

**VILLAGE OF PORT ALICE  
COUNCIL MEETING AGENDA**  
TO BE HELD WEDNESDAY April 8, 2020 at 7:00 pm  
IN THE PORT ALICE COUNCIL CHAMBERS



**(1) CALL TO ORDER**

*We are privileged to acknowledge that this meeting is being held on the traditional territory of the Quatsino First Nations.*

**(2) RESOLUTION TO PROCEED TO CLOSED MEETING (6:30 pm)**

*THAT the meeting be closed to the public to consider matters pursuant to the following sections of the Community Charter:*

*Section 90 (1) (c) labour relations or other employee relations;*

**RECONVENE**

**(3) ADOPTION OF AGENDA:**

*THAT the Agenda for the Meeting of the Village of Port Alice for April 8, 2020, be approved; AND THAT all delegations, reports, correspondence and other information set to the agenda be received for information.*

**(4) DELEGATIONS: N\A**

**(5) MINUTES:**

*a.) THAT the Minutes from the Regular Meeting of March 25, 2020, be approved.*

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**(6) OLD BUSINESS: N\A**

**(7) COMMUNICATIONS:**

*a.) Audit Planning Report for the Year Ending December 31, 2019*

*March 25, 2020, Report from Chan Nowosad Boates, Chartered Professional Accountants*

Pg 5-27

*b.) Approval of grant funding for Interpretive Signage*

*March 31, 2020, Letter from Chris Stagg, Assistant Deputy Director, Ministry of Forest, Lands, Natural Resources Operations and Rural Development*

Pg 29-30

**(8) NEW BUSINESS:**

*a.) Canada Day discussion*

**(9) REPORTS: N\A**

**(10) BYLAWS:**

*a.) Bylaw 660 - Village of Port Alice 2020-2024 Financial Plan be given fourth reading and adoption*

*THAT Bylaw 660 - Village of Port Alice 2020-2024 Financial Plan receive fourth reading and adoption.*

Pg 31-36

*b.) Bylaw 661 – Village of Port Alice Tax Rate Bylaw for 2020*

*THAT Bylaw 661 - Village of Port Alice Tax Rate Bylaw for 2020 receive first, second, third reading and adoption*

Pg 37-38

**(11) QUESTION PERIOD:**

**VILLAGE OF PORT ALICE**  
**COUNCIL MEETING AGENDA**  
TO BE HELD WEDNESDAY April 8, 2020 at 7:00 pm  
IN THE PORT ALICE COUNCIL CHAMBERS



**(12) ADJOURNMENT:**

*THAT the meeting of the Village of Port Alice Council held April 8, 2020, be adjourned*

**INFORMATION ITEMS:**

- a.) April 2, 2020, Letter from Island Economic Trust, re Emergency support on its way for Regional Businesses
- b.) April 2, 2020, Letter from Claire Trevena re Covid-19 Update April 2

VILLAGE OF PORT ALICE COUNCIL  
REGULAR MEETING MINUTES  
WEDNESDAY MARCH 25, 2020  
IN THE PORT ALICE COUNCIL CHAMBERS



Present

Mayor Kevin Cameron  
Councillor Holly Aldis  
Councillor Sean Watson  
Councillor Angela Yunker  
Councillor Bruce Lloyd

Staff

Bonnie Danyk, CAO / CFO  
Tanya Spafford, Admin Assistant

**CALL TO ORDER: 6:30 pm**

**RESOLUTION TO PROCEED TO CLOSED MEETING:**

Moved, seconded and CARRIED

***THAT** the meeting be closed to the public to consider matters pursuant to the following sections of the Community Charter:*

*Section 90 (1) (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;*

**RECONVENE: 7:07 pm**

**ADOPTION OF AGENDA:**

Moved, seconded and CARRIED

28/20  
Adoption of  
Agenda

***THAT** the Agenda for the Meeting of the Village of Port Alice for March 25, 2020, be approved with the addition of the meeting notes from the public hearing under BYLAWS a): **AND THAT** all delegations, reports, correspondence and other information set to the agenda be received for information.*

**DELEGATION:**

RCMP – Cancelled

29/20  
Minutes  
March 25

**MINUTES:**

Moved, seconded and CARRIED

***THAT** the minutes for the Regular Council Meeting held on March 11, 2020 be adopted.*

**OLD BUSINESS: N\A**

**COMMUNICATIONS: N\A**

**REPORTS:**

a) Accounts Payable Listing for February 2020

**BYLAWS:**

a) Bylaw 659-Official Community Plan Amendment

30/20  
Bylaw 659 for  
Fourth Reading  
& Adoption

Moved, seconded and CARRIED

***THAT*** Bylaw 659-Official Community Plan Amendment be given fourth reading and adoption

b) Bylaw 660- Village of Port Alice 2020-2024 Financial Plan

31/20  
Bylaw 660 for  
Third Reading

Moved, seconded and CARRIED

***THAT*** Bylaw 660- Village of Port Alice 2020-2024 Financial Plan receive third reading.

32/20  
Adjourn

**ADJOURNMENT:**

Moved, seconded and CARRIED

***THAT*** the Regular meeting of the Village of Port Alice held March 25, 2020, be adjourned at 7:18 pm

I hereby certify the preceding to be a true and correct account of the Regular meeting of the Village of Port Alice Council held March 25, 2020.

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Mayor

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Chief Administrative Officer



CHAN NOWOSAD BOATES  
CHARTERED PROFESSIONAL ACCOUNTANT





# Village of Port Alice

## Audit Planning Report

For the year ending December 31, 2019

March 25, 2020

Chan Nowosad Boates Inc., Chartered Professional Accountants



DEAR MAYOR AND COUNCIL,

In developing our audit plan, we have taken into consideration the issues and related financial reporting risks facing the Village of Port Alice (the "Village") and have designed our audit to focus on those areas of risk.

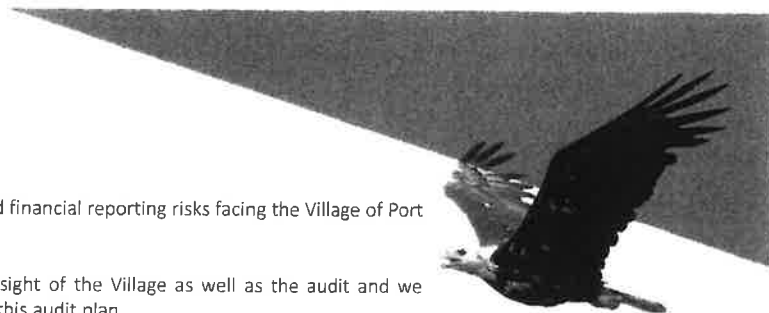
As Mayor and Council, you continue to have a significant role to play in the oversight of the Village as well as the audit and we welcome any and all observations you may have regarding the decisions reflected in this audit plan.

#### ISSUES TO FOCUS ON DURING THE CURRENT YEAR

In addition to staying on top of Public Sector Accounting Standards (PSAS), which will refer throughout this report as the reporting framework, and Canadian Audit Standards (CAS), and the continuing operational and financial reporting requirements for the Village, we urge you to stay focused on what continues to be the top priority for those charged with oversight: financial reporting, internal control risk and assessment of risk.

Please consider whether the financial statements and disclosures are reflecting the results and operations for the year, and whether disclosures can be improved to better address resident expectations and use. Similar to 2018, as the Neucel Mill is now delinquent and have not paid their assessed property taxes for 2018 or 2019, disclosures relating to taxation receivables and the going concern assumption will be of significant importance.

We encourage you to ask us questions with respect to this new standard as well as review in detail with management our audit report prior to its release.



#### AUDIT QUALITY

We want to assure you that audit quality is our primary concern and focus. Our audit staff assigned to Village's audit are experienced in audits of organizations such as your own, as well as with PSAS. Including the Village of Port Alice, we audit seven municipalities on the North Island, and we have two partners with PSAS experience reviewing the financial statements. Our team is focused on performing the audit to the highest level of quality.

#### ASSISTING THE MAYOR AND COUNCIL

We understand the responsibility that comes with acting in a position of oversight and governance for an organization that is so integrated with the community. That is why we think it is important to state that we are here to assist you throughout the year, not just during the audit. Should you have any questions or concerns, we welcome them and hope that you do not hesitate to contact us.

We sincerely hope this Audit Planning Report is of assistance to you, and we look forward to discussing it in detail and answering any questions you may have.

Yours very truly,

CHAN NOWOSAD BOATES INC.



Derek Lamb, CPA, CA  
Partner  
(250) 286-0744  
derek@cncbpa.ca





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## AUDIT PLAN

We have prepared this audit plan to inform you of the planned scope and timing of the audit for the purpose of carrying out and discharging your responsibilities and exercising oversight over our audit of the financial statements.

### WHAT HAS CHANGED

We have set out below a summary of changes that have been taken into consideration in planning the audit for the current period:

#### Your Organization

- The Village's largest taxpayer, Neucel Speciality Cellulose, did not pay their assessed property taxes for 2019, consistent with recent years.
- Completion of the Sewer project resulted in WIP being capitalized for a total capital addition of approximately \$1.4M.
- The Matsqui Ave. property that the Village took over was sold during the year for approximately \$15.3K.
- Two new grants were received from UBCM for emergency support services and emergency operations centres totalling just under \$25K.

#### Accounting Standards

- Please see the Appendices for the changes or upcoming changes and recent developments in Public Sector Accounting Standards



## ANNUAL INQUIRIES TO THE THOSE CHARGED WITH GOVERNANCE

PROFESSIONAL STANDARDS REQUIRE THAT WE ASK YOU THE FOLLOWING QUESTIONS:

- Are you aware of, or have you identified any instances of, actual, suspected, possible, or alleged fraud or non-compliance of laws and regulations, 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?

- Are you aware of any significant fraud risks within the organization?
- Is there effective oversight of programs and controls to prevent, detect and deter fraud, including oversight of the internal controls management has established to mitigate fraud risks?
- Are you aware of the organization entering into any significant unusual transactions?

We ask that you consider the above inquiries and provide us your feedback. Should you have any questions or concerns about the above inquiries, please do not hesitate to contact us directly to discuss them in further detail. If no responses is provided, we will assume there are no concerns with respect to the above.



## SCOPE OF THE AUDIT

The purpose of an audit is to enhance the degree of confidence of the users of the financial statements through the expression of an opinion on whether the financial statements fairly present, in all material respects, the financial position, financial performance, and cash flows of the Society in accordance with PSAS.

In planning our audit, we have considered the level of audit work required to support our opinion, including each of the following matters:

### OBJECTIVES OF THE AUDIT, OUR RESPONSIBILITIES, MANAGEMENT'S RESPONSIBILITIES

- The objectives of the audit, our responsibilities in carrying out our audit, and management's responsibilities, are set out in the engagement letter.

## SCOPE OF THE AUDIT (CONTINUED)

### MATERIALITY

- We determine materiality in order to plan and perform the audit and to evaluate the effects of identified misstatements on the audit and the effects of any uncorrected misstatements on the financial statements.
- For the current period financial statements, a preliminary materiality of \$54,000 (2018 - \$49,000) has been determined, which is approximately 2% of preliminary gross revenues for 2019.
- We will reassess materiality at year-end to confirm whether it remains appropriate for evaluating the effects of uncorrected misstatements on the financial statements.
- We will communicate uncorrected misstatements to you, other than those that are clearly trivial, being less than \$2,700 (2018 - \$2,400).

## SIGNIFICANT AREAS OF THE AUDIT

As part of our audit planning, we identify significant financial reporting matters that, by their nature, require special audit consideration. By focusing on these risks, we are able to target our procedures and deliver a high quality audit that is both efficient and effective.

The significant financial reporting risk identified during our audit planning is listed below:

### Journal Entry Testing

### Risk of Management Override in Financial Reporting

Canadian Auditing Standards require an auditor to perform procedures to test the risk of management override in financial reporting and the risk of fraud associated with that override.

### Summary of Planned Audit Approach

- Review, update, and test processes and controls around financial reporting and journal entries.
- Test a sample of journal entries from a population identified to have a higher risk of error or risk of management override.
- Use computer assisted audit techniques / programs to identify unusual journal entries or trends in journal entries.

## SIGNIFICANT AREAS OF THE AUDIT (CONTINUED)

### Control Environment

#### Control Risk of Material Misstatement

Risk over controls failing to detect fraud and error, resulting in material misstatement of the financial statements.

#### Summary of Planned Audit Approach

- Update our understanding of the controls and processes implemented and evaluate their design and implementation of all identified controls.
- Review prior year management letter points with management to determine if any action has been taken to correct or remediate any control deficiencies noted from last year's audit.



## SIGNIFICANT AREAS OF THE AUDIT (CONTINUED)

### Operating Expenses and Capital Additions

#### Summary of Planned Audit Approach

- Review and update processes and controls around the approval, input and payment of operating expenses.
- Perform substantive testing over operating expenses reported for the fiscal year ending December 31, 2019 and major capital additions.

### Revenue and Receivables

#### Summary of Planned Audit Approach

- We will review all significant revenue streams to verify that revenue has been appropriately recognized.
- We will perform substantive testing over the completeness, existence/occurrence, and accuracy of revenues and receivables.
- We will review and update the processes and controls relating to the invoicing and collection of revenues.
- We will assess the collectability of the amounts receivable from Neucel and whether an allowance for doubtful accounts is required.





## FEES AND ASSUMPTIONS

The fiscal 2019 fee is \$17,500 + GST as quoted in our engagement letter dated March 11, 2019 and as quoted in our audit proposal. This fee is based on the assumptions described in the engagement letter. Other changes that occur within the Village from the date of this plan to our audit report dates have not been considered.



## PERFORMANCE IMPROVEMENT OBSERVATIONS

During the course of our audit, we may become aware of opportunities for improvements in financial or operational processes or controls.

We will discuss any such opportunities with management and provide our recommendations for performance improvement. We will also include a synopsis of these issues and our recommendations in our Audit Findings Report to be delivered to you at the completion of the audit.



## AUDIT TIMING

We have discussed the key audit deliverables with management and the expected dates indicated below have been agreed upon. Please note that as of the date of this report, in discussion with management our intention is to still perform on site audit work, taking all necessary precautions.

Key deliverables and expected dates	
Deliverables	Expected dates
Conduct on-site year-end audit field work	March 30 – April 2, 2020
Provide draft financial statements to management	April 17, 2020
Submission of draft financial statements to Mayor and Council	April 21, 2020
Financial statements to be approved by Mayor and Council	April 22, 2020

## ENGAGEMENT TEAM

We value our relationship with the Village. We have strived to provide continuity and quality within our core service team, reflecting our commitment to ensure that professionals with the right experience remain focussed on your business.

Engagement Lead Partner	Derek Lamb, CPA, CA
Engagement Partner Quality Control Reviewer	Shelly Boates, CPA, CA
Audit Senior	Lacey Service

## APPENDICES

1. Draft Independent Auditors' Report
2. PSAS Updates and Developments



## THANK YOU

Derek Lamb, CPA, CA

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CHAN NOWOSAD BOATES  
CHARTERED PROFESSIONAL ACCOUNTANTS



## **APPENDIX A - DRAFT INDEPENDENT AUDITORS' REPORT**

To the Mayor and Council of the Village of Port Alice

### **Opinion**

We have audited the accompanying financial statements of the Village of Port Alice (the "Village"), which comprise the statement of financial position as at December XX, XXXX, the statement of operations and changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information (hereinafter referred to as the "financial statements").

In our opinion, the Village's financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2019, and of its financial performance and its cash flows for the year then ended. The financial statements have been prepared by management in accordance with Canadian public sector accounting standards.

### **Basis of 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 report.

We are independent of the Village 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 of 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 public sector accounting standards, 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 Village'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 intends for the Village to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for over-seeing the Village'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 auditor's 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 the users taken on the basis of these financial statements.

### **Auditors' Responsibilities for the Audit of the Financial Statements (continued)**

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 Village'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 Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's 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 auditor's report. However, future events or conditions may cause the Village 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.

Chartered Professional Accountants  
Campbell River, BC

April XX, XXXX



## PS 3450 Financial Instruments

**Effective Date:** Accounting periods beginning on or after April 1, 2021.

**Recognition** - Recognition occurs when a government becomes a party to a financial instrument or non-financial derivative contract. A government should recognize a financial asset or a financial liability on its statement of financial position when, and only when, a government becomes a party to the contractual provisions of the instrument.

**Measurement** – Financial instruments should be measured at fair value, or amortized cost. A government may designate a contract to be a financial instrument carried at fair value if it contains one or more embedded derivatives unless

- the embedded derivative(s) do not significantly modify the cash flows that otherwise would be required by the contract, or
- separation of the embedded derivative(s) is prohibited

Impact to the Village: None for the current year as no financial derivatives are held.

## PS 2601 Foreign Currency Translation

**Effective Date:** Accounting periods beginning on or after April 1, 2021.

**Definition** - A foreign currency transaction is a transaction that is denominated in or requires settlement in a foreign currency, including transactions arising when a government either:

- borrows or lends funds when the amounts payable or receivable are denominated in a foreign currency; or
- becomes a party to a contract involving foreign currencies.

**Disclosure** - A government should disclose the exchange gains and losses recognized in the statement of operations and the statement of remeasurement gains and losses.

Impact to the Village: None for the current year. Transactions are in Canadian currency.



## PS 3041 Portfolio Investments

**Effective Date:** Accounting periods beginning on or after April 1, 2021, when PS 2601 and PS 3450 are adopted.

**Recognition and Measurement** – This new section revises and replaces PS 3030, *Temporary Investments*, and PS 3040, *Portfolio Investments*. Portfolio investments are investments that do not form part of the government reporting entity, and normally include debt or equity instruments. Primary features of this new standard are:

- There is no longer a distinct between temporary and portfolio investments, and requirements of PS 3450 conform.
- Investments previously accounted for in PS 3030, which includes non-cash equivalents, are now within the scope of this standard.

Impact to the Village: None for the current year as the Village does not hold any debt or equity instruments.

## PS 1201 Financial Statement Presentation

**Effective Date:** Accounting periods beginning on or after April 1, 2021, when PS 2601 and PS 3450 are adopted.

**Overview** – This new section revises and replaces PS 1200, *Financial Statement Presentation*. The significant components of the new standard include:

- A new statement: the statement of remeasurement gains and losses, will be included to report remeasurement gains and losses.
- When a government includes the results of a government business enterprise and government business partnerships, other comprehensive income that arises will be reported in the statement of remeasurement gains and losses.
- Accumulated surplus or deficit is presented as the total of accumulated remeasurement gains and losses and the accumulated operating surplus or deficit.

Impact to the Village: None for the current year.

## PS 3280 Asset Retirement Obligations

**Effective Date:** Accounting periods beginning on or after April 1, 2021, with early adoption permitted.

**Recognition and Measurement** – An asset retirement obligation is a legal obligation associated with the retirement of a tangible capital asset controlled by public sector entity. Asset retirement obligations associated with tangible capital assets include post-retirement operation, maintenance and monitoring costs. A liability for an asset retirement obligation would be recognized when:

- There is a legal obligation to incur retirement costs in relation to the tangible capital asset;
- The past transaction or event giving rise to the liability has occurred;
- It is expected that the future economic benefits will be given up; and
- A reasonable estimate of this amount can be made.

There will be a separate proposal to include landfill related asset retirement obligations. Section PS 3270, Solid Waste Landfill Closure and Post-closure Liability would be withdrawn and would result with the asset retirement obligations associated with landfills being recognized earlier than they are under the current guidance.

Impact to the Village: None for the current year as there are no significant contaminated sites for the Village.

## PS 3400 Revenue

**Effective Date:** Accounting periods beginning on or after April 1, 2022, with early adoption permitted.

The intended outcome of this new handbook section is to provide guidance on:

- exchange transactions (where goods and services are provided as consideration).
- unilateral (non-exchange) transactions.

**Definitions** – Revenue is earned in exchange for the transfer of goods and services, such as the sale of a recycling bin or sale of a park pass, includes one or more performance obligations. For the Village, a performance obligation arises from an enforceable promise to transfer goods or services to a payor in return for promised consideration.

Transactions with no performance obligations arise when the Village's economic resources increase without a direct transfer of goods or services to a payor. There is no transfer as the Village is acting under its authority, such as when it issues a speeding ticket.

Royalties may be received to the Village for the use of intangible assets or the ability to access public resources. The Village has a performance obligation to provide access to a public resource in exchange for consideration. The ability to access a public resource, by a specific payor in return for promised consideration, is a transaction with performance obligations.

**Recognition** – the general criteria in PS 1000 – Financial Statement Concepts must be met. The Village will only recognize those future economic benefits as it expects to obtain. Revenue is expected when:

- a) A transaction or event has occurred; and
- b) The public sector entity expects to obtain future economic benefit.

For example, when a parking summons is unenforceable because the information collected is incomplete, revenue would not be recognized, as it is inherently uncollectible.

**Performance Obligations** – When a payor exchanges consideration for specific benefits in the form of enforceable promises made by the Village. The Village's mandate or mission, nor does social policies or programs such as health care, does not create performance obligations on its own because it does not establish an enforceable promise to a specific payor.

**Performance Obligations as Liabilities** – An unfulfilled performance obligation for the Village has all three essential characteristics of a liability. It is a present obligation of the Village arising from past transactions or events, and the settlement of which is expected in the future sacrifice of economic benefits.

When the Village receives consideration prior to the provision of goods or services, unearned revenues would be recorded provided the definition of a liability is met. The Village still must satisfy the performance obligations identified in the exchange transaction. Although the Village is in possession of the economic resources associated with those performance obligations, it has not fulfilled its obligations and, therefore, the revenue has not yet been earned.

**Evaluating Distinct Goods or Services** - The Village should evaluate the good or services it has promised to provide. It should identify which goods or service (or which bundles of goods or services) are distinct and should be accounted for separately.

Impact to the Village: None in the current year.





Agreement #: 2019080114  
Date Issued: March 31, 2020

Bonnie Danyk  
Village of Port Alice  
PO Box 130  
Port Alice , BC, V0N 2N0

Dear Bonnie Danyk:

The Ministry of Forests, Lands, Natural Resource Operations and Rural Development (the "Province", "we", "us", or "our" as applicable) is pleased to provide Village of Port Alice (the "Recipient", "you", or "your" as applicable) a grant for \$80,000 to support the Port Alice Interpretive Sign Project (the "Project") to assist with economic development and recovery following COVID-19. This grant will further the Recipient's purpose, objectives and goals to:

Install signage along our sea walk describing the predators in the inlet and at the dyke. Update signage at entrance to town. Install a sea otter chainsaw carving at Lyons Park.

The Province requires brief reporting on the status of achievements in relation to this funding, and financial information, with timing and content of reporting as agreed between the Province and the Recipient. Reporting templates will be provided by the Province. The Recipient will submit a brief Interim Report when 50% of the project has been completed, and a final project report upon project completion and will include:

- (a) Confirmation that the Financial Contribution was spent on essential Project costs;
- (b) A description of project deliverables, successes, lessons learned, and outcomes achieved; and
- (c) The number of jobs created, the duration of those jobs, and the economic benefits the project provided your community.

The Province reserves the right to, for monitoring and audit purposes, at all reasonable times, on reasonable notice, enter any premises used by the Recipient to deliver the Services or request and keep any documents or records pertaining to the Services, in order for the Province to inspect, audit, examine, review and copy, whether complete or not, that are produced, received or otherwise acquired by the Recipient as a result of this Agreement. It is the responsibility of the Recipient to ensure cooperation from all partners and third-party contributors, in a timely manner, during a review or audit of the Services.

This Agreement starts upon its execution and ends March 31, 2023

Furthermore, the Province requires that all marketing, publicity and communications activities related to the Project comply with the rules outlined in Appendix A.

We wish you success in achieving the objectives of this Agreement. Please contact the Rural Policy and Programs Branch (RPP) at 250-356-7950 if you have any questions or concerns.

2019080114

Yours truly,



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Chris Stagg  
Assistant Deputy Minister  
Ministry of Forest, Lands, Natural Resource  
Operations and Rural Development

March 31, 2020

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Date

**VILLAGE OF PORT ALICE  
BYLAW NO. 660, 2020**

BEING A BYLAW FOR THE VILLAGE OF PORT ALICE FINANCIAL PLAN 2020 - 2024

WHEREAS, under section 165 of the Community Charter the Council of the Village of Port Alice is required to adopt a financial plan before the annual property tax bylaw is adopted.

NOW THEREFORE, the Council of the Village of Port Alice, in open meeting assembled, enacts as follows:

1. Schedule "A" attached to and forming part of this Bylaw is the Village of Port Alice Financial Plan 2020 – 2024, Revenues and Expenditures.
2. Schedule "B" attached to and forming part of this Bylaw is the Village of Port Alice Financial Plan 2020 – 2024 Statement of Objectives and Policies.
3. This Bylaw may be cited for all purposes as the "Village of Port Alice Financial Plan 2020 - 2024 Bylaw No.660, 2020".

READ A FIRST AND SECOND TIME THIS 11<sup>th</sup> DAY OF MARCH 2020.

PUBLIC CONSULTATION HELD FROM MARCH 19 to MARCH 25 2020.

READ A THIRD TIME THIS 25<sup>th</sup> DAY OF MARCH 2020.

RECONSIDERED, AND ADOPTED THIS 8<sup>th</sup> DAY OF APRIL 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

Certified a true copy of Bylaw No.660, as adopted by Council on the 8<sup>th</sup> day of April 2020.

\_\_\_\_\_  
Chief Administrative Officer

**VILLAGE OF PORT ALICE  
BYLAW NO. 660, 2020**

**VILLAGE OF PORT ALICE FINANCIAL PLAN 2020 - 2024  
Bylaw No. 660, 2020 - Schedule 'A' REVENUES**

REVENUES	2020	2021	2022	2023	2024
<b>Property Taxes</b>	\$860,700	\$888,937	\$910,871	\$912,926	\$925,099
Utility/Grant in Place of Taxes	\$21,500	\$21,715	\$21,932	\$22,151	\$22,373
<b>Total Taxation</b>	<b>\$882,200</b>	<b>\$910,652</b>	<b>\$932,803</b>	<b>\$935,077</b>	<b>\$947,472</b>
<b>Fees and Charges</b>					
Garbage Rates/Penalties	\$60,000	\$60,600	\$61,206	\$61,818	\$62,436
Recreation Supplies and Services	\$12,500	\$12,625	\$12,751	\$12,879	\$13,008
Recreation Facilities Rentals	\$14,200	\$14,342	\$14,485	\$14,630	\$14,777
Licenses/Permits	\$8,000	\$8,080	\$8,161	\$8,242	\$8,325
Water Utility	\$61,000	\$61,610	\$62,226	\$62,848	\$63,477
Sewer Utility	\$142,000	\$143,420	\$144,854	\$146,303	\$147,766
Other Revenue	\$76,000	\$76,760	\$77,528	\$78,303	\$79,086
<b>Total Fees and Charges</b>	<b>\$373,700</b>	<b>\$377,437</b>	<b>\$381,211</b>	<b>\$385,023</b>	<b>\$388,875</b>
<b>Other Revenue</b>					
Federal Govt Grants	\$1,500	\$0	\$0	\$0	\$0
Provincial Govt Grants -	\$625,000	\$6,040,090	\$400,181	\$400,273	\$400,365
Regional District of Mt. Waddington	\$2,500	\$0	\$0	\$0	\$0
<b>Total Other Revenue</b>	<b>\$629,000</b>	<b>\$6,040,090</b>	<b>\$400,181</b>	<b>\$400,273</b>	<b>\$400,365</b>
<b>Appropriation from Reserve</b>					
Appropriation from Capital Reserve	\$15,000	\$0	\$0	\$0	\$0
Appropriation from Surplus	\$176,000	\$0	\$0	\$0	\$0
Appropriation from Deferred Revenue: Gas Tax Fun	\$57,000	\$15,000	\$15,000	\$15,000	\$0
<b>Total Appropriation from Reserve</b>	<b>\$248,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$0</b>
<b>Funds Transfers</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL LOCAL GOVERNMENT REVENUE</b>	<b>\$2,132,900</b>	<b>\$7,343,179</b>	<b>\$1,729,195</b>	<b>\$1,735,373</b>	<b>\$1,736,712</b>



**VILLAGE OF PORT ALICE  
BYLAW NO. 660, 2020**

**VILLAGE OF PORT ALICE FINANCIAL PLAN 2020 - 2024  
Bylaw No. 660, 2020 - Schedule 'A'**

EXPENDITURES		2020	2021	2022	2023	2024
<b>Debenture Debt Interest</b>						
Community Centre Upgrades	Matures - 2036	\$33,900	\$34,239	\$34,581	\$34,927	\$35,276
<b>Total Debenture Debt</b>		<b>\$33,900</b>	<b>\$34,239</b>	<b>\$34,581</b>	<b>\$34,927</b>	<b>\$35,276</b>
<b>Capital Expenditures</b>						
General		\$199,500	\$5,640,000	\$0	\$0	\$0
Water Utility		\$15,000	\$15,000	\$15,000	\$15,000	\$0
Sewer Utility		\$31,000	\$0	\$0	\$0	\$0
<b>Total Capital Expenditures</b>		<b>\$245,500</b>	<b>\$5,655,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$0</b>
<b>Other Municipal Purposes</b>						
General Government, & Fiscal Services		\$431,900	\$421,069	\$435,279	\$429,534	\$433,831
Fire & Protective Services		\$77,000	\$77,770	\$78,548	\$79,333	\$80,127
Public Works		\$409,000	\$413,010	\$417,140	\$421,312	\$425,525
Health & Environmental Services		\$397,500	\$199,470	\$201,460	\$203,469	\$205,499
Recreation Services		\$249,100	\$251,591	\$254,107	\$256,648	\$259,214
Water Utility		\$54,500	\$55,045	\$55,595	\$56,151	\$56,713
Sewer Utility		\$127,900	\$129,179	\$130,471	\$131,775	\$133,090
<b>Total Other Municipal Purposes</b>		<b>\$1,746,900</b>	<b>\$1,547,134</b>	<b>\$1,572,600</b>	<b>\$1,578,222</b>	<b>\$1,593,999</b>
<b>Transfers to Reserves</b>						
General Fund		\$86,000	\$86,000	\$86,000	\$86,000	\$86,000
Water Fund		\$6,500	\$6,565	\$6,631	\$6,697	\$6,764
Sewer Fund		\$14,100	\$14,241	\$14,383	\$14,527	\$14,673
<b>Total Transfer of Funds</b>		<b>\$106,600</b>	<b>\$106,806</b>	<b>\$107,014</b>	<b>\$107,224</b>	<b>\$107,437</b>
<b>GRAND TOTAL</b>		<b>\$2,132,900</b>	<b>\$7,343,179</b>	<b>\$1,729,195</b>	<b>\$1,735,373</b>	<b>\$1,736,712</b>
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**VILLAGE OF PORT ALICE  
BYLAW NO. 660, 2020**

**Schedule B  
Statement of Objectives and Policies**

In accordance with Section 165 (3.1) of the Community Charter, the Village is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165 (7) of the Community Charter;
2. The distribution of property taxes among the property classes, and
3. The use of permissive tax exemptions.

**Funding Sources**

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2020. Property taxes contribute to the greatest proportion of the Village's revenue. This revenue source offers a number of advantages. For example, it is simple to administer and it is easy for residents to understand. It offers a stable and reliable source of revenue for local government services that are simply not practical or undesirable to fund on a user-pay basis. These services include general administration, fire protection, police services, bylaw enforcement, solid waste management, recreation, and local transportation services (i.e) maintenance & upkeep of local roads and streets.

User fees and charges form the third largest portion of planned revenue. Many services can be measured and charged on a user-pay basis. Services that are effectively charged on a user fee basis include water and sewer services, garbage collection, building permits, and the sale of other goods and services such as recreation and cemetery services. Village Council and Staff support the value of user fees that are relative to the cost of the service in an effort to avoid the service being subsidized by taxation.

**Objective**

Over the next 5 years, the Village of Port Alice will review the proportion of revenue that is received from user fees and charges and increase current levels as required.

**Policies**

The Village will annually review all user fee levels to ensure they are adequately meeting the delivery costs of service.

Where possible, the Village will endeavor to supplement revenues from user fees and charges, rather than taxation, to lessen the burden on its limited property tax base.

**Table 1: 2020 Sources of Revenue**

Revenue Source	Revenue: Percentages of Total Budget	Dollar Value
Taxation	41%	882,200
Fees, Charges & Other Revenue	18%	373,700
Federal & Provincial Grants	29%	629,000
Appropriation from Reserves & Surplus	12%	248,000
<b>Total</b>	<b>100.00%</b>	<b>\$ 2,132,900</b>

**VILLAGE OF PORT ALICE  
BYLAW NO. 660, 2020**

**Schedule B Continued**

**Distribution of Property Tax Rates**

Table 2 outlines the distribution of property taxes among the property classes. Historically the major industrial property class provided the largest proportion of property tax revenue. This was appropriate as this class formed the largest portion of the assessment base and was the main reason for the existence of the community. As the assessment base changed the Village has endeavored to reduce the percentage of property tax revenue that the major industrial property class pays.

**Objectives**

The Village Council continues to work with all levels of government and local business in an effort to attract additional economic opportunities.

The Village also recognizes the need to maintain the property tax rate for business (class 6) at a low rate.

**Policies**

Supplement, where possible, revenues from user fees and charges to help offset the tax burden on all property classes. This will provide some relief and reduction of dependency on the pulp mill and other rate payers.

Council will continue to maintain and encourage economic development initiatives designed to attract more retail and commercial business to invest in the community. New business investments will help offset revenue dependency on all tax payers by providing a broader tax base.

Align the distribution of tax rates among the property classes with the social and economic goals of the community, particularly to encourage a range of employment opportunities

Regularly review and compare the Village's distribution of tax burden relative to other BC municipalities.

**Table 2: 2020 Distribution of Property Tax Rates  
Based on Preliminary Values**

<b>Property Class</b>	<b>Percentage of Total Property Taxation</b>	<b>Dollar Value</b>
Residential ( 1)	47.5%	\$ 408,898
Utilities (2)	0.4%	\$ 4,209
Major Industrial (4)	44%	\$ 377,242
Light Industrial (5)	3.5%	\$ 30,644
Business (6)	4.5%	\$ 39,446
Recreation (8)	0.1%	\$ 261
<b>Total</b>	<b>100.00%</b>	<b>\$ 860,700</b>

**VILLAGE OF PORT ALICE**  
**BYLAW NO. 660, 2020**

**Schedule B Continued**

**Permissive Tax Exemptions**

The Village of Port Alice Council reviews all existing permissive tax exemption bylaws on an annual basis. Council bases their consideration on the following criteria:

The tax exemption must demonstrate benefit to the community and residents of Port Alice by enhancing the quality of life (economically, socially and culturally) within the community.

The goals, policies and principles of the organization receiving the exemption must not be inconsistent or in conflict with those of the Village of Port Alice.

The organization receiving the exemption must be a registered non-profit society, as the support of the municipality will not be used for commercial or private gain.

Permissive tax exemptions will be considered in conjunction with: (a) other assistance being provided by the Village; (b) the potential demands for Village services or infrastructure arising from the property; and (c) the amount of revenue that the Village will lose if the exemption is granted.

**Objective**

The Village of Port Alice will continue to provide permissive tax exemptions to non-profit societies that contribute social, economic and cultural benefits to the community.

**Policies**

Council will continue working with all the non-profit societies for the betterment of the Community.

Reviewed and adopted by Council on 25<sup>th</sup> March, 2020.

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Mayor

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Chief Administrative Officer

VILLAGE OF PORT ALICE  
BYLAW NO. 661, 2020

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A Bylaw for the Levying of Property Tax Rates for the Year 2020.

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WHEREAS, under section 197 of the Community Charter, each year after the adoption of the financial plan, but before May 15<sup>th</sup>, Council must impose property value taxes for the year by establishing tax rates for:

- a) the municipal revenue proposed to be raised for the year from property value taxes, as provided in the Financial Plan, and
- b) the amounts to be collected for the year by means of rates established by the municipality to meet its taxing obligations in relation to another local government or other public body.

NOW THEREFORE, the Council of the Village of Port Alice, in open meeting assembled, enacts as follows:

- 1. The following rates in Schedule "A", attached to and forming part of this Bylaw are hereby imposed and levied for the year 2020.
- 2. The minimum amount of taxation upon a parcel of real property is \$1.00
- 3. This Bylaw may be cited for all purposes as the Village of Port Alice Annual Tax Rates Bylaw No. 661, 2020.

Read a first time this 8<sup>th</sup> day of April, 2020.

Read a second time this 8<sup>th</sup> day of April, 2020.

Read a third time this 8<sup>th</sup> day of April, 2020.

Adopted this 8<sup>th</sup> day of April, 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

Certified a true and correct copy of Bylaw No.661, as adopted by Council on the 8<sup>th</sup> day of April 2020.

\_\_\_\_\_  
Chief Administrative Officer

# Annual Tax Rates (2020)

Bylaw No. 661

## SCHEDULE 'A'

	PROPERTY CLASS	MUNICIPAL	REG. DIST. MT. WADD.	MT. WADD. REG. HOSP. DIST.	Totals
	Residential	7.59342			
	Library	0.18151			
1	Total Residential	7.77493	0.77668	0.31015	8.86176
2	Utilities	27.21225	2.71839	1.08552	31.01617
4	Major Industrial	12.43989	2.64073	1.05451	16.13512
5	Light Industrial	34.98718	2.64073	1.05451	38.68242
6	Business	11.66239	1.90288	0.75986	14.32514
8	Recreation	7.77493	0.77668	0.31015	8.86176
	<b>TOTALS</b>	<b>101.85158</b>	<b>11.45609</b>	<b>4.57469</b>	<b>117.88237</b>



# INFORMATION ITEMS





**From:** ICET <info@islandcoastaltrust.ca>  
**Sent:** Thursday, April 02, 2020 1:29 PM  
**To:** info@portalice.ca  
**Subject:** Emergency Support on its Way for Regional Businesses

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Building a diverse and sustainable economy.



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## **EMERGENCY SUPPORT ON ITS WAY FOR REGIONAL BUSINESSES**

***Immediate response services to help foster  
business adaptation and recovery during and  
post-COVID***

COURTENAY, 2 April 2020 – Urgent support for the region's businesses affected by COVID-19 will soon be available through direct, one-on-one service delivery programs developed in collaboration with Island Coastal Economic Trust (ICET), Tourism Vancouver Island (TVI) and Innovation Island Technology Association (IITA).

With funding from ICET, two response programs have been set up with regional partners to help the tourism sector and other enterprises with rapid recovery in the face of economic and operational challenges.

“Businesses are striving to confront the challenges presented by the COVID-19 pandemic,” said Michelle Mungall, Minister of Jobs, Economic Development and Competitiveness. “We are all pulling together to provide these enterprises with guidance and innovative solutions. The quick action taken by the Island Coastal Economic Trust together with leaders from tech and tourism is admirable.”

TVI’s *Vancouver Island Coastal Tourism Resiliency Project* will provide tourism businesses with practical assistance as they navigate the current crisis, through to their eventual recovery, post-pandemic. IITA’s *Digital Economy Response Program* (DER3) will provide personalized technical and industry expertise to enterprises ready to adapt their business models to the digital economy.

“We recognize the region’s urgent need to provide flexible and immediate support in the short-term,” says ICET Board Chair Josie Osborne. “These two programs will help ensure a more efficient and effective transition towards economic recovery, so that businesses come out stronger in the long-run.”

The *Vancouver Island Coastal Tourism Resiliency Project* will offer a range of targeted assistance. The first phase will match businesses with Tourism Advisors to help navigate available resources and relief measures. Advisors will have access to subject matter experts and, as business needs evolve, provide one-on-one coaching and advisory services to facilitate business adaptation and recovery.

“The tourism industry has been especially hard-hit by the impacts of COVID-19 and programs like these will help people access support today and plan for recovery,” said Lisa Beare, Minister of Tourism, Arts and Culture. “This is an important first step that builds on federal and provincial supports for people and businesses, and it will help us to be ready to welcome visitors back to B.C. as soon as it’s safe to do so.”

The *Vancouver Island Coastal Tourism Resiliency Project* will also include a range of customized digital resources and communication forums, tailored for the region and industry's unique needs.

"This collaborative, business-focused and versatile response will allow regional enterprises and operators to adapt and recover from the unprecedented challenges posed by the pandemic," says Anthony Everett, TVI's President and CEO.

IITA's *DER3* is a complementary rapid recovery initiative that will provide personalized services to companies ready to consider changes to their business models, adoption of digital tools and technology or other practices to better engage in the expanding digital economy. Participating businesses will be offered individualized advisory services including access to targeted tech sector expertise. The program will also create new opportunities for existing tech and digital solutions providers, strengthening and growing the region's tech economy.

"This situation is a major call to action for many businesses to make a swift and smart shift to the digital economy," says Graham Truax, Executive Director of IITA. "We're dealing with a Black Swan event that, at least in the short term, will change many consumer behaviours."

Both programs are expected to begin progressive implementation in early April. More details about both the TVI and IITA programs, including how to access services, will be communicated in the coming week.

###

#### About the Island Coastal Economic Trust (ICET)

Created and capitalized by the Province of BC in 2006, the Island Coastal

Economic Trust's (ICET) mission is to create a more diverse and globally competitive North Island-Sunshine Coast and Central-South Island economy. In partnership with local and regional government, nonprofits and indigenous groups, ICET serves nearly half a million residents with a range of economic diversification funding programs and support services.

#### About Tourism Vancouver Island (TVI)

As one of five regional not-for-profit destination management and marketing organizations within the province, Tourism Vancouver Island's mission is to support Vancouver Island's evolution into a globally preferred travel and getaway destination. Governed by a volunteer board of directors, and as the official representative of Destination British Columbia, the association represents tourism stakeholders throughout the region, including Vancouver Island, Victoria and the Gulf Islands, as well as a stretch of mainland coast between Moses and Bute inlets.

#### About Innovation Island Technology Association (IITA)

For the past 20 years, Innovation Island has been instrumental in fostering and encouraging growth in the regional technology sector; serving greater Vancouver Island, the Gulf Islands and the Sunshine Coast. As a non-profit service provider we are partners in the BC Acceleration Network, proudly delivering Innovate BC's Venture Acceleration Program and other services.

#### **Media contacts:**

##### **Island Coastal Economic Trust**

Amanda Fortier, *Communications Officer*

Tel: 250-871-7797 (Ext. 232)

##### **Tourism Vancouver Island**

Lauren Semple, *Corporate Communications Specialist*

Tel: 778-269-0831

## Innovation Island Technology Association

Jennifer Hufnagel, General Manager

Tel: 250-667-2323



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Courtenay, BC V9N 1H3

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**From:** Trevena.MLA, Claire <Claire.Trevena.MLA@leg.bc.ca>  
**Sent:** Thursday, April 02, 2020 12:00 PM  
**To:** Trevena.MLA, Claire  
**Subject:** COVID -19 Update April 02

Friends,

The Covid-19 crisis is not getting any easier. The advice from Dr. Henry and Minister Dix has been immensely important. They have said we have seen some indications that our collective social isolation and social distancing is having a positive impact. They have also said that we are just beginning, and we must maintain what we are all doing for the next weeks and months.

Our Government is doing everything within our powers to support frontline workers and provide resources for them and everyone feeling the effect of the Covid-19 crisis.

I am including a link to a Covid-19 resource page that lists every support and resource BC has for the Covid-19 epidemic. It's comprehensive, official and updated regularly. This link also helps access the health tools, such as the self-assessment tool and more CDC info about Covid-19.

[www.gov.bc.ca/covid](http://www.gov.bc.ca/covid)

In addition, here is the equivalent page for the Federal Government supports.

[www.canada.ca/en/department-finance/economic-response-plan](http://www.canada.ca/en/department-finance/economic-response-plan)

I do wish us all a safe journey through this crisis.

Best,  
Hon. Claire Trevena, MLA  
North Island



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