engagement replacing Brian Cant who moved on in June. Stella has over 20 years of leadership experience working in the private, public and not-for-profit sectors, including with Royal Roads University and the Alberta Legislature. GVHA is excited to have Stella as part of the GVHA team. Stella is committed to sharing the stories of our harbour spaces as seen and experienced by the Lekwungen People, Greater Victoria residents and visitors. Stella aims to strengthen GVHA's community connections by highlighting the cultural value of GVHA's properties (deep water, marina, and upland holdings).

AGM

GVHA's Annual General Meeting will take place on Wednesday, September 28 at 8:00a.m. at the Victoria Marriott Inner Harbour. Chair and CEO met with the Member Agency Representatives on September 9 to ensure all Member Agency Representatives have the information that they need to make informed decisions at the AGM.. Representatives from six out of the eight Member Agencies attended.

KPI: Implement communication strategy targeted to gain support in the community. Focus on engagement of Board, Member Agencies, Life Members, VCIA and VEHS.

Q1 Results: Draft strategy completed - will finalize with new MCM

Air Quality Monitoring

A total of six PM 2.5 air quality monitoring stations have been installed in the James Bay neighborhood and inner harbour. Overall, readings throughout the summer have all been within acceptable ranges. The highest PM2.5 level this season was on June 2, which was a 3-ship day. The level recorded was 25.4, which is still in the low range. There were many 3-ship days with levels lower than 20.

KPI: Develop and execute air quality monitoring strategy by end of Q1.

Q1 Results: Completed.

Committee Report Highlights

First Nations Economic Development Committee (FNED)

The Lekwungen Youth Job Shadowing Program was approved with \$5000 from FNED and was held in August. The Lekwungen Placemaking initiative is underway and has received \$49,000 from PacificCan with GVHA responsible for the remaining \$47,500. Songhees Nation has also committed \$5000. GVHA is working with the City of Victoria, CRD and SIPP to expand the Indigenous Business Directory for Greater Victoria. Animikii is developing a standalone website that will house the directory. Once the website is live, we will share it with our Member Agencies.

KPI: A percentage of GVHA's operational and capital 'influenceable spend' is from Indigenous businesses

Q1 Results: GVHA procured the services from two Indigenous vendors in Q1: Geo Services and the Esquimalt Singers and Dancers.

Human Resources Committee (HRC)

An employee engagement survey was conducted on the company's benefits program with favourable results. Management are GVHA is reviewing the current program. HRC is overseeing a review of executive compensation and has retained WCBC to complete the project.

KPI: Develop and execute retention strategies that focus on employee retention and development.

Q1 Results: Number of employees retained during the year was 89%

Infrastructure Planning & Development Committee (IPAD)

IPAD continues to provide oversight on Broughton Street Pier and Shore Power projects as noted above as well as Fisherman's Wharf Facility Planning. The Strategic Planning session originally scheduled for September has been pushed to spring 2023 once the new CEO is in place.

KPI: 20+ Year Capital Renewal Plan coordinated with 2022-23 Budget

Q1 Results: Complete

Governance Nominating Committee (GNC)

Six Directors' terms will expire at the end of 2022 including two independent Director positions and four Member Agency Director positions. The Nominations Task Force will kick-off in October. Member Agencies with expiring Directors' terms will be contacted to submit their nominations. GNC approved a new IT Policy for the board that allows for the provision of an iPad to any Directors requiring one for Board use. GNC is overseeing a review of director compensation and has retained Logan HR to complete this project. Any proposed changes would be presented at the AGM in 2023.

KPI: Board composition covers key skills and Boards skills and experience requirements

Q1 Results: Board Skills and Experience Matrix updated in January when Directors submitted Annual Forms. Gaps will be reviewed at NTF and identified in recruitment process.

Audit & Finance Committee (AFC)

AFC presented the audited financial statements from the fiscal year ending March 31, 2022, which were received and approved by the Board of Directors. These will be presented at the AGM, along with the annual appointment of the auditors, for approval by the Member Agencies. AFC also recommended the appointment of KPMG as GVHA's auditors for the year ending March 31, 2023.

KPI: Manage operating budget for FY22/23. Target: Budgeted EBITDA of \$2.39M

Q1 Results: Forecast EBITDA at May 31, 2022 \$2.77

