

**VILLAGE OF PORT ALICE
COUNCIL MEETING AGENDA**
TO BE HELD WEDNESDAY May 13, 2020 at 7:00 pm
IN THE LARRY PEPPER ROOM



(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) (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;

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 May 13, 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:

Pg 3-4 a.) *THAT the Minutes from the Regular Meeting of April 22, 2020, be approved.*

(6) OLD BUSINESS: N\A

(7) COMMUNICATIONS:

Pg 5 a.) Request from Ocean View Christian Assembly re Canada Day Support
April 29, 2020, Letter from Corrine Tiberghien, OVCA

Pg 7-11 b.) Letter of Support request
April 30, 2020, Letter from Dennis Schafer, Sticks and Stones Cannabis Company

(8) NEW BUSINESS:

Pg 13-51 a.) 2019 Financial Statements for approval
May 8, 2020, Financial Statements prepared by Chan Nowosad Boates

(9) REPORTS:

Pg 53 a.) Fire Chief's Report for April 2020
May 5, 2020, Report from Gerry Rose, Fire Chief

(10) BYLAWS:

Pg 55-56 a.) Bylaw 662 – Amendment to the Fees and Charges Bylaw 655

THAT Bylaw 662 – Bylaw to amend the Rates a fee Bylaw 655, be given first, second, and third reading

(11) QUESTION PERIOD:

**VILLAGE OF PORT ALICE
COUNCIL MEETING AGENDA**
TO BE HELD WEDNESDAY May 13, 2020 at 7:00 pm
IN THE LARRY PEPPER ROOM



(12) ADJOURNMENT:

THAT the meeting of the Village of Port Alice Council held May 13, 2020, be adjourned

INFORMATION ITEMS:

- a.) Media Release, Vancouver Island Regional Library, VIRL announces new virtual services for customers and a road map to in-branch services
- b.) Media Release, North Island College, Flexible, online program open doors to a new career
- c.) Media Release, North Island College, Historic Legacy gift helps hundreds of NIC Students

REGULAR MEETING MINUTES
WEDNESDAY APRIL 22, 2020
IN THE LARRY PEPPER ROOM

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: 7:00 pm

ADOPTION OF AGENDA:

40/20
Adoption of
Agenda

Moved, seconded and CARRIED

***THAT** the Agenda for the Meeting of the Village of Port Alice for April 22, 2020, be approved
AND **THAT** all delegations, reports, correspondence, and other information set to the agenda
be received for information including addition to New Business the Motion regarding monthly
reporting.*

DELEGATION: N\A

41/20
Minutes
April 8

MINUTES:

Moved, Seconded and CARRIED

***THAT** the minutes for the Regular Council Meeting held on April 8, 2020 be adopted.*

OLD BUSINESS: N\A

COMMUNICATIONS:

a.) Long Weekend BC Ferry Traffic – Letter from Island Mayors

NEW BUSINESS:

42/20 Late
Item,
Motion for
reporting

Moved, Seconded and CARRIED

***THAT** the Public Works Foreman monthly reports be put into drawers and that the monthly
report from the CAO be added to the agenda for regular meetings.*

REPORTS:

BYLAWS:

ADJOURNMENT:

43/20
Adjourn

Moved, Seconded and CARRIED

***THAT** the Regular meeting of the Village of Port Alice held April 22, 2020, be adjourned*

at 7:17 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 April 22, 2020.

Mayor

Chief Administrative Officer

Village of Port Alice
Mayor and Council
PO Box 130
Port Alice, BC V0N 2N0

Hello Mayor and Council,

I am writing to let you know that Ocean View church is planning to instigate some fun, safe, socially distant Canada Day fun. There will be a parade, much like the current birthday parades. We will encourage residents to decorate their home area and sit out front of the homes to watch the parade (we will make suggestions of where to set for the people in the trailer court and statas) We will compile a list of families, seniors and everyone in between to hand out "goodie" bags that will be prepared safely ahead of time so they can safely be handed out. Things like balloons, flags, candy, microwave popcorn, tattoos, stickers, glow stuff etc will fill the bags. At noon we will ask the fire department to sound the alarm to announce the singing of O Canada. We will position 4 people at each end of town and the top and bottom to record the singing. All this info will go out in a newsletter to everyone in town as well as the Rumble Sheet and posters so that people are prepared. We understand why the Village had to cancel plans, but we also believe people need something positive to look forward to. I am writing this to you to ask if there are Canada Day funds to help with some of the items to put in the goody bags, like tattoos, stickers, pencils, or any fun item.

Thank you
Corrine Tiberghien
Ocean View Christian Assembly
250-230-0225

From: Dennis Schafer <dks@stickandstone.ca>
Sent: Thursday, April 30, 2020 2:15 PM
To: info@cumberland.ca
Subject: Letter of Support
Attachments: Letter of support to elected officials.pdf; Letter for endorsment.pdf

Dear Mayor and Council,

Stick & Stone Cannabis Co. is a wee Ma & Pa cannabis retail shop located in Fernie BC. Due to current stressors and frustrations, we have collaborated with ACCRES to outline two requests for change to the current regulations that will further the safety measures designed to protect our communities in BC during these trying times and we ask for your support presenting these recommendations to the province.

- 1) Online Sales
- 2) Direct Delivery

As owners of a licensed cannabis retail shop, we have been continuously evolving our operations to ensure the safety of the community as new information about COVID-19 becomes available. We have a wide range of customers many who are predominately middle-aged and elderly who purchase our products for both recreational and medical use.

With our recommended adjustments to the current regulations that were designed for a pre-pandemic world, we would be able to continue to safely provide much-needed products to our at-risk customers who are unable to leave the house, ensure a contactless experience for those who are able to visit the store for curbside pickup and keep our staff safe.

Here is an example of the challenges our current customers are facing because they are not able to pay for our products online during COVID-19:

We received a phone call asking if a curbside pick-up was available by a customer of ours who was elderly. They were in desperate need of a product and the delivery times to order from the BC Cannabis Store were too lengthy. We informed them that we carried the product and would do our best to provide a contactless interaction but they would have to tap our terminal and the wireless system may not register outside.

When the customer arrived their vulnerability was apparent. They were approximately 90 years old with a compromised immune system, so becoming infected would likely result in their death. In order to keep them safe while accepting their payment and providing their product we were forced through the following process:

1. We tried to use the tap feature by pressing the terminal against their car window. This did not work due to card issues.
2. We then bleached the terminal and passed it through a small gap in the window so that the customer could complete the transaction.
3. The product was then left on the hood of their car for them to collect when they felt safe to do so.

Even though the utmost precautions are being taken, it is extremely stressful to force customers to go through these processes that could easily be avoided if we were able to use available technology like online payment systems.

There are processes in place for the legal online purchase and delivery of alcohol in BC as well as cannabis in other provinces which have been effective at keeping their communities safe. We are asking for the same considerations.

I can not stress enough how vital allowing online payments and delivery to be available in BC is to our communities and retailers!! When you have someone's life in your hands, you want to have the safest measures in place.

PLEASE ENDORSE THIS LETTER OF SUPPORT

Thank you for your time,

Dennis Schafer

Stick & Stone Cannabis Co.

250.430.7848

stickandstone.ca



Virus-free. www.avg.com

To Honorable Mayor and Council,

Attached is a letter from the Association of Canadian Cannabis Retailers (ACCRES) membership to the Solicitor-General, Hon. Mike Farnworth, calling on the government of British Columbia to further modify cannabis retail regulations in support of physical distancing during the COVID-19 health emergency. ACCRES is seeking your endorsement in support of these measures, which we believe are in line with what other jurisdictions across Canada are adopting.

ACCRES is specifically calling on BC to follow the recent move by Ontario, which in response to COVID-19 has moved to allow private cannabis retailers to take online payment and make door-to-door delivery of cannabis products. Both Saskatchewan and now Ontario have allowed online payment and direct delivery with no significant complications or negative consequences, and we believe these regulatory changes are appropriate for BC as well.

We believe that many municipal governments in BC could stand to benefit from these changes, as they will hopefully reduce in-store traffic and lineups caused by physical distancing requirements for essential retailers like cannabis stores. This should further reduce the chances of spreading COVID-19, something we believe should be the ultimate priority of any regulated system right now.

Finally, we believe this measure is important in allowing licensed, regulated, and tax-compliant retailers a means of competing with unregulated retailers, who are currently quite openly selling cannabis on-line or offering in-person delivery options. With municipal resources currently very constrained and bylaw officers unable to enforce against these proliferating operators, we believe offering these options to regulated retailers could help compliant businesses to compete them out of the market instead.

ACCRES ask that you endorse these initiatives in support of regulated cannabis retailers' efforts to continue serving their customers in a way that protects public health to the greatest extent possible.

Sincerely,

Jaclynn Pehota
Special Advisor
Association of Canadian Cannabis Retailers (ACCRES)
7787724343
Jaclynn@accres.ca

On Behalf of:

ACCRES Board of Directors:

Geoff Dear
Andrew Gordon
Matthew Greenwood
Jeremy Jacob
Alfred Schaefer
Laurie Weitzel

ACCRES Advisory Board:

Hilary Black
Dr. Rielle Capler, MPA, PhD
Dr. Ivan Casselman PhD
Rosy Mondin, LL.B, B.A. (Criminology)
Adolfo Gonzales
Bert Hick
Andrew Livingston
Sophie Mas
Jonathan Page, Adjunct Professor UBC
Heather Tayler
Tina Zlati

To Minister Farnworth, Solicitor General,

In response to the ongoing COVID-19 public health emergency, the *Association of Canadian Cannabis Retailers* (ACCRES) recognizes the Government of British Columbia for evolving policy to allow for regulated cannabis stores to accept product reservations online and over the phone. This change in regulatory framework will reduce the amount of time consumers have to spend in stores amid the COVID-19 crisis. The status of cannabis retail as an essential service is a recognition of the contributions of these small businesses to the general public. We believe it is appropriate to equip provincial license holders with proactive tools that will allow for them to better protect public health, bolster the legal cannabis market and ensure that these small business remain economically viable for the duration of the crisis.

ACCRES membership would like to see further proactive measures enacted that would further protect both public health and essential workers through these trying times. In supplement to "click and collect"/over the phone ordering, we request that the government enact and support two further regulatory changes to cannabis retail regulations. These measures would be effective in supporting the social and physical distancing measures recommended by public health authorities:

- Online Payment
- Direct Delivery

Online Payment

In the interest of balancing public health, along with our customers' need to access legal cannabis, and the long-term economic health of our members, we propose that the Government of British Columbia allow retailers to sell their products online or by phone and collect payment in advance.

Allowing for payment in advance avoids the major point of contamination in a "click and collect" transaction: the requirement to accept cash or interact with the payment processing machine. Pre-payment would reduce contact in store to the absolute minimum, and would facilitate the best possible circumstances for social distancing. This measure would serve to better protect both staff and customers during in store transactions.

Direct Delivery

In further support of social distancing and to accommodate those that are unable to leave their homes due to being immunocompromised or in self isolation, we ask that delivery be allowed directly to customers from the regulated private retailer of their choice. ACCRES believes the best way to ensure continuity of service in these circumstances while minimizing exposure is to allow already trained and security screened staff of private retailers to deliver orders directly to customers. Direct delivery is currently available to the residents of Saskatchewan and Ontario via provincially licensed retailers. ACCRES proposes that these existing regulations be adapted for the BC sector. Contactless age verification is as simple as requiring the upload of photo ID at the time of purchase. The ID can then be matched to the individual receiving the delivery while maintaining a distance of two meters.

Providing greater access to regulated cannabis is vital to protecting public health and safety, and to destabilizing the illicit market - both key aims of the Cannabis Act and provincial regulations. Due to the convenience the illicit market operators continue to be able to offer through direct delivery, legal sales

in BC are tens of millions of dollars behind projected targets in BC. Direct delivery from licensed private cannabis stores conducted in compliance with all health and safety standards provides local communities with an essential and regulated touchpoint that can act as a resource for education and responsible use.

ACCRES believe that by allowing these measures, cannabis retailers will be best equipped to protect public health and safety, while also ensuring the continued operations of independent cannabis retailers that provide access to safe and regulated products. These measures will allow essential services to continue without unnecessarily endangering public health, and we believe these measures will strengthen BC's overall response to the COVID-19 pandemic and the legal cannabis industry in this province.

Sincerely,

Jaclynn Pehota Special Advisor
Association of Canadian Cannabis Retailers (ACCRES)
778.772.4343
Jaclynn@accres.ca

On Behalf of:

ACCRES Board of Directors: Geoff Dear Andrew Gordon Matthew Greenwood Jeremy Jacob Alfred Schaefer Laurie Weitzel

ACCRES Advisory Board: Dr. Rielle Capler, MPA, PhDDr. Ivan Casselman PhDRosy Mondin, LL.B, B.A. (Criminology) Adolfo Gonzales Bert Hick Andrew Livingston Sophie Mas Jonathan Page, Adjunct Professor UBC, CSO Aurora Cannabis Heather TaylerDr. Zachary Walsh, PhD Tina Zlati

VILLAGE OF PORT ALICE

Financial Statements

December 31, 2019

DRAFT

VILLAGE OF PORT ALICE

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December 31, 2019

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MANAGEMENT REPORT

December 31, 2019

The Council of the Village of Port Alice has delegated the responsibility for the integrity and objectivity of the financial information contained in the financial statements to the management of the Village of Port Alice. The financial statements, which, in part, are based on informed judgments and estimates, have been prepared by management in accordance with Canadian public sector accounting standards, which have been applied on a basis consistent with that of the preceding year.

To assist in carrying out their responsibility, management maintains an accounting system and internal controls to provide reasonable assurance that transactions are properly authorized and recorded in compliance with legislative and regulatory requirements and that financial records are reliable for preparation of the financial statements. These systems are monitored and evaluated by management.

The Village of Port Alice's independent auditors, Chan Nawosad Boates Inc., Chartered Professional Accountants, are engaged to express an opinion as to whether these financial statements present fairly the Village of Port Alice's financial position and operating results in accordance with Canadian public sector accounting standards. Their opinion is based on procedures they consider sufficient to support such an opinion.

The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and in accordance with Canadian public sector accounting standards. These statements present, in all significant respects the financial position of the Village of Port Alice as at December 31, 2019.

Ms. Bonnie Danyk
CAO, CFO

May 13, 2020



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 31, 2019, 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.

Emphasis of Matter

As at December 31, 2019 as well as the date of this audit report Neucel Specialty Cellulose had not paid their 2019 or 2018 assessed property taxes as well as other municipal tax amounts which totalled approximately \$1,816,999 at December 31, 2019. Management of the Village and the Village Mayor and Council have asserted that the receivable may not be collectible in full by way of future payment or the eventual tax sale of the land and associated buildings and assets on the land. As a result an allowance for the above described amount receivable has been provided for in full.

Management of the Village and the Village Mayor and Council assert that while the Village's largest tax payer has not paid their outstanding tax amount owing to the Village, that the Village has sufficient cash, investment resources and other sources of income to continue operations into the foreseeable future. Our audit opinion is not modified with respect to this matter.

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 Auditor's 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.

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

May 13, 2020

VILLAGE OF PORT ALICE

Statement of Financial Position

December 31, 2019

	2019	2018 (Note 18)
	\$	\$
FINANCIAL ASSETS		
Cash	595,197	400,278
Portfolio Investments (Note 2)	2,869,636	3,021,262
Accounts Receivable (Note 3)	144,960	563,248
Taxes and User Fees Receivable (Note 4)	146,228	1,177,552
Investment in NICFL and NICFLP (Note 5)	361,900	81,495
	<u>4,117,921</u>	<u>5,243,835</u>
LIABILITIES		
Accounts Payable and Accrued Liabilities	116,732	212,889
Deferred Grants and Unearned Revenue (Note 6)	30,968	47,892
Long Term Debt (Note 7)	467,008	485,967
	<u>614,708</u>	<u>746,748</u>
NET FINANCIAL ASSETS	<u>3,503,213</u>	<u>4,497,087</u>
NON-FINANCIAL ASSETS		
Tangible Capital Assets (Note 9)	9,470,374	9,185,443
Inventory	2,347	21,447
	<u>9,472,721</u>	<u>9,206,890</u>
ACCUMULATED SURPLUS (Note 10)	<u>12,975,934</u>	<u>13,703,977</u>

Approved by:

Finance Officer

Mayor

VILLAGE OF PORT ALICE

Statement of Operations

Year Ended December 31, 2019

	2019		2018
	Budget	Actual	
	\$	\$	\$
	(Note 16)		(Note 18)
Revenues (Schedules 2 and 3)			
Taxation - Net (Note 11)	876,700	875,091	1,106,144
Utility Connection Fees and User Rates	203,000	208,077	201,485
Government Grants - Federal (Schedule 1)	4,000	74,459	334,694
Government Grants - Provincial (Schedule 1)	847,980	531,437	929,796
Sales of Services	73,500	106,262	93,628
Equity Income NICFLP and NICFL (Note 5)	-	989,018	40,500
Other (Note 12)	120,500	253,357	204,152
	<u>2,125,680</u>	<u>3,037,701</u>	<u>2,910,399</u>
Expenditures (Schedules 2 and 3)			
General Departmental Expenditures	1,651,895	3,441,366	1,646,353
Water System Operations	73,518	66,831	80,521
Sewer System Operations	239,361	262,257	181,254
	<u>1,964,774</u>	<u>3,770,454</u>	<u>1,908,128</u>
Annual Surplus (Deficit) Prior to Other Items	160,906	(732,753)	1,002,271
Gain on Disposal of Inventory	-	4,710	-
Loss on Disposal of Tangible Capital Assets	-	-	(153,878)
Annual Surplus (Deficit)	<u>160,906</u>	<u>(728,043)</u>	<u>848,393</u>
Accumulated Surplus - Beginning of Year as Previously Stated		13,762,980	12,963,893
Prior Period Adjustment (Note 18)		(59,003)	(108,309)
Accumulated Surplus - Beginning of Year as Restated		<u>13,703,977</u>	<u>12,855,584</u>
Accumulated Surplus - End of Year		<u>12,975,934</u>	<u>13,703,977</u>

VILLAGE OF PORT ALICE

Statement of Change in Net Financial Assets

Year Ended December 31, 2019

	2019		2018
	Budget	Actual	
	\$	\$	\$
	(Note 16)		(Note 18)
Annual Surplus (Deficit)	160,906	(728,043)	848,393
Acquisition of Tangible Capital Assets	(1,002,000)	(723,005)	(1,037,184)
Amortization of Tangible Capital Assets	438,074	438,074	369,219
Loss on Disposal of Tangible Capital Assets	-	-	153,878
Sale (Acquisition) of Inventory	-	19,100	(19,100)
	<u>(403,020)</u>	<u>(265,831)</u>	<u>(533,187)</u>
Change in Net Financial Assets for the Year	<u>(242,114)</u>	<u>(993,874)</u>	315,206
Net Financial Assets - Beginning of Year		<u>4,497,087</u>	<u>4,181,881</u>
Net Financial Assets - End of Year		<u>3,503,213</u>	<u>4,497,087</u>

VILLAGE OF PORT ALICE

Statement of Cash Flows

Year Ended December 31, 2019

	2019	2018 (Note 18)
	\$	\$
Cash Flows From Operating Activities:		
Annual Surplus (Deficit)	(728,043)	848,393
Items Not Involving Cash		
Equity Income NICFLP and NICFL	(989,018)	(40,500)
Amortization of Tangible Capital Assets	<u>438,074</u>	<u>369,219</u>
	(1,278,987)	1,177,112
Changes in Non-Cash Operating Balances		
Accounts and Taxes Receivable	1,449,612	(1,146,539)
Accounts Payable and Accrued Liabilities	(96,157)	(22,498)
Deferred Grants and Unearned Revenue	(16,924)	(41,452)
Inventory	<u>19,100</u>	<u>(19,100)</u>
	<u>76,644</u>	<u>(52,477)</u>
Cash Flows From Capital Activities:		
Purchase of Tangible Capital Assets	(723,005)	(1,037,184)
Loss on Disposal of Tangible Assets	<u>-</u>	<u>153,878</u>
	<u>(723,005)</u>	<u>(883,306)</u>
Cash Flows From Investing Activities:		
Proceeds from Portfolio Investments	151,626	255,860
Transfers from North Island Community Forest	<u>708,613</u>	<u>-</u>
	<u>860,239</u>	<u>255,860</u>
Cash Flows From Financing Activities:		
Repayment of Long Term Debt	<u>(18,959)</u>	<u>(17,529)</u>
Increase (Decrease) in Cash and Cash Equivalents	194,919	(697,452)
Cash and Cash Equivalents - Beginning of Year	<u>400,278</u>	<u>1,097,730</u>
Cash and Cash Equivalents - End of Year	<u>595,197</u>	<u>400,278</u>

VILLAGE OF PORT ALICE

Notes to the Financial Statements

December 31, 2019

The Village of Port Alice (the "Village") was incorporated as a municipality in 1965 under the provisions of the British Columbia Municipal Act. Its principal activities are the provision of local government services to the residents of the Village. These services include fire protection, public works, planning, parks and recreation, water distribution and sewer collection, and other general government services, as governed by the Community Charter and Local Government Act.

1. Significant Accounting Policies:

a) Basis of Presentation:

The Village prepares its financial statements in accordance with Canadian public sector accounting standards using guidelines developed by the Public Sector Accounting Board ("PSAB") for the Chartered Professional Accountants of Canada.

b) Investments:

Portfolio investments are recorded at fair value. The investments in Island Community Forest Ltd. and North Island Community Forest Limited Partnership are recorded using the modified equity method.

c) Tangible Capital Assets:

Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Cost includes amounts that are directly related to the acquisition, design, construction, development, improvement or betterment of the assets. Amortization is recorded on a straight-line basis over the estimated useful life of the tangible capital asset commencing once the asset is in use. Donated tangible capital assets are recorded at fair value at the time of the donation.

Estimated useful lives of tangible capital assets are as follows:

Buildings	40 to 75 years
Equipment	15 to 25 years
Roads and Bridges	10 to 100 years
Other	15 to 50 years
Water and Other Utility Systems	10 to 100 years
Sewer	10 to 100 years
Drainage	10 to 100 years

d) Collection of Taxes on Behalf of Other Taxation Authorities:

The Village collects taxation on behalf of other entities. Such levies, other revenues, expenses, assets and liabilities with respect to the operations of these other entities are not reflected in these financial statements. Levies imposed by other taxing authorities are not included as taxes for municipal purposes.

e) Trust Funds:

Trust funds held in trust by the Village, and their related operations, are not included in these financial statements. The financial activity and position of the trust funds are reported separately (Note 14).

f) Retirement Benefits and Other Future Employee Benefit Plans:

The Village's contributions to its multi-employer defined benefit plan are expensed as incurred. The costs of other pensions and other retirement benefits that accumulate over the period of service provided by employees are determined using the projected benefit method prorated on services based on management's best estimate of retirement age, inflation rates, investment returns, wage and salary escalation, insurance and health care cost trends, employee turnover, and discount rates.

VILLAGE OF PORT ALICE

Notes to the Financial Statements

December 31, 2019

1. Significant Accounting Policies (continued):

g) Revenue Recognition and Deferred Grants:

The Village recognizes taxes as assets and revenue when they meet the definition of an asset, are authorized by a legislature, council, or legislative convention, and the taxable event has occurred. Taxes are initially measured at management's best estimate of the amount resulting from the original taxable event in accordance with tax legislation. Taxes receivable are recognized net of allowance for anticipated uncollectible amounts.

Through the British Columbia Assessment's appeal process, taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes are recognized at the time they are awarded. Levies imposed by regional district services and general administrative service and other taxing authorities are not included as taxes for municipal services.

Charges for sewer and water usage are recorded as user fees. Connection fee revenues are recognized when the connection has been established.

Government transfers, including legislative grants, are recognized as revenue when received, provided the transfers are authorized and any eligibility criteria has been met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfer revenue is recognized on the Statement of Operations as the stipulation liabilities are settled.

Sales of services and other revenue are recognized when the service is provided or the amount is earned, when the amount can be estimated, and when collection is reasonably assured. Amounts received in advance of services being rendered are recorded as unearned revenue until the Village discharges the obligation that led to the collection of the funds.

h) Unearned Revenue:

Revenues from prepaid taxes, the sale of business licenses, dog tags, recreation time and rental revenues pertaining to the subsequent year have been deferred. These amounts will be recognized as revenue in the next fiscal year.

i) Leases:

Leases are classified as capital or operating leases. A lease that transfers substantially all of the benefits and risks incidental to the ownership of property is classified as a capital lease. At the inception of a capital lease, an asset and an obligation are recorded at an amount equal to the lesser of the present value of the minimum lease payments and the property's fair value at the beginning of the lease. Assets recorded under capital leases are amortized on a straight line basis over the term of the lease that is the estimated useful lives of the assets. All other leases are accounted for as operating leases wherein rental payments are expensed as incurred.

j) Contaminated Sites:

Governments are required to accrue a liability for the costs to remediate a contaminated site. Liabilities are recognized when an environmental standard exists, contamination exceeds the standards, the government has responsibility for the remediation, future economic benefits will be given up and a reasonable estimate can be made.

Management has assessed its potential liabilities under the new standard including sites that are no longer in productive use and sites which the Village accepts responsibility. There were no such sites that had contamination in excess of an environmental standard which required remediation, therefore no liability was recognized as at December 31, 2019 or December 31, 2018.

VILLAGE OF PORT ALICE

Notes to the Financial Statements

December 31, 2019

1. Significant Accounting Policies (continued):

k) Financial Instruments:

Financial instruments consist of cash and portfolio investments, accounts receivable and accounts payable. Unless otherwise noted, it is management's opinion that the Village is not exposed to significant interest rate, currency or credit risk arising from these financial instruments.

l) Use of Estimates:

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements, as well as the reported amounts of revenue and expenses during the reporting period.

Significant areas requiring the use of management estimates relates to the collectability of accounts receivable, valuation of investments, estimates of contingent liabilities, and the provision for amortization and the estimation of potential environmental liabilities. Actual results could differ from management's best estimates as additional information becomes available in the future.

2. Portfolio Investments:

	2019	2018
	\$	\$
Bank of Nova Scotia Business Investment Account	1,801,979	1,973,112
Money Market Funds - Municipal Finance Authority (MFA)	1,067,657	1,048,150
	<u>2,869,636</u>	<u>3,021,262</u>

The current average annual yield of the money market funds held with MFA as at December 31, 2019 was 1.86% (2018 - 1.65%). The funds are redeemable on demand. The investment held with the Bank of Nova Scotia is redeemable on demand and yields an annual average interest rate of 1.25% (2018 - 1.10%). These investments are carried at market value.

3. Accounts Receivable:

	2019	2018
	\$	\$
Government Transfers Receivable	75,110	462,374
Trade Receivable	5,966	7,464
GST Recoverable	63,518	92,810
Sundry	<u>366</u>	<u>600</u>
	<u>144,960</u>	<u>563,248</u>

VILLAGE OF PORT ALICE

Notes to the Financial Statements

December 31, 2019

4. Taxes and User Fees Receivable:

	2019	2018
	\$	\$
Taxes Receivable	1,963,556	1,177,690
Allowance for Doubtful Accounts	(1,817,328)	(138)
	<u>146,228</u>	<u>1,177,552</u>

5. Investment in NICFL and NICFLP:

The Village has a 33% ownership interest in North Island Community Forest Ltd. (NICFL) and North Island Community Forest Limited Partnership (NICFLP). The investments in NICFLP and NICFL are reported as a government business enterprise and accounted for using the modified equity method. Under this method, the government businesses' accounting principles are not adjusted to conform with those of the Village and inter-corporate transactions are not eliminated.

As a government business enterprise, the NICFLP is required to report under International Financial Reporting Standards (IFRS). In the prior and current year, the NICFLP financial statements were prepared under Canadian Accounting Standards for Private Enterprises (ASPE). Any differences between ASPE and IFRS would likely be insignificant in nature.

	2019	2018
	\$	\$
Investment in NICFL	1	1
Investment in NICFLP	5,000	5,000
Accumulated Net Equity Surplus - Beginning of Year	76,494	35,994
Share of Increase in Shareholders' Equity	989,018	40,500
Withdrawals During the Year	(708,613)	-
Accumulated Net Equity Surplus - End of Year	<u>361,900</u>	<u>81,495</u>

The condensed supplementary financial statement information of the partnership is as follows:

	2019	2018
	\$	\$
Statement of Financial Position:		
Assets		
Cash and Receivables	<u>1,132,061</u>	<u>286,576</u>
Liabilities and Partners' Capital		
Trade and Other Payables	46,357	42,088
Total Partners' Capital	<u>1,085,704</u>	<u>244,488</u>
	<u>1,132,061</u>	<u>286,576</u>

VILLAGE OF PORT ALICE

Notes to the Financial Statements

December 31, 2019

5. Investment in NICFL and NICFLP (continued):

The condensed supplementary financial statement information of the partnership is as follows (continued):

	2019	2018
	\$	\$
Statement of Comprehensive Income:		
Revenue	3,029,866	151,215
Expenditures	62,813	51,742
Net Income	2,967,053	99,473
Partners' Capital:		
Partnership Units	65,491	37,819
Cumulative Withdrawals	(5,678,029)	(3,552,192)
Retained Earnings - End of Year	6,698,241	3,758,860
	1,085,704	244,488

6. Deferred Grants and Unearned Revenue:

	2019	2018
	\$	\$
Prepaid Property Taxes	19,897	17,817
Provincial Government	6,500	18,446
Community Centre Deposits	4,571	4,351
Rural Dividend Grant	-	7,278
Tax Sale Proceeds	-	-
	30,968	47,892

7. Long Term Debt:

	2019	2018
	\$	\$
Community Centre Upgrade:		
Repayable at \$33,907 per year including interest at 2.0% per annum to the Municipal Financial Authority of British Columbia;		
Matures in October 2036	467,008	485,967

Future principal payments required on long-term debt are as follows:

	\$
2020	19,718
2021	20,506
2022	21,326
2023	22,179
2024	23,066
2025 and onwards	360,213
	467,008

VILLAGE OF PORT ALICE

Notes to the Financial Statements

December 31, 2019

8. Contingent Liabilities:

- (a) The Village is responsible as a member of the Regional District of Mount Waddington for its share of any operating deficits or long-term debt related to functions in which it participates. Management has assessed the risks as unlikely at this time therefore no provision has been recorded in the financial statements.
- (b) The Village is partially self-insured through the Municipal Insurance Association of British Columbia. Should the Association pay out claims in excess of premiums received, it is possible that the Village along with the other participants, would be required to contribute towards the deficit.

9. Tangible Capital Assets:

	Cost					Accumulated Amortization				Net Book Value	
	Opening \$	Additions \$	Disposals \$	Transfers \$	Closing \$	Opening \$	Amort \$	Disposals \$	Closing \$	2019 \$	2018 \$
Land	841,186	-	-	-	841,186	-	-	-	-	841,186	841,186
Buildings	3,859,093	-	-	-	3,859,093	2,185,226	127,424	-	2,312,650	1,546,443	1,673,867
Equipment	1,332,948	70,013	-	-	1,402,961	814,889	67,768	-	882,657	520,304	518,059
Roads and Bridges	3,929,815	-	-	-	3,929,815	2,399,924	74,015	-	2,473,939	1,455,876	1,529,891
Other	1,096,535	-	-	-	1,096,535	394,384	47,188	-	441,572	654,963	702,151
Water Infrastructure	1,451,936	-	-	-	1,451,936	362,363	20,218	-	382,581	1,069,355	1,089,573
Sewer Infrastructure	1,945,699	398,273	-	-	2,343,972	717,036	96,842	-	813,878	2,496,978	1,228,663
Drainage	330,869	-	-	-	330,869	219,374	4,619	-	223,993	106,876	111,495
Work in Progress	<u>1,490,558</u>	<u>254,719</u>	<u>-</u>	<u>(966,884)</u>	<u>1,778,393</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>778,393</u>	<u>1,490,558</u>
	<u>16,278,639</u>	<u>723,005</u>	<u>-</u>	<u>-</u>	<u>17,001,644</u>	<u>7,093,196</u>	<u>436,074</u>	<u>-</u>	<u>7,531,270</u>	<u>9,470,374</u>	<u>9,185,443</u>

VILLAGE OF PORT ALICE

Notes to the Financial Statements

December 31, 2019

10. Accumulated Surplus:

The Village segregates its accumulated surplus into the following categories:

	2019	2018
	\$	\$
Current Fund	2,254,966	3,462,800
Reserve Funds (a)	1,248,247	1,034,287
Investment in Non-Financial Assets (b)	<u>9,472,721</u>	<u>9,206,890</u>
	<u>12,975,934</u>	<u>13,703,977</u>

(a) **Reserve Funds**

Reserve Funds represent funds set aside by Bylaw or Council resolution for specific purposes. Details of reserve funds are shown below.

(b) **Investment in Non-Financial Assets**

The investment in non-financial assets represents amounts already spent and invested in infrastructure and other non-financial assets.

Details of Reserve Funds are as follows:

	2019	2018
	\$	\$
Capital Works Reserve (a)	243,791	234,792
Statutory Reserve (b)	115,603	113,529
Fire Protection Capital Reserve (c)	116,071	105,060
Gas Tax Treatment - Community Works (d)	<u>772,782</u>	<u>580,906</u>
	<u>1,248,247</u>	<u>1,034,287</u>

(a) **Capital Works Reserve**

The Capital Works Reserve was established by Bylaw 487 to provide for new works, extensions or renewals of existing works, and to provide for machinery and equipment necessary for capital projects, for the maintenance of municipal property, or for the protection of persons and property. Money from the sale of land, current revenue, or from the General Operating fund surpluses may be paid into the Capital Works Reserve.

(b) **Statutory Reserve**

The Statutory Reserve was established by Bylaw 528 for the purpose of setting aside funds on an annual basis to purchase machinery and equipment.

(c) **Fire Protection Capital Reserve**

The Fire Protection Capital Reserve was established by Bylaw 607 for the purpose of setting aside funds on an annual basis to purchase fire protection equipment.

(d) **Gas Tax Agreement - Community Works**

The Gas Tax Agreement - Community Works consists of \$772,782 that remained unspent as at December 31, 2019 plus additional receipts of \$173,769 (2018 - \$90,695) and interest earnings of \$10,449 (2018 - \$5,182) in 2019. During 2019 eligible expenditures of \$30,868 were made (2018 - \$28,817). The unspent amount will remain in the reserve until spent on eligible projects.

VILLAGE OF PORT ALICE

Notes to the Financial Statements

December 31, 2019

11. Taxation - Net:

	Budget 2019 \$	2019 \$	2018 \$
General Municipal Purposes	876,700	873,678	1,103,774
Collections for Other Governments			
Regional District of Mt. Waddington	-	127,841	125,764
Province of British Columbia - School Tax	-	307,859	316,691
Regional Hospital District	-	51,050	50,870
Municipal Finance Authority	-	33	32
British Columbia Assessment Authority	-	17,058	17,362
Province of BC - Police Tax	-	49,806	49,758
	<u>876,700</u>	<u>1,427,325</u>	<u>1,664,251</u>
Transfers			
Regional District of Mt. Waddington	-	127,841	125,772
Province of British Columbia - School Tax	-	306,446	314,310
Regional Hospital Districts	-	51,050	50,873
Municipal Finance Authority	-	33	32
British Columbia Assessment Authority	-	17,058	17,362
Province of BC - Police Tax	-	49,806	49,758
	-	<u>552,234</u>	<u>558,107</u>
Available for General Municipal Purposes	<u>876,700</u>	<u>875,091</u>	<u>1,106,144</u>

12. Other Revenue:

	2019 \$	2018 \$
Investment Income	57,907	44,206
Tax Penalties - Interest and Fees	147,867	106,516
Parking and Moorage	20,824	14,389
Recreation	4,187	4,828
Business Licenses	4,630	5,195
Other	17,942	29,018
	<u>253,357</u>	<u>204,152</u>

VILLAGE OF PORT ALICE

Notes to the Financial Statements

December 31, 2019

13. Pension Plan:

The Village and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly-trusted pension plan. The Board of Trustees, representing plan members and employers, is responsible for administering the Plan, including investment of the assets and administration of the benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2018 the Plan had about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local government.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the Plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the Plan. This rate is then adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The Village paid \$39,083 (2018 - \$42,158) for employer contributions, while employees contributed \$34,889 (2018 - \$37,971) to the Plan in fiscal 2019.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the Plan record their pension expense as the amount of the employer contributions made during the fiscal year (defined contributions pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the Plan.

14. Trust Funds:

(a) Ford Memorial Trust Fund

As at December 31, 2019, the Village held \$6,450 (2018 - \$9,250) in trust for the Ford Memorial Trust Fund. The transactions and balances of this fund are not reported elsewhere in these financial statements.

(b) Cemetery Trust Fund

The Cemetery Reserve is established pursuant to the provision of the Community Charter. Monies in the reserve can be used for cemetery purposes only. A balance of \$1,770 (2018 - \$1,770) was held as at December 31, 2019 and is not reported elsewhere in these financial statements.

15. Commitments:

The Village has entered into an agreement for services with North Island Waste Management Limited for residential garbage pick up and disposal services at an approximate average annual cost of \$76,000. The five year contract expires July 15, 2020 and has no option to renew.

VILLAGE OF PORT ALICE

Notes to the Financial Statements

December 31, 2019

16. Fiscal Plan:

The Fiscal Plan amounts represent the Financial Plan Bylaw adopted by Council on April 24, 2019.

The budget anticipated use of surpluses accumulated in previous years to balance against current expenditures in excess of current year revenues. In addition, the budget anticipated capital expenditures rather than amortization expense. The following schedule reconciles the approved Bylaw to the amounts presented in the financial statements.

	<u>2019</u>
	\$
Financial Plan (Budget) By-Law Approved for the Year	-
Add:	
Capital Expenditures	1,002,000
Less:	
Budgeted Transfers from Accumulated Surplus	(403,020)
Amortization	<u>(438,074)</u>
Annual Surplus Presented in Financial Statements	<u>160,906</u>

17. Segmented Information:

The Village is a diversified municipal government institution that provides a wide range of services to its citizens such as recreation, fire, sewer, water, and solid waste. Distinguishable functional segments have been separately disclosed in the segmented information in Schedules 2 and 3. The nature of the segments and activities they encompass are as follows:

General Government

General Government relates to the revenues and expenses of the operations of the Village public safety building and other costs that cannot be directly attributed to a specific segment, including general, administrative, legislative, and fiscal services.

Volunteer Fire Department

Volunteer Fire Department is comprised of fire protection services. The fire department is responsible to provide fire suppression services, fire prevention programs, training and education. The members of the fire department consist of volunteers.

Public Works Department

The Public Works Department is responsible for the maintenance of roads, parks and playgrounds, the cemetery, and street lighting services.

Environmental Health Services

Environmental Health Services is comprised of municipal and contract services. The Village and the contractors work with other levels of government, at the Provincial and Regional levels, and the citizens to provide a safe healthy environment for the people and wildlife.

Recreation Services, Arena, Community Centre and Sea View Activity Centre

These service areas provide services meant to improve health and development of the Village's citizens. Recreational programs and cultural programs are provided at the Arena, Community Centre, and the Angus Dawson Memorial Ball Field.

VILLAGE OF PORT ALICE

Notes to the Financial Statements

December 31, 2019

17. Segmented Information (continued):

Water Utility

Water Utility provides distribution of water to residents.

Sewer Utility

Sewer Utility includes the provision of sanitary sewer collection by providing and maintaining pipes, manholes, culverts and sewer treatment.

18. Prior Period Adjustments:

In the current year, the Village determined that certain classes of capital assets had not been amortized according to the Village policy. The Village also determined that eligible expenditures for the UBCM Emergency Social Services grant received in the current year had been incurred in fiscal 2018 and the receivable had not been appropriately recorded. As a result, the Village has elected to correct these issues by making the following adjustments:

- (a) To adjust amortization and capital asset balances to agree to the schedule maintained by the Village as at December 31, 2017, the Village adjusted Capital Asset Cost, Capital Asset Accumulated Amortization, and closing Accumulated Surplus. Adjustments resulted in a net decrease to Tangible Capital Assets and Opening Accumulated Surplus of \$105,119.
- (b) To adjust amortization and capital asset balances to agree to the schedule maintained by the Village as at December 31, 2018, the Village adjusted Capital Asset Cost, Capital Asset Accumulated Amortization, and closing Accumulated Surplus. Adjustments Resulted in a net increase to Tangible Capital Assets of \$35,096, amortization expense decreased by \$32,330 and Accumulated Surplus Decreased by \$3,190.
- (c) To recognize UBCM Emergency Social Services grant funding revenue and the balance receivable as at December 31, 2018, the Village has adjusted Revenues and Accounts Receivable and as a result, the closing Accumulated Surplus balance has increased. Provincial Grant Revenue and Accounts Receivable each increased by \$16,976.

As a result of the above adjustments, the net impact on the December 31, 2018 balances are as follows:

	Reported 2018 \$	Roads \$	Water \$	Sewer \$	Buildings \$	Other \$	UBCM \$	Adjusted 2018 \$
Statement of Financial Position								
Tangible Capital Assets	9,261,422	(56,216)	29,114	(45,688)	2,767	(5,956)	-	9,185,443
Accumulated Surplus - Opening	(12,963,893)	56,216	3,216	45,688	(2,767)	5,956	-	(12,855,584)
Accounts Receivable	546,272	-	-	-	-	-	16,976	563,248
		-	32,330	-	-	-	16,976	
Statement of Operations								
Government Grants - Provincial	912,820	-	-	-	-	-	16,976	929,796
Expenditures - Water System Operations	112,851	-	(32,330)	-	-	-	-	80,521
Surplus	799,087	-	32,330	-	-	-	16,976	848,393

Certain 2018 comparative figures have been reclassified, where necessary, to conform with the financial statement presentation adopted in the current year.

VILLAGE OF PORT ALICE

Notes to the Financial Statements

December 31, 2019

19. Subsequent Events:

The Village evaluated its December 31, 2019 financial statements for subsequent events to the date the financial statements were issued. As of this date, the global outbreak of the coronavirus disease (COVID-19) has caused economic uncertainties that are likely to have a material negative impact on the net income of the Village for the year ending December 31, 2020.

The COVID-19 outbreak has caused business disruptions through the reduction of non-essential services provided by the Village. While the disruption is expected to be temporary and the Village continues to provide essential services, there is considerable uncertainty regarding the duration of the disruption to non-essential services. Additionally, there is uncertainty regarding the collectability of taxation revenues for the year ending December 31, 2020 as the effect of the pandemic on the residents of the Village and the economy as a whole is not yet known. The extent that the effects of COVID-19 may have on the Village and its operations during the year ending December 31, 2020 cannot be determined at this time.

On April 14, 2020 the Supreme Court of British Columbia granted an Order declaring Neucel Specialty Cellulose Ltd. bankrupt. On this date, the court also appointed PricewaterhouseCoopers Inc. as a Trustee in bankruptcy and as Receiver of the assets, undertakings and properties of Neucel. No impact on the fiscal 2020 net income of the Village is anticipated as a result of this bankruptcy order, as all receivables for Neucel have been deemed uncollectible at the end of the current year and allowed for.

VILLAGE OF PORT ALICE

Schedule 1 - Government Grants to the Village and Ratepayers

Year Ended December 31, 2019

	2019		2018
	Budget \$	Actual \$	
Federal Government			
Grants in Lieu of Taxes	4,000	5,126	4,352
Water Capital Fund Water Tank	-	-	198,005
Sewer Capital Fund Building Canada Fund	-	69,333	132,337
	<u>4,000</u>	<u>74,459</u>	<u>334,694</u>
Province of British Columbia			
General Fund			
Small Communities Protection	310,000	326,590	318,559
Rural Dividend Grant	-	19,224	486,939
Other	12,000	11,854	33,603
	<u>322,000</u>	<u>357,668</u>	<u>839,101</u>
General Capital Fund			
Gas Tax	86,000	173,769	90,695
Water Reservoir	439,980	-	-
	<u>525,980</u>	<u>173,769</u>	<u>90,695</u>
	<u>847,980</u>	<u>531,437</u>	<u>929,796</u>

VILLAGE OF PORT ALICE

Schedule 2 - Combined Statement of Operations by Segment

Year Ended December 31, 2019

	General Government	Volunteer Fire Department	Public Works Department	Environmental Health Services	Recreation Services	Arena	Community Centre	Sea View Activity Centre	Water Utility	Sewer Utility	2019 Actual	2019 Plan (Note 16)
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revenues												
General Taxes	875,091	-	-	-	-	-	-	-	-	-	875,091	876,700
Grants - Federal	74,459	-	-	-	-	-	-	-	-	-	74,459	4,000
Grants - Provincial	531,437	-	-	-	-	-	-	-	-	-	531,437	847,980
Utility Charges	-	-	-	-	-	-	-	-	64,717	143,360	208,077	203,000
Sales of Services	-	-	-	67,072	28,700	10,490	-	-	-	-	106,262	73,500
Other Revenue	247,882	-	-	-	-	-	-	-	5,229	246	253,357	120,500
Equity Income from North Island Community Forest	989,018	-	-	-	-	-	-	-	-	-	989,018	-
	<u>2,717,887</u>	-	-	<u>67,072</u>	<u>28,700</u>	<u>10,490</u>	-	-	<u>69,946</u>	<u>143,606</u>	<u>1,837,701</u>	<u>3,125,680</u>
Expenditures												
Goods and Services	1,932,163	36,684	153,433	109,176	12,844	61,793	41,834	3,613	33,505	132,878	2,553,645	740,000
Labour	264,357	20,371	253,512	13,776	89,609	17,672	15,974	-	12,808	27,918	758,597	747,800
Interest and Bank Charges	5,190	-	-	-	-	-	14,948	-	-	-	20,138	38,900
Amortization	115,043	25,265	12,121	409	6,727	36,156	99,939	-	20,518	101,461	438,074	438,074
	<u>2,316,953</u>	<u>82,320</u>	<u>439,451</u>	<u>157,361</u>	<u>153,230</u>	<u>115,621</u>	<u>172,695</u>	<u>3,613</u>	<u>66,831</u>	<u>262,257</u>	<u>3,770,434</u>	<u>1,964,774</u>
	400,934	(82,320)	(439,451)	(90,411)	(124,530)	(105,131)	(172,695)	(3,613)	3,115	(118,651)	(732,753)	160,906
Gain on Disposition of Property	4,710	-	-	-	-	-	-	-	-	-	4,710	-
Annual Surplus (Deficit)	<u>405,644</u>	<u>(82,320)</u>	<u>(439,451)</u>	<u>(90,411)</u>	<u>(124,530)</u>	<u>(105,131)</u>	<u>(172,695)</u>	<u>(3,613)</u>	<u>3,115</u>	<u>(118,651)</u>	<u>(728,043)</u>	<u>160,906</u>

VILLAGE OF PORT ALICE

Schedule 3 - Combined Statement of Operations by Segment

Year Ended December 31, 2018

	General Government	Volunteer Fire Department	Public Works Department	Environmental Health Services	Recreation Services	Arena	Community Centre	Sea View Activity Centre	Water Utility	Sewer Utility	2018 Actual	2018 Plan
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revenues												
General Taxes	1,106,144	-	-	-	-	-	-	-	-	-	1,106,144	1,105,860
Grants - Federal	334,694	-	-	-	-	-	-	-	-	-	334,694	4,000
Grants - Provincial	929,796	-	-	-	-	-	-	-	-	-	929,796	956,180
Utility Charges	-	-	-	-	-	-	-	-	64,958	136,527	201,485	199,000
Sales of Services	-	-	-	64,760	21,734	7,134	-	-	-	-	93,628	69,300
Other Revenue	196,761	-	-	-	-	-	-	-	4,615	2,776	204,152	101,900
Equity Income (Loss) from North Island Community Forest	40,500	-	-	-	-	-	-	-	-	-	40,500	-
	<u>2,607,895</u>	<u>-</u>	<u>-</u>	<u>64,760</u>	<u>21,734</u>	<u>7,134</u>	<u>-</u>	<u>-</u>	<u>69,573</u>	<u>139,303</u>	<u>2,910,399</u>	<u>2,436,240</u>
Expenditures												
Goods and Services	111,269	28,171	50,245	103,580	48,481	85,428	38,346	5,114	38,317	114,398	723,349	871,630
Labour	295,844	17,806	234,295	89,877	77,144	47,349	22,176	-	21,686	33,653	793,830	891,550
Interest and Bank Charges	5,351	-	-	-	-	-	16,379	-	-	-	21,730	38,900
Amortization	117,521	24,599	30,000	409	6,777	36,156	99,940	-	20,518	33,203	369,219	401,549
	<u>529,985</u>	<u>70,576</u>	<u>414,636</u>	<u>133,866</u>	<u>126,402</u>	<u>168,833</u>	<u>176,841</u>	<u>5,114</u>	<u>80,521</u>	<u>181,254</u>	<u>1,908,128</u>	<u>2,203,629</u>
	2,077,910	(70,576)	(414,636)	(89,106)	(104,668)	(161,700)	(176,841)	(5,114)	(10,948)	(41,951)	1,002,271	232,611
Loss on Disposition of Tangible Capital Assets	-	-	-	-	-	-	-	-	(153,878)	-	(153,878)	-
Annual Surplus (Deficit)	<u>2,077,910</u>	<u>(70,576)</u>	<u>(414,636)</u>	<u>(89,106)</u>	<u>(104,668)</u>	<u>(161,700)</u>	<u>(176,841)</u>	<u>(5,114)</u>	<u>(164,826)</u>	<u>(41,951)</u>	<u>848,393</u>	<u>232,611</u>

VILLAGE OF PORT ALICE

Schedule 4 - Reserve Fund Transactions

Year Ended December 31, 2019

	Capital Works Machinery and Equipment	Fire Hall	Rec Centre	Economic Development	Total 2019	Total 2018
	\$	\$	\$	\$	\$	\$
Balance, Beginning of Year	234,792	113,529	105,060	580,906	1,034,287	937,231
Interest Earned	4,290	2,074	1,920	10,449	18,733	9,280
Transfer From Other Funds	4,709	-	9,091	212,295	226,095	116,593
Used for Capital Expenditures	-	-	-	(30,868)	(30,868)	(28,817)
Balance, End of Year	<u>243,791</u>	<u>115,603</u>	<u>116,071</u>	<u>772,782</u>	<u>1,248,247</u>	<u>1,034,287</u>

CHAN NOWOSAD BOATES
CHARTERED PROFESSIONAL ACCOUNTANTS





Village of Port Alice

Audit Findings Report

For the year ending December 31, 2019

May 13, 2020

Chan Nowosad Boates Inc., Chartered Professional Accountants

DRAFT

DEAR MAYOR AND COUNCIL,

We have prepared this audit findings report to assist you with your review of the financial statements for the year ending December 31, 2019 and the carrying out of your responsibilities. We are here to help you understand the financial statements and the results of our audit work. We encourage you to ask us for more information on any of the matters covered in this report—and beyond.

AUDIT QUALITY

One component of our efforts in this area is the continued expansion of our practice and obtaining the services of individuals with extensive audit experience and experience with Canadian public sector accounting standards (PSAS). CNB is at presently the auditor of over 10+ First Nations and 6 other municipalities – all who report under PSAS. The audit team that works on these engagements is the audit team that we have assigned to your own.

Another component of our efforts is the detailed review that our partners perform on all audits and the years of experience, which comes with that review. Our audit staff that we have assigned to the Village's audit is experienced in audits of organizations such as your own and are focused on performing the audit to the highest level of quality and your financial statements have been reviewed in detail by two of our partners.

We appreciate the assistance of management and staff in conducting our audit. We hope this audit findings report is of assistance to you, and we look forward to discussing our findings and answering your questions.

Yours very truly,
CHAN NOWOSAD BOATES INC.


Partner
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derek@cnbcpa.ca



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STATUS

As of the date of this report, we have completed the audit of the financial statements, with the exception of certain remaining procedures, which include:

- Obtaining evidence of Council's approval of the financial statements;
- Obtaining a signed management representation letter, dated the date Council's approval of the financial statements.
- Obtaining Council's approval of the unadjusted journal entries, dated prior to the approval of the financial statements.

Please refer to the copies provided of our draft audit report and financial statements. We will update you on any significant matters arising from the completion of the audit, including completion of the above procedures.

Our audit report will be dated upon completion of any remaining procedures.



SIGNIFICANT AUDIT, ACCOUNTING AND REPORTING MATTERS

MATTERS RELATED TO MANAGEMENT'S JUDGEMENT AND ESTIMATES

GOING CONCERN ASSUMPTION

- Neucel Specialty Cellulose Ltd. did not pay their assessed taxes on July 31, 2019 and their 2018 balance is also still outstanding. The Village derived approximately 49% of their taxation revenue from Neucel (2018 – 70%).
- The assessed value of the land and improvements as assessed by BC Assessment for 2019 was approximately \$29,708,900.

CNB COMMENTS

- We have prepared the financial statements on the assumption that the Village is a going concern. This means that the Village will be able to continue operations for the foreseeable future while realizing their assets and discharging their liabilities in the normal course of business.
- Cash flows have improved for the current year despite no payments being received from Neucel. While no immediate outcome is expected in relation to the property taxes receivable, management is in discussion with the Province to send the property to receivership. Regardless of when the property is sold, Council does not anticipate on receiving the full balance receivable; however, the Village has adequate resources to maintain operations for the foreseeable future.

MISSTATEMENTS AND SIGNIFICANT CONTROL DEFICIENCIES

- Based on our discussions with management and those charged with governance, we agree with the Village's assertion that it is a going concern.
- No significant control deficiencies were identified as a result of the above.



SIGNIFICANT AUDIT, ACCOUNTING AND REPORTING MATTERS (CONTINUED)

MATTERS RELATED TO MANAGEMENT'S JUDGEMENT AND ESTIMATES

ALLOWANCE FOR DOUBTFUL ACCOUNTS

- As at December 31, 2019 the balance receivable from Neucel Specialty Cellulose Ltd. totaled \$1,816,999, taxes relating to 2019 totaled \$622,887.
- Included in the total receivable is \$62,305 relating to penalties on the unpaid current balance.

CNB COMMENTS

- We have determined, based on discussions with management and those charged with governance, that the full balance receivable may not be recoverable given that there are other debtors entitled to funds should the property go to receivership and the current state of the property.
- We have recorded a bad debt expense to increase the allowance for doubtful accounts to reflect the full balance receivable from Neucel.
- We have included an emphasis of matter paragraph in our auditors' report to inform the users of the financial statements that Neucel has not paid their outstanding balance and the provision that was recorded.

MISSTATEMENTS AND SIGNIFICANT CONTROL DEFICIENCIES

- We proposed an entry to increase the allowance for doubtful accounts by \$1,816,955 and increase the bad debt expense.
- No significant control deficiencies were identified as a result of the above.

SIGNIFICANT AUDIT, ACCOUNTING AND REPORTING MATTERS (CONTINUED)

MATTERS RELATED TO MANAGEMENT'S JUDGEMENT AND ESTIMATES

PRIOR PERIOD ADJUSTMENTS

- Grant funding from UBCM for Emergency Social Services was received in the current year, however eligible expenditures of \$16,976 were incurred in fiscal 2018 and the revenue and receivable had not been recorded.
- Issues were identified with the Capital Asset Amortization Schedule as a result of amortization being incorrectly recorded in prior years as a result of formula errors within the spreadsheet.

CNB COMMENTS

- We reviewed the contract from UBCM and determined that fiscal 2018 revenues were understated by the amount of eligible expenditures that had been incurred at year-end.
- We reviewed all amortization schedules for 2017 (when CNB began auditing the Village) to the current year to identify inconsistencies between the general ledger and the schedule.
- We have included Note 18 in the financial statements which details the prior period adjustments.

MISSTATEMENTS AND SIGNIFICANT CONTROL DEFICIENCIES

- We proposed a journal entry to increase revenues and receivables relating to the ESS grant by \$16,976 as at March 31, 2018.
- We proposed a number of adjustments to agree the general ledger capital asset and accumulated amortization balances to the amortization schedule. The result of these adjustments lead to the net book value of capital assets decreasing by \$75,979, 2018 opening net assets decreasing by \$108,309 and 2018 amortization expense decreasing by \$32,330.

SIGNIFICANT QUALITATIVE ASPECTS OF ACCOUNTING PRACTICES

The following are the significant qualitative aspects of the accounting practices of the Village that we plan to discuss with you:

- We believe that Village's significant accounting policies are appropriate given its nature and its operations.
- The Village has not changed any of its significant accounting policies during the period to which the presented financial statements relate.
- The Village has disclosed its significant estimates in Note 1.
- We found no basis on which to disagree with management's estimates.
- With respect to significant disclosures, we have no significant matters to communicate in this area.



MISSTATEMENTS

OTHER SIGNIFICANT MATTERS

Misstatements identified during the audit have been categorized as follows:

- Uncorrected misstatements, including disclosures
- Corrected misstatements, including disclosures

Note that for audit purposes, we did not report or investigate further any misstatements identified that were under \$2,700.

Further, note that all uncorrected misstatements are individually or in aggregate by financial statement line item, less than our audit materiality of \$54,000.

We have identified the uncorrected misstatements, which are attached to the management representation letter to be signed by management.



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CONTROL DEFICIENCIES

BACKGROUND AND PROFESSIONAL STANDARDS

As your auditors, we are required to obtain an understanding of internal control over financial reporting (ICFR) relevant to the preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on internal control. Accordingly, we do not express an opinion on the effectiveness of internal controls.

Our understanding of ICFR was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies and therefore, there can be no assurance that all significant deficiencies have been identified.

Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing, and extent of audit procedures performed, as well as other factors.

IDENTIFICATION

We identified two significant internal control deficiencies and two other than significant internal control deficiencies that are included within our Management Letter.



APPENDICES

- 1) Draft Independent Auditors' Report
- 2) Management Letter
- 3) Management Representation Letter
- 4) Uncorrected Audit Differences



THANK YOU

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CHAN NOWOSAD BOATES
CHARTERED PROFESSIONAL ACCOUNTANTS



For the month of, April 2020

VILLAGE OF PORT ALICE

BYLAW NO. 662

BEING A BYLAW TO AMEND THE VILLAGE OF PORT ALICE Rates & Fees Bylaw Amendment Bylaw No. 655, 2019.

WHEREAS the Village of Port Alice operates the Port Alice Municipal Marina;

AND WHEREAS the Council of the Village of Port Alice desires to implement fees and charges relating to the operation of the Marina:

NOW THEREFORE the Council of the Village of Port Alice enacts as follows:

1. TITLE

(a) This bylaw may be cited for all purposes as the "Village of Port Alice Rates & Fees Bylaw Amendment Bylaw No. 662, 2020".

2. ENACTMENT

(a) This bylaw is in effect June 1, 2020 or upon the date of adoption, whichever is later.

3. SCHEDULES

(a) Schedule N attached to and forming part of this bylaw is hereby adopted.

4. SEVERABILITY

If a court of competent jurisdiction declares any portion of this bylaw invalid, then the invalid portion must be severed and the remainder of the bylaw deemed valid.

Read a FIRST time this 13th day of May, 2020
Read a SECOND time this 13th day of May, 2020
Read a THIRD time this 13th day of May, 2020
FINALLY ADOPTED this 27th day of May, 2020

Mayor

Chief Administrative Officer

Certified a true copy of Village of Port Alice Rates & Fees Bylaw Amendment Bylaw No. 662, 2020 adopted by Resolution # _____ on the ____ day of _____ 2020

Chief Administrative Officer

VILLAGE OF PORT ALICE

BYLAW NO. 662

SCHEDULE N – MARINA RATES

The following fees and charges shall be in effect at the Port Alice Municipal Marina and designated parking lots:

Rates Include Applicable Taxes

Daily Moorage Rate for Recreational Vessels per foot per day	\$ 1.00
Monthly Moorage Rate for Recreational Vessels per foot	\$ 12.50
Daily Moorage Rate for Commercial Vessels per foot per day	\$.50
Monthly Moorage Rate for Commercial Vessels per foot	\$6.25
Vehicle parking permit – Daily (Includes Boat Launch)	\$10.00
Vehicle parking permit – Annual (Includes Boat Launch), Residents Only*	\$80.00
Service Charge: Any service undertaken to resolve a vessel related emergency or nuisance at the Marina shall be charged to the owner of the vessel at actual costs plus \$150 and shall not be less than \$150.	\$150.00 plus actual costs
Replacement Annual Pass	\$5.00
Secondary Annual Pass	\$5.00
Slip Reservation Fee to be paid annually in advance	\$1,260
Trailer Parking after 24 hours	\$5.00 per day
*Resident means a person who is: a) a resident as defined under the Elections Act: or b) A sole shareholder or senior shareholder of corporations that own real property within the Municipal boundaries.	
Fee for Vendors to set up at Marina	
Daily Rate	\$ 5.60
Weekly Rate	\$33.60
Monthly Rate	\$112.00



Gateway to the Wild West Coast

INFORMATION ITEMS



FOR IMMEDIATE RELEASE

VIRL announces new virtual services for customers and a road map to in-branch services

Monday, May 4, 2020: The COVID-19 pandemic has presented challenges and disruptions across industries, organizations, and individuals. We have all been affected and libraries are no different. On March 16, 2020, Vancouver Island Regional Library (VIRL) temporarily suspended all in-branch services to help combat the spread of COVID-19 — a decision that held the health and safety of VIRL staff and the public as its central guiding tenant.

"Looking back, it's hard to imagine that just a few short months ago, COVID-19 was not even a word, let alone a global pandemic impacting our lives, loved ones, and many of our livelihoods," says VIRL's Executive Director, Rosemary Bonanno. "As the realities of COVID-19 became apparent, we acted quickly and decisively to ensure that our staff and customers were not in harm's way. Closing our branches was the best decision we could make to keep people safe. I am proud of the response my staff provided to our customers up and down our service area."

Initial Response

In the immediate days after suspending in-branch services, staff quickly pivoted and focused efforts on promoting and expanding VIRL's digital offerings. This included:

- Expanding the number of always-available eBook and eAudiobook titles
- Offering WiFi services, in most cases 24/7, outside all VIRL branches
- Increasing access to the popular streaming TV and film platforms, Kanopy and AcornTV
- Promoting VIRL's platforms and resources across all of our channels and to our community partners

As a result of these efforts, VIRL saw:

- 50% increase in eBooks borrowing
- 30% increase in eAudiobook borrowing
- 19% increase in digital magazines checked out each day
- 15% increase in movies, TV shows, and music streamed daily
- 15% increase in the use of online learning through Lynda.com



On March 27, VIRL rolled out an online membership platform. Since launching this service, almost 1,200 people have signed up for a library card to take advantage of VIRL's exciting and diverse digital services.

Expanded services

In the coming days, more services are coming to help VIRL customers stay connected and informed.

Customers with questions about VIRL's digital tools, resources, and databases will be able to set up virtual appointments with staff over the phone, email, or web-based platform to have their questions addressed. Expanded email and telephone service will also allow staff to engage more quickly and thoroughly with customers.

Online programming, including Storytimes, books clubs, learning opportunities, and more, are in the pipeline and nearing implementation.

Looking ahead

A recently formed Renewal and Recovery Taskforce will develop a strategy and roadmap for how VIRL can resume offering in-branch services to customers. All decisions will be driven by the direction and guidance of health authorities.

In recent days, a number of library systems in BC have begun rolling out curbside pick-up of physical materials and VIRL has heard from a growing number of customers who are hungry for books. The models being implemented by other systems will be carefully reviewed by the taskforce, among other ideas and plans put forth by team members and other library systems.

"We understand just how important libraries are to so many in our communities," says Melissa Legacy, VIRL's Director of Library Services and Planning. "Whether it's providing books to families, combatting social isolation for seniors, or offering a safe and welcoming space to people in need, libraries mean so much to so many and we are committed to providing services and supports to our communities as soon as it is safe to do so."

As a regional system covering almost 45,000 square kilometres — including a mix of urban, rural, and remote branches — VIRL has unique challenges, considerations, and opportunities that the taskforce will consider. There is no one-size-fits-all model VIRL reopening our branches, but all options are on the table as the taskforce arrives at its



recommendations. While it is too soon to pin a timeline to the resumption of in-branch services, VIRL is committed to bringing services back to our communities with health and safety as the number one consideration.

#####

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MEDIA RELEASE

May 7, 2020
 FOR IMMEDIATE RELEASE
 MR20-028

Flexible, online program open doors to a new career

NIC student Erin Matheson is preparing for a new career, thanks to training through NIC's Office Administration programs. Matheson previously worked for 13 years at a car rental company, having started in an entry-level position and worked her way up to be a department manager.

She left that job to start a family. But once her kids were older, she decided to re-enter the workforce.

"As I updated my resume, I realized how outdated my skills had become," she said. "I didn't want to embark on a new career without feeling confident in my abilities. When a friend told me that NIC offered classes online, I immediately checked it out. I found the schedule to be flexible, the courses relevant and the cost was affordable."

Matheson has earned her Office Administration 1 certificate online and is well on her way to earning her Administrative Assistant certificate.

She's also broadening her skill set to potentially pursue a clerical career in the health care field, thanks to NIC's online medical terminology course, which are aimed at preparing students for administrative roles in clinics, doctor's offices or other medical facilities.

"One of the best things about these programs is the range of opportunities it provides students," said Richelle Gardiner-Hynds, NIC Office Administration department chair. "Whether you're just starting out, coming back after some time away, or looking to advance your skills so you can take that next step in your career, the range of programs and courses has something that will meet your needs."

For Matheson, the programs have been a great fit.

"Working on these courses while my kids are in school has been wonderful," she said. "I enjoy having a sense of purpose and improving myself, while still maintaining the family balance that works best for us."

"The support staff are always eager to help, communication is swift and I feel valued as a student," added Matheson. "When I look to my future now, I see quality career opportunities. I am thrilled with my decision to become a distance learner with NIC."

NIC offers four office administration programs, including office management. All are offered exclusively online.

To apply for programs or learn more, visit www.nic.bc.ca/office-administration/.

Media Contact

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Historic legacy gift helps hundreds of NIC students

Almost 300 NIC students will receive \$1,000 each, thanks to the largest bequeathed gift in NIC Foundation history.

The \$285,000 legacy gift came from Dr. Allan Duncan Pritchard, who passed away November 28, 2019 at the age of 91.

Pritchard's family has deep roots in the Comox Valley, where he was born on August 8, 1928, the middle son of Norman and Bessie (nee Jolly) Pritchard.

"I feel extremely honoured to be able to administer my Uncle's estate and fulfill his donations to charities like yours that he believed so strongly in," said Pritchard's niece, Sandy Neal. "Uncle Allan was proud of his roots in the Comox Valley and until his death remained unwaveringly dedicated to a life of academics."

Pritchard grew up in the Comox Valley and considered himself fortunate to have spent his childhood roaming the fields of the Duncan/ Dingwall Sandwick properties, swimming in the warm waters of the Tsolum River and searching for fossils on the banks of the Puntledge River, according to his obituary in the Comox Valley Record.

He earned his Bachelor's degree at UBC, followed by his Master's and Doctorate degrees at The University of Toronto. He taught for a brief period at UBC and eventually moved on to serve a 33-year tenure at the U of T teaching 17th century English literature.

"Allan was an accomplished writer, historian, cited expert on architecture, world traveler and philanthropist, but most of all he was a kind and modest man," stated his obituary.

"In the last few years, he spent many hours pouring over Comox Valley and BC research, always in pursuit of new information, and was so pleased when he came across some obscure interesting facts that he could pass along," Neal told NIC about her uncle.

Pritchard also made substantial gifts to the Courtenay Museum and the U of T.

"Uncle Allan chose to donate his estate to charities that very accurately represent who he was and what was important to him, his beloved Comox Valley, local history and academics," Neal said.

The NIC Foundation has been advancing student success, education and community growth through NIC for more than 26 years.

"We are so incredibly grateful and honoured to receive this historic gift," said Randall Heidt, Executive Director of the NIC Foundation. "Dr. Allan Pritchard leaves an incredible legacy on Vancouver Island as his generosity will help hundreds of NIC students reach their educational, career and life goals. It's just a massive impact when you think about it."

To support the NIC Foundation and make a difference in the lives of post-secondary students, call 250-334-5074 or visit <https://foundation.nic.bc.ca>.

The NIC Foundation supports NIC students through scholarships and bursaries, equips classrooms with current technology and ensures the best possible learning facilities are accessible on the Central and North Island. It envisions a future where every student has the opportunity to pursue post-secondary education, train for a new career or develop employable skills to support themselves and their families.

Media Contact

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Dr. Allan Duncan Pritchard's legacy gift of \$285,000 will help hundreds of NIC students pursue their educational goals.

