

**VILLAGE OF PORT ALICE  
COUNCIL MEETING AGENDA  
TO BE HELD WEDNESDAY OCTOBER 14, 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) ADOPTION OF AGENDA:**

*THAT the Agenda for the Meeting of the Village of Port Alice for October 14, 2020, be approved; AND THAT all delegations, reports, correspondence and other information set to the agenda be received for information.*

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

**(4) MINUTES:**

Pg 3-4 a.) *THAT the Minutes from the Regular Meeting of September 23, 2020, be approved.*

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

**(6) COMMUNICATIONS:**

Pg 5 a.) Organics Infrastructure and Collection Program  
September 18, 2020, Email from David Oberg, Environmental Management Analyst

**(7) NEW BUSINESS:**

Pg 7 a.) Village of Port Alice Cell Phone Use Policy  
October 1, 2020, Council Policy

b.) Rumble Beach Marina Laundry Room - Discussion

**(8) REPORTS:**

Pg 9 a.) Councillor Lloyd's VIRL Trustee Report Sept 19<sup>th</sup>, 2020-9-20  
September 21, 2020, Report by Councillor Lloyd

Pg 11-15 b.) Community Economic Recovery Infrastructure Program (CERIP)  
October 7, 2020, Report from Bonnie Danyk, CAO\CFO

Pg 17-23 c.) Rural and Northern Communities Infrastructure Grant  
October 7, 2020, Report from Bonnie Danyk, CAO\CFO

Pg 25-26 d.) Accounts Payable Listing for August 2020  
October 8, 2020, Report by Bonnie Danyk CAO/CFO

Pg 27-33 e.) Summary of Revenue & Expenses for August 2020  
October 8, 2020, Report by Bonnie Danyk, CAO/CFO

**(9) BYLAWS:**

a.) Bylaw 663 – Tax Exemption Bylaw

*Recommendation*

*THAT Bylaw – 663 to Exempt Specific Properties from taxation for the year 2021 be given fourth reading and adoption.*

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**(10) QUESTION PERIOD:**

**(11) ADJOURNMENT:**

*THAT the meeting of the Village of Port Alice Council held October 14, 2020, be adjourned*

**INFORMATION ITEMS:**

- a.) September 19, 2020, Vancouver Island Regional Library newsletter, From the Board Table
- b.) September 19, 2020, Media Release, Vancouver Island Regional Library is Stronger than ever with 2021 Budget
- c.) September 29, 2020, Email from Lois Jarvis, Citizens for Quality Health Care and attached letter re: North Island Hospital Laboratory Services

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Pg 3-4

a.) *THAT the Minutes from the Regular Meeting of September 23, 2020, be approved.*

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**(6) COMMUNICATIONS:**

a.) Organics Infrastructure and Collection Program

September 18, 2020, Email from David Oberg, Environmental Management Analyst

**(7) NEW BUSINESS:**

Pg 5-8

a.) Village of Port Alice Cell Phone Use Policy

October 1, 2020, Council Policy

Pg 9-16

b.) Rumble Beach Marina Laundry Room - Discussion

**(8) REPORTS:**

Pg 17-18

a.) Councillor Lloyd's VIRL Trustee Report Sept 19<sup>th</sup>, 2020-9-20

September 21, 2020, Report by Councillor Lloyd

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October 7, 2020, Report from Bonnie Danyk, CAO\CFO

c.) Rural and Northern Communities Infrastructure Grant

October 7, 2020, Report from Bonnie Danyk, CAO\CFO

d.) Accounts Payable Listing for August 2020

October 8, 2020, Report by Bonnie Danyk CAO/CFO

e.) Summary of Revenue & Expenses for August 2020

October 8, 2020, Report by Bonnie Danyk, CAO/CFO

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a.) Bylaw 663 – Tax Exemption Bylaw

*Recommendation*

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**VILLAGE OF PORT ALICE  
COUNCIL MEETING AGENDA**  
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VILLAGE OF PORT ALICE COUNCIL  
REGULAR MEETING MINUTES  
WEDNESDAY SEPTEMBER 23, 2020  
IN THE LARRY PEPPER ROOM



Present Mayor Kevin Cameron  
Councillor Holly Aldis  
Councillor Bruce Lloyd  
Councillor Sean Watson

Absent Councillor Angela Yunker

Staff Bonnie Danyk, CAO / CFO

83/20  
Adoption of  
Agenda **ADOPTION OF AGENDA:**  
Moved, seconded and CARRIED

*THAT the Agenda for the Meeting of the Village of Port Alice for September 23, 2020, be approved AND THAT all delegations, reports, correspondence, and other information set to the agenda be received for information.*  
**CARRIED**

**DELEGATIONS:**

84/20  
Minutes of  
Aug 12 **MINUTES:**  
Moved, Seconded and CARRIED

*THAT the minutes for the Regular Council Meeting held on September 9, 2020 be adopted.*

**OLD BUSINESS: N\A**

**COMMUNICATIONS: N\A**

**NEW BUSINESS: N\A**

**REPORTS:**

RVs in Mobile Home Park

September 17, 2020 Report from Bonnie Danyk CAO/ CFO

85/20  
RVs in  
Mobile  
Home Park Moved, Seconded and CARRIED

THAT Cole Developments be permitted to permanently place Recreational Vehicles at the Alderwood Acres Trailer Park under the following conditions:

- A maximum of ten recreational vehicles are permitted
- The recreational vehicles must be skirted, tied down as per the BC Building Code, and a porch, entrance way or deck must be built which is large enough to increase the square footage of the living area to a minimum of 400 square feet to conform with Zoning Bylaw No. 200
- The recreational vehicle must be connected to sewer and water and RV electrical boxes must be installed to enable connection and billing to BC Hydro.

- Any woodstoves installed in the recreational vehicle must be WETT inspected and certified.

86/20  
Investing in  
Canada  
Grant

Investing in Canada Infrastructure Program- Community, Culture and Recreation  
September 17, 2020 Report from Bonnie Danyk CAO/ CFO

Moved, Seconded and CARRIED

***THAT** the Village of Port Alice staff apply for grant funding for the Lions Park Outdoor Fitness and Pavilion Project through the Investing in Canada Infrastructure Program- Community, Culture and Recreation and FURTHER THAT Council supports the project budget of \$100,000 and commits to its share of \$ 26,700. Council also confirms that any project cost overruns are the responsibility of the Village of Port Alice*

87/20 Bylaw  
663 Tax  
Exemption

**BYLAWS:**

Bylaw 663 – Tax Exemption Bylaw

Moved, Seconded and CARRIED

THAT Bylaw-663 to Exempt Specific Properties from Taxation for the Year 2021 be given first, seconds and third reading

**ADJOURNMENT:**

Moved, Seconded and CARRIED

***THAT** the Regular meeting of the Village of Port Alice held September 23, 2020, be adjourned **at** 7:45 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 September 23, 2020.

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Mayor

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Chief Administrative Officer

**From:** Organics Infrastructure Program ENV:EX <OrganicsFund@gov.bc.ca>  
**Sent:** Friday, September 18, 2020 2:05 PM  
**To:** Organics Infrastructure Program ENV:EX  
**Subject:** Funding Opportunity - Organics Infrastructure and Collection Program

Good afternoon,

We are pleased to announce a new funding program for organics diversion in BC.

The CleanBC – Organics Infrastructure and Collection Program (OICP) will provide up to \$25.7 million to BC communities to develop or expand their ability to divert organic waste from landfills. The CleanBC-OIC program offers two streams of funding: (1) organic waste processing infrastructure projects, and (2) residential curbside collection programs.

Eligible applicants include Indigenous governing bodies, regional districts and municipalities. Funding will be provided through cost-sharing arrangements, with the province providing up to two-thirds of eligible project costs and applicants contributing the remainder. The full announcement can be read [here](#).

The application phase will open on October 1, 2020. Please visit the OICP website ([here](#)) to learn more.

Following the application opening, the Province plans to deliver webinars to provide further background and support funding applications. If you are interested in attending one of these webinars please send an email to [organicsfund@gov.bc.ca](mailto:organicsfund@gov.bc.ca) with the subject line: OICP webinar.

Thank you.



**David Oberg**  
**Environmental Management Analyst**  
Clean Communities | Environmental Standards Branch  
Ministry of Environment and Climate Change Strategy  
☎ 236 478-0322 | [David.Oberg@gov.bc.ca](mailto:David.Oberg@gov.bc.ca)

*New actions announced under CleanBC Plastics Action Plan on Sept 12! [Learn more](#).*



Virus-free. [www.avg.com](http://www.avg.com)





**TITLE:** Cell Phone Use Policy

**CODE:** 8.1.h

**APPROVED BY:** Village of Port Alice Council

**DATE APPROVED:**

### **Village of Port Alice Cell Phone Use Policy**

The Village of Port Alice cell phone policy offers general guidelines for using personal and company cell phones during work hours.

The purpose of this policy is to help us all get the most out of the advantages cell phones offer our company while minimizing distractions, accidents, and frustrations improper cell phone use can cause.

This policy applies to all Village of Port Alice employees.

#### **Cell Phone Use Guidelines:**

The following are the Village of Port Alice's basic guidelines for proper employee cell phone use during work hours. In general, cell phones should not be used when they could pose a security or safety risk, or when they distract from work tasks:

- Never use a cell phone while driving.
- Never use a cell phone while operating equipment.
- Do not use cell phones for surfing the internet or gaming during work hours.
- Avoid using work cell phones for personal tasks.
- Avoid using personal cell phones for work tasks.
- Do not use cell phones during meetings.
- Do not use cell phones to record confidential information.

We realize the cell phones can be great tools for our employees. We encourage employees to use cell phones when:

- For making or receiving work calls in the appropriate place and situation to do so.
- For other work-related communication, such as text messaging or emailing in appropriate places and situations.
- To carry out work-related research.
- To keep track of work tasks.
- To keep track of work contacts.

#### **Disciplinary Action:**

Improper use of cell phones may result in disciplinary action. Continued use of cell phones at inappropriate times or in ways that distract from work may lead to having cell phone privileges revoked. Cell phone usage for illegal or dangerous activity, for purposes of harassment, or in ways that violate the company confidentiality policy may result in employee termination.

Please sign below that you have read and understand the Village of Port Alice Cell Phone Use Policy

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



Councillor Lloyd's VIRL Trustee Report Sept. 19<sup>th</sup> 2020-09-20

This Zoom meeting saw an acceptance of the 2019 Audit, a suggestion that there will soon be a shopping the stacks short visit opportunity at all libraries unless the Covid scenario takes a tragic turn, and a report about the move to "no late fees for children."

There was also a suggestion that we eliminate fees for adolescents which I suggested might not be a good idea given that at adolescence we are starting to teach young people responsibility as opposed to the freedom to disregard good practices. We shall see how this plays out at the next meeting in November.

I also voiced support for the VIRL's stance they have taken in Port Clements and Sandspit where the School Board wishes to have exclusionary time and space for students which would have regular patrons left out during certain times. That is something we don't need at all in my opinion and would not like to see such grow common.

I missed the last part of the meeting unfortunately thinking that it was all over after in-camera; only to realize there was more afterwards. It was of less important stuff in my opinion but nevertheless a regrettable mistake. A good meeting otherwise, and I intend to solicit a bit for our promised capital expenditure at VIRL's expense before the next meeting.

Sincerely,  
Councillor Lloyd





## VILLAGE OF PORT ALICE REPORT TO COUNCIL

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**To:** Mayor & Council  
**From:** CAO / CFO  
**Date:** October 7, 2020  
**Subject:** Community Economic Recovery Infrastructure Program (CERIP)

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The Community Economic Recovery Infrastructure Program opened for applications on October 1, 2020. This program has a very short application period and closes on October 29, 2020. The purpose of this grant program is to help communities impacted by Covid-19 and support BC's post-pandemic economic recovery.

The program is for 100% funding up to a maximum of \$1,000,000 per project. There are four funding streams:

- Community Economic Resilience
- Destination Development
- Unique Heritage Infrastructure
- Rural Economic Recovery

The focus of this grant program is capital infrastructure and job creation.

One of the main questions from tourists in our office is "what is there to do around here". Port Alice has an abundance of outdoor activities but not everyone is looking for an outdoor adventure. Some people want a quieter, less active experience.

I am proposing that the Village of Port Alice apply to the Destination Development stream to retrofit our Arena. This would involve installing insulation and heating. I propose that we put our tourist information centre in the lobby area, use the curling rink area for a predator information centre and heritage displays, the concession could be a coffee bar, and we could use the rink for a hostel in the summer months using pods and as an entertainment venue the rest of the year.

**RECOMMENDATION: THAT** the Village of Port Alice Apply to the Community Economic Recovery Infrastructure Program, Destination Development Stream for a grant up to \$1,000,000 to retro-fit the Doug Bondue Arena as a Tourist and Heritage Centre and **FURTHER THAT** any cost overruns on the project will be the responsibility of the Village of Port Alice

Respectfully submitted,

  
\_\_\_\_\_  
Bonnie Danyk  
CAO / CFO



Circular No. 20:18  
October 1, 2020

To: First Nation and Indigenous Governments and Organizations  
All Local Government Chief Administrative Officers  
(cc: Chief Financial Officer and Clerks and Corporate Officers)  
First Peoples Cultural Council  
Heritage Leaders  
Tourism Organizations  
Not for Profit Organizations

**Re: Community Economic Recovery Infrastructure Program (CERIP)**

As announced on September 17, 2020 the Province of British Columbia has allocated up to \$90 million to support community economic resilience, tourism, heritage, and urban and rural economic development projects.

CERIP funded projects will help communities impacted by COVID-19 and support B.C.'s post-pandemic economic recovery through investment in **four key application-based streams**:

**Community Economic Resilience** supports initiatives through investment in short term, small scale public infrastructure meeting the economic recovery objectives of initial job creation in the community and ancillary job creation in other areas hard hit with COVID -19 such as local retail and services.

**Destination Development** invests in the development, conservation, repair, or rehabilitation of new or existing tourism infrastructure and amenities to assist in the re-emergence and resiliency of the tourism sector, creating jobs that will provide long term benefits for the tourism sector and local communities.

**Unique Heritage Infrastructure** supports projects focused on the conservation, repair, rehabilitation and development of cultural heritage infrastructure to help communities safeguard and enjoy their heritage places while creating employment through the stewardship of cultural heritage.

**Rural Economic Recovery** improves the prosperity and quality of life in rural communities through projects that create jobs, develop economic infrastructure, support a vibrant local business sector, and accelerate economic recovery.

The CERIP provides an opportunity for Indigenous applicants, local governments, tourism organizations, heritage leaders and not-for-profit organizations to apply for infrastructure funding that supports projects and initiatives for public use and that benefit and create jobs, support economic development and recovery from the impacts of COVID-19. We encourage indigenous and local government applicants to consider partnering with and ask that you reach out to not-for-profit applicants in your communities wherever possible for their consideration and applicability to CERIP. CERIP is designed to support projects that are construction ready in 2021 and can be completed by March 31, 2023. Every grant application is assessed in the context of the program eligibility guidelines.

The final approval of projects and funds will not occur until a new cabinet is sworn in.

The online Local Government Information System (LGIS) portal will be open for applications on October 1, 2020 and will close application intake on October 29, 2020 at 11:59 p.m. All applications must be submitted through LGIS with the exception of Indigenous applicants applying through the Unique Heritage Infrastructure Stream who will be directed to apply via the First Peoples Cultural Council's web portal.

In order to access LGIS, the online application, applicants require a business BCeID. All applicants' business BCeIDs must be linked to the LGIS online application by ministry program staff. It is recommended that new BCeIDs are obtained as soon as possible to allow enough time to link the BCeID to the online application system. Program information such as application instructions and links to resource documents are available at [www.gov.bc.ca/CERIP](http://www.gov.bc.ca/CERIP).

The ministries and their delivery partner contacts are available to provide advice as you prepare your application. For information on the four streams, please see specific contacts in the table below:

CERIP Stream	Ministry	Contact
<b>Rural Economic Recovery</b>	Forests, Lands, Natural Resource Operations and Rural Development	Rural Policy and Programs Branch Email: <a href="mailto:ruraldevelopment@gov.bc.ca">ruraldevelopment@gov.bc.ca</a> Phone: 250 356-7950
<b>Destination Development</b>	Tourism, Arts and Culture	Tourism Sector Strategy Division Dawn Rueckl Email: <a href="mailto:tourismpolicy@gov.bc.ca">tourismpolicy@gov.bc.ca</a> Phone: (778) 698-1802
<b>Unique Heritage Infrastructure</b>	Forests, Lands, Natural Resource Operations and Rural Development	Indigenous applicants: First Peoples' Cultural Council Karen Aird ( <a href="mailto:karen@fpcc.ca">karen@fpcc.ca</a> ) All other applicants by region: Nechako, Vancouver Island, North Coast Laura Saretsky ( <a href="mailto:lsaretsky@heritagebc.ca">lsaretsky@heritagebc.ca</a> ) Kootenay, Cariboo, Northeast Jennifer Dunkerson ( <a href="mailto:jdunkerson@heritagebc.ca">jdunkerson@heritagebc.ca</a> )



		Mainland/Southwest, Thompson/Okanagan Paul Gravett ( <a href="mailto:pgravett@heritagebc.ca">pgravett@heritagebc.ca</a> )
<b>Community Economic Resilience</b>	Municipal Affairs and Housing	Local Government Infrastructure & Finance Email: <a href="mailto:infra@gov.bc.ca">infra@gov.bc.ca</a> Phone: 250 387-4060



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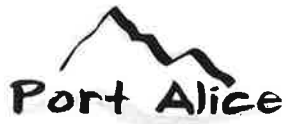
Kaye Krishna  
Deputy Minister  
Ministry of Municipal Affairs and Housing



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Tara Faganello  
Assistant Deputy Minister  
Local Government Department  
Ministry of Municipal Affairs and Housing





## VILLAGE OF PORT ALICE REPORT TO COUNCIL

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**To:** Mayor & Council  
**From:** Bonnie Danyk, Finance Officer  
**Date:** October 7, 2020  
**Subject:** Rural and Norther Communities Infrastructure

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On June 25, 2020 applications opened for the second intake of the Investing in Canada Infrastructure Program -Rural and Northern Communities.

This grant program is 100% funded for communities with Populations under 5,000. The closing date for applications is October 22, 2020 and the grants will be awarded in the spring of 2021.

One of the eligible projects under this grant program is Improved and/or more reliable road, air and/or marine infrastructure. The Village of Port Alice staff would like to apply for a grant to rehabilitate the Mill Road and the bridge by the Alderwood Acres trailer park.

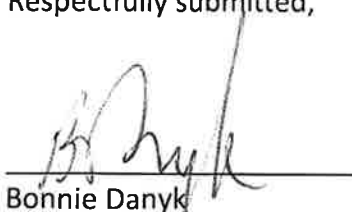
Attached to this report is an updated report from Mark DeGagne of McElInney Ltd regarding the Mill road assessment update and an updated estimate for bridge repairs from Lee Deslauriers of Stonecroft Engineering.

The grant application requires a resolution from the Village of Port Alice Council.

### **RECOMMENDATION:**

**THAT** the Village of Port Alice apply to Investing in Canada Infrastructure Program -Rural and Northern Communities for funding to rehabilitate the Mill Road and the bridge adjacent to Alderwood Acres on Marine Drive for a total project cost up to \$2,500,000, and FURTHER THAT the Village of Port Alice Council supports the project and understands that the Village of Port Alice will be responsible for any costs in excess of the grant funding.

Respectfully submitted,

  
\_\_\_\_\_  
Bonnie Danyk  
Finance Officer



Our File: 2221-49288-2001

September 14, 2020

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

Attention: Bonnie Danyk, CAO / CFO

## Mill Road Assessment Update

At your request, McElhanney Ltd. (McElhanney) has completed a review of the 2009 Mill Road Assessment Study (July, 2009). Our review consisted of a visual assessment of the road on September 3, 2020 to compare current conditions with the original study findings. The update takes into account two remedial projects which have been completed on the road since the 2009 assessment, which included a culvert replacement at the Camp 6 site (Sta 22+48) in 2016 and minor asphalt repairs completed along Eagle Hill (Sta 03 + 50 to 06 + 00). The asphalt repairs were limited to the oceanside lane, consisting of removing the concrete barriers, replacing the underlying road structure soil with new granular material, repaving the repaired area, and replacing the concrete barriers.

In general, the road surface condition has only deteriorated slightly since the 2009 assessment, as demonstrated in the photo comparison provided on Table 1 (overleaf). There appears to have been some additional minor pavement overlay repairs and road patching, but the road is still in need of significant remedial works to ensure its long-term stability and safety.

Attached is an updated Class 'C' - Capital Cost Estimate (see Table 2, page 3) based on our most recent experience for road works in North Island Communities and a recent Tender Pricing for similar road work in the area. Class 'C' contingencies include 25% for general contingency, 25% for engineering design, environmental assessment and approvals, and contract administration.

We trust that the attached meets the needs of your enquiry, but should you require further information please contact the undersigned.

Sincerely,  
McElhanney Ltd.



Mark DeGagné, P.Eng.

Project Engineer





[mdegagne@mcelhanney.com](mailto:mdegagne@mcelhanney.com) | 250-287-7799

McElhanney

1196 Dogwood Street, Campbell River BC Canada, V9W 3A2  
Tel. 250-287-7799 | Fax. 1-855-407-3895 | [www.mcelhanney.com](http://www.mcelhanney.com)

Page 1

**Table 1: Photos Comparing Road Conditions from 2020 to 2009**

2009	2020
	
Station 03+60: Bottom of Eagle Hill: Though difficult to tell, the road has not deteriorated significantly, but still requires repair	
	
Station 36+50: There appears to have been some remediation of the distressed pavement since 2009, but the road requires more comprehensive repairs	

**Port Alice  
Mill Road Needs Assessment**



**Class C Cost Estimate**

2221-49288-00 2001  
September, 2020

	Quantity	Unit	Unit Price	Cost
<b>Culvert Works</b>				
450mm CSP Culvert Replacement	7	EA	\$ 22,500	\$ 157,500
600mm CSP Culvert Replacement	6	EA	\$ 25,500	\$ 153,000
900mm CSP Culvert Replacement	3	EA	\$ 27,000	\$ 81,000
1000mm CSP Culvert Replacement	3	EA	\$ 30,000	\$ 90,000
1200mm CSP Culvert Replacement	4	EA	\$ 33,750	\$ 135,000
1500mm CSP Culvert Replacement	2	EA	\$ 37,500	\$ 75,000
1500mm CSP Culvert Repair	2	EA	\$ 20,000	\$ 40,000
1800mm CSP Culvert Repair	1	EA	\$ 20,000	\$ 20,000
Subtotal (rounded to nearest \$10,000)				\$ 750,000
<b>Road Repairs</b>				
Asphalt Repairs - Type 1	1105	SM	\$ 455	\$ 502,775
Asphalt Repairs - Type 2	575	SM	\$ 235	\$ 135,125
Subtotal (rounded to nearest \$10,000)				\$ 640,000
<b>Road Reconstruction</b>				
Rock Removal	9000	CM	\$ 55	\$ 495,000
Road Reconstruction	1050	SM	\$ 175	\$ 183,750
Ditching	150	LM	\$ 50	\$ 7,500
Culvert Replacements	1	LS	\$ 75,000	\$ 75,000
Subtotal (rounded to nearest \$10,000)				\$ 760,000
<b>Construction Cost Subtotal (rounded to nearest \$10,000)</b>				<b>\$2,150,000</b>
<b>General contingency allowance (25%)</b>				<b>\$ 537,500</b>
<b>Allowance for engineering, legal, construction, financial and adminstration costs (25%)</b>				<b>\$ 537,500</b>
<b>Contingency allowance for inflation (10%)</b>				<b>\$ 215,000</b>
<b>Total</b>				<b>\$3,440,000</b>







**2020 Port Alice Marina Culvert Option Cost Estimate  
Village of Port Alice**

**SCHEDULE OF QUANTITIES AND PRICES (Class C Cost (+/- %25) Estimate)**

(All 2020 Prices and Quotations, including the Contract Price, shall include all Taxes, but shall not include GST  
GST shall be shown separately )

MMCD Section	Item	Description	Unit	Quantity	ENGINEER'S ESTIMATE	
					Unit Price	Amount
<b>1.0 Site Preparation</b>						
01 20 01		Mobilization	L.S.	100%	\$ 10,000.00	\$ 10,000.00
01 52 01		Permanent Access to the Substructures	L.S.	100%	\$ 5,000.00	\$ 5,000.00
01 33 01		Construction Environmental Plan	L.S.	100%	\$ 5,000.00	\$ 5,000.00
02 41 16		Removal & Disposal of the Existing Structure	L.S.	100%	\$ 25,000.00	\$ 25,000.00
3 41 16		Construction of temporary bypass road upstream	L.S.	100%	\$ 10,000.00	\$ 10,000.00
<b>2.0 Approaches &amp; Bank Protection</b>						
31 37 10		Rip Rap Slopes	m <sup>3</sup>	150	\$ 150.00	\$ 22,500.00
01 54 005		New Approach End Fills and Culvert Top Fill and Side Slopes	m <sup>3</sup>	245	\$ 100.00	\$ 24,500.00
05 12 23		Precast Roadside Barriers	each	22	\$ 200.00	\$ 4,400.00
<b>3.0 Foundation Preparation</b>						
		Over Excavation including disposal and backfill	m <sup>3</sup>	432	\$ 50.00	\$ 21,612.08
		Rip Rap + Gravel Below Culverts	m <sup>3</sup>	40	\$ 125.00	\$ 5,030.20
		Dewatering and Bypassing	L.S.	100%	\$ 1,000.00	\$ 1,000.00
		Foundation Preparation QA by Geotechnical Engineer	L.S.	100%	\$ 8,000.00	\$ 8,000.00
<b>4.0 Precast Structural Members</b>						
03 41 00		Fabrication and Supply of 3050x3050 Precast Box Culvert Segments	m	28	\$ 4,532.00	\$ 126,896.00
03 41 00		Shipping and Installation of 3050x3050 Precast Box Culvert Segments	each	14	\$ 1,500.00	\$ 21,000.00
		Precast 3500x5000x300 Approach Slab Units (3 per Abutment) Supply + Install	each	6	\$ 4,200.00	\$ 25,200.00
<b>5.0 Miscellaneous Steelwork (all found)</b>						
05 12 23		Steel Bicycle Rails anchored to outside roadside barriers	m	12	\$ 200.00	\$ 2,400.00
<b>7.0 Grading &amp; Utilities Relocation (all found including engineering)</b>						
		Asphalt Overlay	tonnes	48.0	\$ 250.00	\$ 12,000.00
		Utility Relocation Allowance to within fill above culvert	L.S.	100%	\$ 10,000.00	\$ 10,000.00
<b>8.0 Engineering, Construction &amp; Management Costs</b>						
		Engineering Design & Construction Supervision	L.S.	100%	\$ 30,000.00	\$ 30,000.00
		<b>Total</b>				<b>\$ 369,538.28</b>



**VILLAGE OF PORT ALICE  
ACCOUNTS PAYABLE LISTING FOR AUGUST 2020**

Total Payment of Accounts: \$34,137.47

Wages Payable: \$28,956.34

**Total Accounts Payable Listing** **\$63,093.81**

**Bank Reconciliation completed to:** Jul-20

If you have any questions regarding the cheques on this month's Accounts Payable Listing, please ask me.

Respectfully submitted

  
\_\_\_\_\_  
Bonnie Danyk  
Finance Officer

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
046843	001	06/08/2020	0-345	ORACH ENTERPRISES	3629	Port-a-Potty Renta	633.15		633.15	
046844	001	06/08/2020	B-080	TECHNICAL SAFETY B	01383312	Annual operating p	1,266.60		1,266.60	
046845	001	06/08/2020	F-004	FOX'S DISPOSAL SER	29868 29867 29869	Regular Bin rental Sludge Bin Removal Wood load bin and	658.25 434.53 235.31		1,328.09	
046846	001	06/08/2020	G-060	GREGG DISTRIBUTORS	011-777898 011-777899	Shop supplies\flui Nitrile Gloves	382.79 44.60		427.39	
046847	001	06/08/2020	L-080	LIDSTONE & COMPANY	10131-103	Legal fees	3,317.90		3,317.90	
046848	001	06/08/2020	N-072	NORTH ISLAND WASTE	July 2020	Garbage Collection	7,000.36		7,000.36	
046849	001	06/08/2020	P-101	PORT ALICE PETROLE	5206	PW Fuel	680.36		680.36	
046850	001	06/08/2020	P-182	PROSPERITY FUELS I	1052	oil	311.37		311.37	
046851	001	06/08/2020	T-195	TEX ELECTRIC LTD	2199	Fan assembly STP	220.87		220.87	
046852	001	06/08/2020	V-001	VANCOUVER ISLAND R	2nd Quarter 2	2nd Quarter Levy	8,539.00		8,539.00	
046854	001	11/08/2020	C-222	CIBC CORPORATE VIS	weight bench 35548 09670G Cell phone Ju L1064061 Webhost July Mar alarm 072 5504826406 UBCM 2021 Aug Internet	WR - Weight Bench Marina Envelopes Phone Charges July Cell Phone Bi Replacement Camera July Webhosting Marina secuiry sys Office supplies UBCM 2021 x 2 regi Internet	208.87 363.08 865.93 263.20 269.52 19.04 58.79 357.21 735.00 369.60		3,510.24	
046853	001	11/08/2020	B-003	BC HYDRO	107012171266 100012311859 105012231849 104012230023 400003336020	Water Hydro Sewer Hydro Marina Hydro Arena Hydro Hydro	1,305.26 49.78 286.92 615.25 1,547.34		3,804.55	
046855	001	11/08/2020	M-024	MOUNT WADDINGTON R	2020tax	Partial tax paymen	300.00		300.00	
046856	001	11/08/2020	M-153	BUREAU VERITAS CAN	VA10173492	Water Samples	505.84		505.84	
046857	001	11/08/2020	N-089	N.I. INDUSTRIAL AU	942-414501	Tire Insertfuel s	67.70		67.70	
046858	001	12/08/2020	A-045	ALSCO UNIFORM & LI	LNAN755395	PW Coveralls	68.86		68.86	
046859	001	12/08/2020	C-080	BRANDT TRACTOR LTD	20 6098300	Tractor service an	1,001.40		1,001.40	
046860	001	12/08/2020	D-003	DISTRICT OF PORT H	10097	Building Inspectio	606.95		606.95	
046861	001	12/08/2020	D-104	DEAN, RICHARD and<AT=,92>WSE 08\20		Woodstove Exchange	250.00		250.00	
046862	001	12/08/2020	M-001	MACANDALES	34304	Chainsaw repair	101.18		101.18	
046863	001	12/08/2020	M-153	BUREAU VERITAS CAN	VA10174512	Effluent Samples	104.48		104.48	
046864	001	12/08/2020	P-090	PORT ALICE GAS INC	Arena July20 CC July20	Arena Propane CC Propane	15.81 75.37		91.18	
Total:							34,137.47	0.00	34,137.47	

**VILLAGE OF PORT ALICE**  
**SUMMARY OF REVENUE & EXPENSES FOR AUGUST 2020**

Attached is the detailed report of Revenue and Expenditures for August 2020. The following summary is an analysis relating to specific general ledger accounts for Council's information & questions:

- 1 The ideal amount of revenue received and expenditures paid from January to August is:

**69%**

- 2 Actual year to date (surplus)/deficit is as follows:

<b>Fund</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Total</b>
General	\$ (1,618,830.53)	\$ 967,543.29	\$ (651,287.24)
Water	\$ (33,384.31)	\$ 29,159.61	\$ (4,224.70)
Sewer	\$ (98,019.81)	\$ 79,506.26	\$ (18,513.55)
<b>(Surplus)/deficit</b>	<b>\$ (1,750,234.65)</b>	<b>\$ 1,076,209.16</b>	<b>\$ (674,025.49)</b>

<b>3</b>	<b>Wages</b>	<b>G.L. Code</b>	<b>Budget</b>	<b>year to date</b>	<b>% Spent</b>
[a]	Office	112 120 0101	\$ 200,000.00	\$ 139,957.82	<b>70%</b>
[b]	P.W. General	112 120 0101	\$ 244,500.00	\$ 133,360.63	
	P.W. Transfer Stn	112 130 0101	\$ 20,000.00	\$ 4,919.91	
	P.W. Cemetery	112 140 0101	\$ 1,500.00	\$ -	
	P.W. Boulevards	112 150 0101	\$ 30,000.00	\$ 23,869.31	
	P.W. Dykes	112 150 0102	\$ 1,000.00	\$ -	
	P.W. Water	212 120 0101	\$ 20,000.00	\$ 6,903.93	
	P.W. Sewer T.P.	312 120 0101	\$ 20,000.00	\$ 14,935.23	
	P.W. Sewer Dist.	312 120 0102	\$ 10,000.00	\$ 3,929.49	
	<b>Sub Total</b>		<b>\$ 347,000.00</b>	<b>\$ 187,918.50</b>	<b>54%</b>
[c]	Recreation	112 160 0101	\$ 83,000.00	\$ 29,961.70	<b>36%</b>
[d]	Arena	112 170 0101	\$ -	\$ -	
[e]	Com. Centre	112 180 0101	\$ 21,500.00	\$ 16,703.43	<b>78%</b>

Respectfully submitted

  
 Bonnie Danyk, Finance Officer

For All Revenue, Expense Accounts  
Zero Balance Accounts NOT Included

Transactions Entered From 01/08/2020  
To 31/08/2020

Account	Description	Period Actual	YTD Actual	YTD Budget	Remaining In \$
<b>REAL PROPERTY TAXES</b>					
1110000100	GENERAL TAXATION	0.00	860,699.96-	860,700.00-	0.04-
1110000101	UTILITY TAX	0.00	15,538.32-	17,000.00-	1,461.68-
1110000102	GRANT-IN-PLACE OF TAXES	0.00	0.00	4,500.00-	4,500.00-
	TOTAL REAL PROPERTY TAXES	0.00	876,238.28-	882,200.00-	5,961.72-
<b>SALES OF SERVICE &amp; GOODS</b>					
1111000100	GARBAGE RATES & PENALTIES	250.18-	32,193.71-	60,600.00-	28,406.29-
1111000102	GARBAGE RATES SENIORS DISCOUNT	0.00	0.00	600.00	600.00
	TOTAL SALES OF SERVICE & GOODS:	250.18-	32,193.71-	60,000.00-	27,806.29-
<b>RECREATION SUPPLIES &amp; SERVICES</b>					
1111000210	RUMBLE SHEET REVENUE	144.40	123.60-	1,500.00-	1,376.40-
1111000213	WEIGHT ROOM PASSES & LOCKER RENTALS	189.00-	2,619.00-	6,500.00-	3,881.00-
1111000215	RECREATION DEPT. SWEAT/ T SHIRT REVEN	0.00	71.70-	1,000.00-	928.30-
1111000219	RECREATION PROGRAMS, EVENTS & CLASSE	0.00	118.50-	3,500.00-	3,381.50-
1111000220	TOURISM REVENUE	7.00-	7.00-	0.00	7.00
	TOTAL RECREATION SUPPLIES & SERVICE	51.60-	2,939.80-	12,500.00-	9,560.20-
<b>RECREATION FACILITIES RENTAL REVENUE</b>					
1111000310	ARENA REVENUE	0.00	182.87-	0.00	182.87
1111000320	COMMUNITY CENTRE REVENUE	1,028.30-	8,712.30-	13,700.00-	4,987.70-
1111000330	SEA VIEW ACTIVITY CENTER	0.00	0.00	500.00-	500.00-
	TOTAL REC. FACILITIES RENTAL REVENUE	1,028.30-	8,895.17-	14,200.00-	5,304.83-
<b>OTHER REVENUE FROM OWN SOURCES</b>					
<b>LICENCES &amp; PERMITS</b>					
1111100105	CANS AND BOTTLES REVENUE	0.00	1,395.14-	1,000.00-	395.14
1111100110	BUSINESS LICENCE FEE REVENUE	0.00	4,710.00-	4,500.00-	210.00
1111100120	DOG LICENSES/FINES	0.00	405.00-	700.00-	295.00-
1111100130	PERMITS:BUILDING/BURNING	231.00-	922.00-	1,800.00-	878.00-
	TOTAL LICENCES & PERMITS	231.00-	7,432.14-	8,000.00-	567.86-
<b>OTHER REVENUE</b>					
1111100220	SCHOOL TAX ADMINISTRATION FEE	0.00	0.00	2,500.00-	2,500.00-
1111100225	COMMUNITY FOREST REVENUE	0.00	90,000.00-	0.00	90,000.00
1111100230	INTEREST M.F.A. INVESTMENTS	339.92-	8,095.51-	40,000.00-	31,904.49-
1111100231	BANK BALANCE INTEREST	70.90-	1,481.29-	0.00	1,481.29
1111100232	SCOTIABANK INVESTMENT ACCT INTEREST	836.04-	8,809.57-	0.00	8,809.57
1111100240	TAX PENALTIES	59,795.20-	59,795.20-	4,500.00-	55,295.20
1111100241	TAX ARREARS INTEREST	225.72-	2,151.80-	4,500.00-	2,348.20-
1111100243	TAX CERTIFICATES - Com.Charter - Sec	100.00-	380.00-	500.00-	120.00-
1111100244	M.I.A.-2011 DIVIDENDS & RISK MANAGEM	0.00	1,113.00-	1,000.00-	113.00
1111100246	RECYCLING REVENUE	370.32-	3,571.62-	3,000.00-	571.62
1111100247	TAX SALE ADMIN & FILING FEES	0.00	597.23	200.00-	797.23-
1111100250	MISCELL. REVENUE	0.00	4,337.55-	500.00-	3,837.55
1111100253	LAMINATING, FAX & PHOTOCOPY SERVICES	72.50-	472.75-	500.00-	27.25-
1111100255	RUMBLE BEACH MARINA PARKING FEES	754.86-	8,251.44-	12,000.00-	3,748.56-
1111100256	RUMBLE BEACH MARINA RECREATION MOORA	0.00	1,221.20-	4,000.00-	2,778.80-
1111100257	BACKROAD MAPBOOK ADVERTISING REVENUE	0.00	200.00-	300.00-	100.00-
1111100258	RUMBLE BEACH MARINA COMMERCIAL MOORA	0.00	499.37-	2,500.00-	2,000.63-
	TOTAL OTHER REVENUE	62,565.46-	189,783.07-	76,000.00-	113,783.07
<b>TRANSFER FROM OTHER GOVERNMENTS</b>					
<b>PROVINCIAL GOVERNMENT &amp; OTHER GRANTS</b>					
1111200110	SMALL COMMUNITY GRANT	0.00	335,161.00-	320,000.00-	15,161.00
1111200111	RDMW - AHART FUNDING	0.00	0.00	2,500.00-	2,500.00-
1111200120	CARIP-Carbon Tax 12	0.00	0.00	2,000.00-	2,000.00-
1111200122	CANADA SUMMER JOBS	0.00	0.00	7,000.00-	7,000.00-
1111200125	NEW DEAL - GAS REVENUE	0.00	83,087.36-	86,000.00-	2,912.64-
1111200136	MOE COST SHARE AGREEMENT	0.00	2,000.00-	200,000.00-	198,000.00-
1111200141	RURAL DIVIDEND GRANT	0.00	80,000.00-	0.00	80,000.00
	TOTAL PROVINCIAL GRANTS	0.00	500,248.36-	617,500.00-	117,251.64-
<b>FEDERAL GOVERNMENT</b>					
1111200210	CELEBRATE CANADA DAY - GRANT	0.00	1,100.00-	1,500.00-	400.00-
	TOTAL FEDERAL GRANTS	0.00	1,100.00-	1,500.00-	400.00-

For All Revenue, Expense Accounts  
Zero Balance Accounts NOT Included

Transactions Entered From 01/08/2020  
To 31/08/2020

Account	Description	Period Actual	YTD Actual	YTD Budget	Remaining In \$
<b>TRANSFER FROM SURPLUS &amp; TEMP. BORROWING</b>					
1111300009	APPROPRIATION FROM NICF RESERVE	0.00	0.00	150,000.00-	150,000.00-
1111300010	APPROPRIATION FROM SURPLUS [2013]	0.00	0.00	15,000.00-	15,000.00-
1111300013	APPROP.FROM GAS TAX RESERVE	0.00	0.00	26,000.00-	26,000.00-
1111300017	TRANSFER FROM PARK LAND RESERVE	0.00	0.00	15,000.00-	15,000.00-
	TOTAL TRANSFERS FROM SURPLUS & TEMP. BORROWING:	0.00	0.00	206,000.00-	206,000.00-
	GRAND TOTAL GENERAL FUND REVENUE :	64,126.54-	1,618,830.53-	1,877,900.00-	259,069.47-
<b>COLLECTIONS FOR OTHER GOVERNMENTS</b>					
1111500100	PROVINCIAL GOV'T SCHOOL TAX	0.00	188,634.84-	0.00	188,634.84
1111500110	REGIONAL DIST. OF MT. WADDINGTON	0.00	125,747.20-	0.00	125,747.20
1111500120	MOUNT WADDINGTON REGIONAL HOSPITAL D	0.00	50,878.85-	0.00	50,878.85
1111500140	B.C. ASSESSMENT AUTHORITY	0.00	17,525.52-	0.00	17,525.52
1111500150	MUNICIPAL FINANCE AUTHORITY	0.00	33.99-	0.00	33.99
1111500160	POLICE TAX	0.00	53,214.83-	0.00	53,214.83
	TOTAL TRANSMISSION OF TAXES :	0.00	436,035.23-	0.00	436,035.23
	GRAND TOTAL GENERAL FUND REVENUE:	64,126.54-	2,054,865.76-	1,877,900.00-	176,965.76
<b>EXPENDITURES</b>					
<b>GENERAL GOVERNMENT</b>					
<b>ADMINISTRATION</b>					
1120000100	COUNCIL INDEMNITY	3,580.82	28,646.56	45,000.00	16,353.44
1120000101	OFFICE STAFF SALARIES & BENEFITS	16,061.40	139,957.82	200,000.00	60,042.18
1120000102	OFFICE STAFF MEDICAL REFERRAL	0.00	0.00	500.00	500.00
1120000103	WAGE NEGOTIATIONS & STAFF RECRUITMEN	0.00	0.00	500.00	500.00
1120000104	EDUCATION, TRAINING & SAFETY EXPENSE	0.00	0.00	5,000.00	5,000.00
1120000105	AUDIT FEES AND EXPENSES	0.00	17,500.00	18,500.00	1,000.00
1120000107	PROFESSIONAL DEVELOPMENT	0.00	1,041.00	5,000.00	3,959.00
1120000109	CONTRACTOR FEES	176.55-	0.00	0.00	0.00
	TOTAL ADMINISTRATION :	19,465.67	187,145.38	274,500.00	87,354.62
<b>OTHER EXPENSES</b>					
1120000201	OFFICE INSURANCE	0.00	3,064.68	5,000.00	1,935.32
1120000202	OFFICE TELEPHONE/FAX	535.30	2,502.95	4,000.00	1,497.05
1120000203	OFFICE HYDRO	0.00	1,805.19	3,000.00	1,194.81
1120000204	OFFICE OPERATING SUPPLIES, MAINT. &	0.00	1,193.81	3,500.00	2,306.19
1120000205	OFFICE JANITORIAL CONTRACT	480.00	4,320.00	7,200.00	2,880.00
1120000206	LEGAL FEES	3,169.78	29,673.38	40,000.00	10,326.62
1120000207	IT EXPENSES	135.89	14,497.41	16,000.00	1,502.59
1120000208	COMPUTERS & OFFICE EQUIPMENT	0.00	0.00	3,000.00	3,000.00
1120000209	ASSOCIATION DUES/MEMBERSHIPS	0.00	1,299.00	2,000.00	701.00
1120000301	OFFICE POSTAGE	0.00	1,034.51	2,000.00	965.49
1120000302	OFFICE COURIER/FREIGHT CHARGES	0.00	0.00	100.00	100.00
1120000303	OFFICE STATIONERY	341.26	1,052.57	3,000.00	1,947.43
1120000304	COMPUTER FORMS & SUPPLIES	0.00	867.77	1,500.00	632.23
1120000305	XEROX LEASE/ADVERTISING	0.00	1,694.00	5,000.00	3,306.00
1120000306	OFFICE ALARM MONITORING	0.00	533.77	300.00	233.77-
1120000308	CANON LEASE	0.00	0.00	3,000.00	3,000.00
1120000309	CANON LEASE PAYMENTS	0.00	1,923.78	0.00	1,923.78-
1120000401	CONVENTIONS, DELEGATIONS & TRAVEL EX	700.00	1,358.32	15,000.00	13,641.68
1120000402	TOURISM	0.00	1,675.00	10,000.00	8,325.00
1120000403	HERITAGE	220.00	1,280.00	1,500.00	220.00
1120000404	INTERGOVERNMENTAL RELATIONS	0.00	0.00	500.00	500.00
1120000405	GRANTS & DONATIONS	0.00	300.00	500.00	200.00
1120000407	MISCELLANEOUS	58.32	5,245.26	500.00	4,745.26-
1120000408	WOOD STOVE EXCHANGE PROGRAM	400.00	400.00	0.00	400.00-
1120000410	TAX SALE REDEMPTION, FILING & SERVIC	0.00	0.00	200.00	200.00
1120000413	REMOVE LAND FROM PARK	0.00	6,500.00	15,000.00	8,500.00
1120000415	BAD DEBT - UNCOLLECTABLE REVENUE	0.00	0.00	1,000.00	1,000.00
1120000418	VTN PILOT PROJECT	0.00	0.00	8,000.00	8,000.00
1120000500	HERITAGE/TOURISM/OFFICE STORAGE EXPE	0.00	681.38	1,500.00	818.62
	TOTAL OTHER EXPENSES :	6,040.55	82,902.78	152,300.00	69,397.22
	TOTAL GENERAL GOVERNMENT :	25,506.22	270,048.16	426,800.00	156,751.84
<b>PROTECTIVE SERVICES</b>					
<b>FIRE DEPARTMENT</b>					

For All Revenue, Expense Accounts  
Zero Balance Accounts NOT Included

Transactions Entered From 01/08/2020  
To 31/08/2020

Account	Description	Period Actual	YTD Actual	YTD Budget	Remaining In \$
1121000101	FIRE FIGHTERS MEMBERS PAY	345.00	3,986.95	9,500.00	5,513.05
1121000102	FIRE ASSOCIATION HONORARIUM	0.00	689.60	0.00	689.60-
1121000103	FIRE DEPT WORK SAFE BC PREMIUMS	0.00	0.00	500.00	500.00
1121000104	FIRE DEPT TRAINING	0.00	588.20	13,000.00	12,411.80
1121000201	FIRE DEPT INSURANCE	0.00	5,126.41	9,500.00	4,373.59
1121000202	FIRE HALL PHONE	73.91	442.95	1,000.00	557.05
1121000204	FIRE HALL HEAT & LIGHT	0.00	4,332.76	5,000.00	667.24
1121000205	FIRE HALL MAINT. & FURNISHINGS	0.00	19.96	3,000.00	2,980.04
1121000206	FIRE TRUCK REPAIR & MAINTENANCE	0.00	1,269.48	6,000.00	4,730.52
1121000207	FIRE DEPT OPERATING SUPPLIES	616.94	899.99	16,500.00	15,600.01
1121000209	FIRE DEPT. DUES, LICENSE & PERMIT FE	0.00	672.00	1,000.00	328.00
1121000211	FIRE DEPT PROMO	0.00	0.00	4,000.00	4,000.00
	TOTAL FIRE DEPARTMENT EXPENDITURES	1,035.85	18,028.30	69,000.00	50,971.70
<b>MUNICIPAL EMERGENCY PROGRAM</b>					
1121100101	EMERGENCY COORD HONORARIUM & WBC PRE	0.00	0.00	3,000.00	3,000.00
1121100102	EMERGENCY PROGRAM SUPPLIES	0.00	455.15	500.00	44.85
1121100104	EMERGENCY PROGRAM TRAINING	0.00	0.00	2,500.00	2,500.00
1121100202	EMERGENCY TELEPHONE	73.80	1,415.37	1,000.00	415.37-
1121100204	M.E.P. EMERGENCY PROGRAM: - ESS TRAI	0.00	0.00	500.00	500.00
1121100205	M.E.P. EMERGENCY PROGRAM: ESS SUPPLI	0.00	0.00	500.00	500.00
	TOTAL MUNICIPAL EMER. PRO. EXP.	73.80	1,870.52	8,000.00	6,129.48
	TOTAL PROTECTIVE SERVICES	1,109.65	19,898.82	77,000.00	57,101.18
<b>TRANSPORTATION SERVICES</b>					
<b>PUBLIC WORKS DEPARTMENT</b>					
1121200101	PUBLIC WORKS DEPT. WAGES & BENEFITS	15,861.19	133,360.63	244,500.00	111,139.37
1121200102	PUBLIC WORKS MEDICAL REFERRAL	0.00	200.00	2,000.00	1,800.00
1121200103	P.W. COVERALLS & WORKBOOTS	345.49	1,953.84	3,000.00	1,046.16
1121200104	P.W. CONFERENCE, EDUCATION & SAFETY	0.00	1,605.73	4,500.00	2,894.27
	TOTAL PUBLIC WORKS WAGES & BENEFITS	16,206.68	137,120.20	254,000.00	116,879.80
<b>P.W. YARD &amp; STORES</b>					
1121200201	P.W. INSURANCE	0.00	6,745.15	2,500.00	4,245.15-
1121200202	P.W. YARD & STORES - PHONE	133.74	1,009.72	1,800.00	790.28
1121200203	P.W. YARD & STORES - HYDRO	0.00	4,313.80	7,500.00	3,186.20
1121200204	P.W. YARD & SHOP: SUPPLIES & FEES	732.74	3,643.19	6,000.00	2,356.81
1121200205	P.W. MAINTENANCE WORKSHOP	209.46	433.38	1,500.00	1,066.62
1121200206	DOG CONTROL SUPPLIES	0.00	74.45	200.00	125.55
	TOTAL P.W. YARD & STORES	1,075.94	16,219.69	19,500.00	3,280.31
<b>REPAIRS, MAINTENANCE, RENTALS &amp; TOOLS</b>					
1121200301	DITCHES, DRAINS AND STORMSEWERS	420.60	3,057.20	5,000.00	1,942.80
1121200302	P.W. EQUIPMENT REPAIR & MAINT	2,649.91	22,265.51	35,000.00	12,734.49
1121200305	ANGUS DAWSON MEMORIAL BALLFIELD EXPE	0.00	0.00	1,000.00	1,000.00
1121200306	PARKS - MAINTENANCE	140.00	1,096.62	8,000.00	6,903.38
1121200307	DOCK & BOAT LAUNCH EXPENSES	477.92	3,021.78	20,000.00	16,978.22
1121200308	P.W. SMALL TOOLS/EQUIPMENT	0.00	872.08	3,000.00	2,127.92
1121200309	PORTA POTTI RENTALS	604.80	4,231.80	5,000.00	768.20
	TOTAL P.W. REPAIRS/MAINT/RENTALS/TOOLS	4,293.23	34,544.99	77,000.00	42,455.01
<b>ROADS, STREETS, HIGHWAY &amp; SIDEWALKS</b>					
1121200401	ROADS, STREETS AND LANES	0.00	2,452.87	5,000.00	2,547.13
1121200402	SIDEWALKS	0.00	0.00	1,000.00	1,000.00
1121200403	MUNICIPAL HIGHWAY	0.00	6,264.10	10,000.00	3,735.90
1121200405	STREET LIGHTS - HYDRO	1,376.71	11,071.76	17,500.00	6,428.24
1121200406	STREET LIGHTS - MAINTENANCE	140.00	1,589.05	3,000.00	1,410.95
1121200407	STREET & TRAFFIC SIGNS	0.00	0.00	1,000.00	1,000.00
1121200408	BRIDGE REPAIR & MAINTENANCE	0.00	0.00	1,000.00	1,000.00
1121200409	ARTERIAL ROAD PAVING	0.00	0.00	10,000.00	10,000.00
1121200410	MUNICIPAL HIGHWAY PAVING	0.00	0.00	10,000.00	10,000.00
	TOTAL ROADS, ST., HWAY, & SIDEWALKS	1,516.71	21,377.78	58,500.00	37,122.22
	TOTAL PUBLIC WORKS DEPARTMENT	23,092.56	209,262.66	409,000.00	199,737.34
<b>ENVIRONMENTAL HEALTH SERVICES</b>					
1121300101	TRANSFER STATION WAGES	6,063.07-	4,919.91	20,000.00	15,080.09
1121300103	TRANSFER STATION OPERATING	3,539.16	7,778.56	10,000.00	2,221.44
301121300104	RECYCLING DEPOT CONTRACT	15,554.70	15,554.70	23,000.00	7,445.30
1121300105	GARBAGE COLLECTION CONTRACT	13,334.02	53,336.08	80,000.00	26,663.92



For All Revenue, Expense Accounts  
Zero Balance Accounts NOT Included

Transactions Entered From 01/08/2020  
To 31/08/2020

Account	Description	Period Actual	YTD Actual	YTD Budget	Remaining In \$
	<b>TOTAL ENVIRONMENTAL HEALTH SERVICES</b>	<b>26,364.81</b>	<b>81,589.25</b>	<b>133,000.00</b>	<b>51,410.75</b>
	<b>PUBLIC HEALTH &amp; WELFARE</b>				
1121400101	CEMETERY WAGES	0.00	0.00	1,500.00	1,500.00
1121400102	CEMETERY SUPPLIES & MAINTENANCE	0.00	0.00	500.00	500.00
1121400103	MOE REMEDIAL ACTION	0.00	0.00	200,000.00	200,000.00
1121400201	BUILDING INSPECTION	578.05	2,850.54	2,000.00	850.54
	<b>TOTAL PUBLIC HEALTH &amp; WELFARE</b>	<b>578.05</b>	<b>2,850.54</b>	<b>204,000.00</b>	<b>201,149.46</b>
	<b>ENVIRONMENTAL DEVELOPMENT</b>				
1121500101	BOULEVARD & MUNICIPAL GROUNDS WAGES	2,833.58	23,869.31	30,000.00	6,130.69
1121500102	BOULEVARD MAINTENANCE	0.00	1,833.27	10,000.00	8,166.73
1121500103	GARDEN CONTRACT	0.00	0.00	9,000.00	9,000.00
1121500201	PROTECTIVE DIKE SYSTEM WAGES	0.00	0.00	1,000.00	1,000.00
1121500205	DIKE MAINTENANCE	5,895.00	5,895.00	10,000.00	4,105.00
1121500208	HWY SIGNS MAINTENANCE	0.00	0.00	500.00	500.00
	<b>TOTAL ENVIRONMENTAL DEVELOPMENT</b>	<b>8,728.58</b>	<b>31,597.58</b>	<b>60,500.00</b>	<b>28,902.42</b>
	<b>TOTAL ENVIRONMENTAL SERVICES</b>	<b>35,671.44</b>	<b>116,037.37</b>	<b>397,500.00</b>	<b>281,462.63</b>
	<b>RECREATION SERVICES</b>				
	<b>RECREATION DEPARTMENT</b>				
1121600101	RECREATION DEPARTMENT WAGES & BENEFITS	11,875.24	27,961.70	83,000.00	55,038.30
1121600102	RECREATION DEPT. MEDICAL REFERRAL	0.00	0.00	500.00	500.00
1121600104	EDUCATION & TRAINING C.C.	0.00	0.00	500.00	500.00
	<b>TOTAL RECREATION DEPT. WAGES/BENEFITS</b>	<b>11,875.24</b>	<b>27,961.70</b>	<b>84,000.00</b>	<b>56,038.30</b>
	<b>RECREATION PROGRAMS</b>				
1121600302	RECREATION PROGRAMS AND SUPPLIES	0.00	1,090.73	5,000.00	3,909.27
1121600305	STAFF SWEAT/ T SHIRT EXPENSE	0.00	0.00	500.00	500.00
1121600306	C.C. COMPUTER LAB	117.70	823.90	5,000.00	4,176.10
1121600307	WEIGHT ROOM EQUIPMENT & REPAIRS	478.39	831.49	0.00	831.49
1121600308	MISC. MERCHANDISE	0.00	0.00	1,500.00	1,500.00
	<b>TOTAL RECREATION DEPARTMENT PROGRAMS</b>	<b>596.09</b>	<b>2,746.12</b>	<b>12,000.00</b>	<b>9,253.88</b>
	<b>OTHER RECREATION SERVICES</b>				
1121600402	AID TO PUBLIC HOLIDAYS	0.00	200.00	5,000.00	4,800.00
1121600403	LIBRARY REQUISITION	8,539.00	25,617.00	35,000.00	9,383.00
	<b>TOTAL OTHER RECREATION DEPT. SERVICES</b>	<b>8,539.00</b>	<b>25,817.00</b>	<b>40,000.00</b>	<b>14,183.00</b>
	<b>TOTAL RECREATION DEPARTMENT SERVICES</b>	<b>2,740.15</b>	<b>56,524.82</b>	<b>136,000.00</b>	<b>79,475.18</b>
	<b>ARENA</b>				
1121700106	ARENA ALARM MONITORING	0.00	263.45	300.00	36.55
1121700201	ARENA INSURANCE	146.00	13,105.80	12,000.00	1,105.80
1121700202	ARENA TELEPHONE	73.80	516.60	800.00	283.40
1121700203	ARENA HYDRO & PROPANE	601.01	4,520.85	20,000.00	15,479.15
1121700204	ARENA BUILDING OPERATION & MAINTENANCE	0.00	2,632.00	5,000.00	2,368.00
1121700205	ARENA MACHINERY & EQUIPMENT	0.00	0.00	5,000.00	5,000.00
	<b>TOTAL ARENA EXPENDITURES</b>	<b>820.81</b>	<b>21,038.70</b>	<b>43,100.00</b>	<b>22,061.30</b>
	<b>TOTAL ARENA EXPENSES</b>	<b>820.81</b>	<b>21,038.70</b>	<b>43,100.00</b>	<b>22,061.30</b>
	<b>COMMUNITY CENTRE</b>				
1121800101	JANITOR SALARIES & BENEFITS	8,239.61	16,703.43	21,500.00	4,796.57
1121800102	JANITOR MEDICAL REFERRAL	0.00	0.00	300.00	300.00
1121800103	PROTECTIVE CLOTHING	0.00	0.00	100.00	100.00
1121800104	C.C. EDUCATION, TRAINING, & SAFETY	0.00	0.00	300.00	300.00
1121800106	COMMUNITY CENTRE ALARM MONITORING	0.00	263.45	300.00	36.55
1121800201	COMMUNITY CENTRE INSURANCE	0.00	8,296.28	8,500.00	203.72
1121800202	COMMUNITY CENTRE TELEPHONE	73.80	594.24	800.00	205.76
1121800203	COMMUNITY CENTRE HEAT & LIGHT	71.78	11,488.98	17,200.00	5,711.02
1121800204	COMMUNITY CENTRE BUILDING & GROUNDS	0.00	2,909.85	14,000.00	11,090.15
	<b>TOTAL COMMUNITY CENTER EXPENDITURES</b>	<b>8,385.19</b>	<b>40,256.23</b>	<b>63,000.00</b>	<b>22,743.77</b>
	<b>TOTAL COMMUNITY CENTRE EXPENSES</b>	<b>8,385.19</b>	<b>40,256.23</b>	<b>63,000.00</b>	<b>22,743.77</b>
	<b>SEA VIEW ACTIVITY CENTER</b>				
1121900201	SEA VIEW ACTIVITY CENTER INSURANCE	0.00	1,301.00	2,000.00	699.00
1121900202	SEA VIEW ACTIVITY CENTRE TELEPHONE	73.80	442.80	1,000.00	557.20
1121900205	WEIGHT ROOM EQUIPMENT/MAINTENANCE	0.00	541.76	4,000.00	3,458.24
	<b>TOTAL SEA VIEW ACTIVITY CENTER SERVICES:</b>	<b>73.80</b>	<b>2,285.56</b>	<b>7,000.00</b>	<b>4,714.44</b>
	<b>DEBT CHARGES</b>				

VILLAGE OF PORT ALICE  
**REVENUE AND EXPENSE (HEADER - DETAIL - TOTALS) WITHOUT ENCUMBRANCE**  
For Fiscal Year 2020, Period 8 to 8 and Budget Cycle Provisional and Prd 1 to 8 Actuals

For All Revenue, Expense Accounts  
Zero Balance Accounts NOT Included

Transactions Entered From 01/08/2020  
To 31/08/2020

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<b>BANK CHARGES</b>					
1122100100	DEBT CHARGES: PRINCIPAL & INTEREST -	24,157.18	33,907.18	33,900.00	7.18-
1122100102	SCOTIA DIRECT BANK SERVICE CHARGE	115.17	775.17	0.00	775.17-
1122100103	BANK CHARGES	1,293.57	3,369.89	5,100.00	1,730.11
1122100105	FUTURE OPERATIONS	0.00	0.00	86,000.00	86,000.00
	TOTAL DEBT CHARGES	25,565.92	38,052.24	125,000.00	86,947.76
	TOTAL FISCAL SERVICES & DEBT CHARGES	25,565.92	38,052.24	125,000.00	86,947.76
<b>LAND &amp; OFFICE EQUIPMENT</b>					
1122300101	OFFICE CAP.:SERVER/UPGRADE SOFTWARE-	0.00	3,049.50	0.00	3,049.50-
1122300106	GENERAL CAP.:RURAL DIVIDEND GRANT PR	44,726.74-	186,155.72	0.00	186,155.72-
1122300112	HEAT PUMP FOR OFFICE	0.00	0.00	6,000.00	6,000.00
1122300114	MARINA BUILDING & FURNISHINGS	0.00	0.00	150,000.00	150,000.00
	TOTAL LAND/OFFICE EQUIPMENT CAPITAL EXPENDITURES:	44,726.74-	189,205.22	156,000.00	33,205.22-
<b>PUBLIC WORKS</b>					
1122300417	PICNIC TABLES	0.00	2,293.51	2,500.00	206.49
1122300418	REPLACE STREETLIGHTS	2,640.00	2,640.00	20,000.00	17,360.00
	TOTAL PUBLIC WORKS CAP. EXPENDITURES	2,640.00	4,933.51	22,500.00	17,566.49
<b>COMMUNITY CENTER</b>					
1122300709	CC ROOF REPAIR	0.00	0.00	15,000.00	15,000.00
1122300710	TREADMILL	0.00	0.00	6,000.00	6,000.00
	TOTAL COM. CENTER CAPITAL EXPENDITURES	0.00	0.00	21,000.00	21,000.00
	TOTAL CAPITAL EXPENDITURES	42,086.74-	194,138.73	199,500.00	5,361.27
	GRAND TOTAL GENERAL FUND EXPENDITURES	75,398.70	967,543.29	1,883,900.00	916,356.71
<b>TRANSMISSION OF TAXES</b>					
1122500100	PROVINCIAL GOVT - SCHOOL TAX	0.00	15,561.86	0.00	15,561.86-
1122500110	REGIONAL DISTRICT OF MT. WADDINGTON	0.00	49,089.00	0.00	49,089.00-
1122500120	MOUNT WADDINGTON REGIONAL HOSPITAL D	300.00	19,862.00	0.00	19,862.00-
	TOTAL TRANSMISSION OF TAXES	300.00	84,512.86	0.00	84,512.86-
	TOTAL 2001 GENERAL FUND EXPEND. BUDGET:	75,698.70	1,052,056.15	1,883,900.00	831,843.85
<b>WATER REVENUE FUND</b>					
<b>REVENUE</b>					
2110000101	WATER RATES REVENUE	0.00	31,763.99-	60,000.00-	28,236.01-
2110000102	WATER RATES PENALTIES	591.58-	1,620.32-	1,000.00-	620.32
	TOTAL WATER RATES REVENUE	591.58-	33,384.31-	61,000.00-	27,615.69-
<b>TOTAL</b>					
<b>TRANSFERS</b>					
2111200106	TRANSFER FROM GAS TAX	0.00	0.00	15,000.00-	15,000.00-
	TOTAL WATER TRANSFERS	0.00	0.00	15,000.00-	15,000.00-
	GRAND TOTAL WATER REVENUE	591.58-	33,384.31-	76,000.00-	42,615.69-
<b>WATER FUND EXPENDITURE</b>					
2121200101	WATER EQUIP. MAINT. WAGES	892.60	6,903.93	20,000.00	13,096.07
2121200201	INSURANCE - WATER SYSTEM	0.00	4,215.70	4,500.00	284.30
2121200301	WATER EQUIP. REPAIR/MAINT.	1,285.89	18,039.98	30,000.00	11,960.02
2121200302	WATER FUND CAPITAL RESERVE	0.00	0.00	6,500.00	6,500.00
	TOTAL WATER MAINTENANCE EXPENDITURES	2,178.49	29,159.61	61,000.00	31,840.39
<b>FUNDS TRANSFERS</b>					
2122300103	WATER WELL REPLACEMENTS	0.00	0.00	15,000.00	15,000.00
	TOTAL DEBT CHARGES & CAPITAL EXPEND.	0.00	0.00	15,000.00	15,000.00
	TOTAL WATER FUND EXPENDITURES	2,178.49	29,159.61	76,000.00	46,840.39
	TOTAL	2,178.49	29,159.61	76,000.00	46,840.39
<b>SEWER REVENUE</b>					
3110000101	SEWER RATES REVENUE	0.00	70,411.98-	140,000.00-	69,588.02-
3110000103	SEWER RATES PENALTIES	913.56-	2,846.83-	2,000.00-	846.83
3110000104	INFRASTRUCTURE PLANNING GRANT	0.00	0.00	10,000.00-	10,000.00-
3110000107	TRANSFER FROM GAS TAX	0.00	0.00	16,000.00-	16,000.00-
3110000120	APPROPRIATION FROM SURPLUS	0.00	0.00	11,000.00-	11,000.00-
3110000135	BUILD CANADA FUND GRANT	0.00	24,761.00-	0.00	24,761.00
	TOTAL SEWER REVENUE	913.56-	98,019.81-	179,000.00-	80,980.19-

VILLAGE OF PORT ALICE  
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	GRAND TOTAL SEWER FUND REVENUE :	913.56-	98,019.81-	179,000.00-	80,980.19-
<b>EXPENDITURES</b>					
3121200101	SEWER TREATMENT PLANT WAGES	2,293.52	14,935.23	20,000.00	5,064.77
3121200102	SEWER DIST. SYSTEM WAGES	456.89	3,929.49	10,000.00	6,070.51
3121200201	SEWER INSURANCE	0.00	5,673.05	6,500.00	826.95
3121200202	SEWER PLANT TELEPHONE EXPENSE	158.27	1,047.79	800.00	247.79-
3121200203	SEWER HYDRO	132.22	13,702.40	20,000.00	6,297.60
3121200204	SEWER SUPPLIES & MAINTENANCE	1,071.60	12,815.67	20,000.00	7,184.33
3121200205	SLUDGE DISPOSAL	615.88	5,089.76	50,000.00	44,910.24
3121200206	WASTE MANAGEMENT PERMIT FEES	0.00	677.47	600.00	77.47-
	TOTAL SEWER OPERATING EXPENSE :	4,728.38	57,870.86	127,900.00	70,029.14
<b>CAPITAL EXPENDITURES FROM REVENUE</b>					
3122300102	SEWER CAP.:RESERVE FOR CAPITAL UPGRA	0.00	0.00	14,100.00	14,100.00
3122300106	SEW CAP:PLANT RETROFIT	0.00	10,627.15	0.00	10,627.15-
3122300109	SEWER SYSTEM STUDY	0.00	11,008.25	15,000.00	3,991.75
3122300110	ODOUR CONTROL	0.00	0.00	16,000.00	16,000.00
	TOTAL CAP. EXPEND. FROM SEWER REVENUE :	0.00	21,635.40	45,100.00	23,464.60
	TOTAL:	5,401.73	22,738.25-	6,000.00-	16,738.25
	REPORT TOTALS:	16,973.89	1,025,547.86-	0.00	1,025,547.86

\*\*\* End of Report \*\*\*





# INFORMATION ITEMS





# Table

## VIRL Board approves 2021 Budget

The Vancouver Island Regional Library (VIRL) Board of Trustees has adopted the 2021 – 2025 Financial Plan: Retooling. Stronger Than Ever. Together.

At the September 19 meeting, the Board adopted a balanced budget of \$39,333,061 for 2021. Municipal and regional levies will contribute \$24,500,529 to the library budget, an average increase of 1.87% over 2020.

The Board's priorities for next year's Budget include:

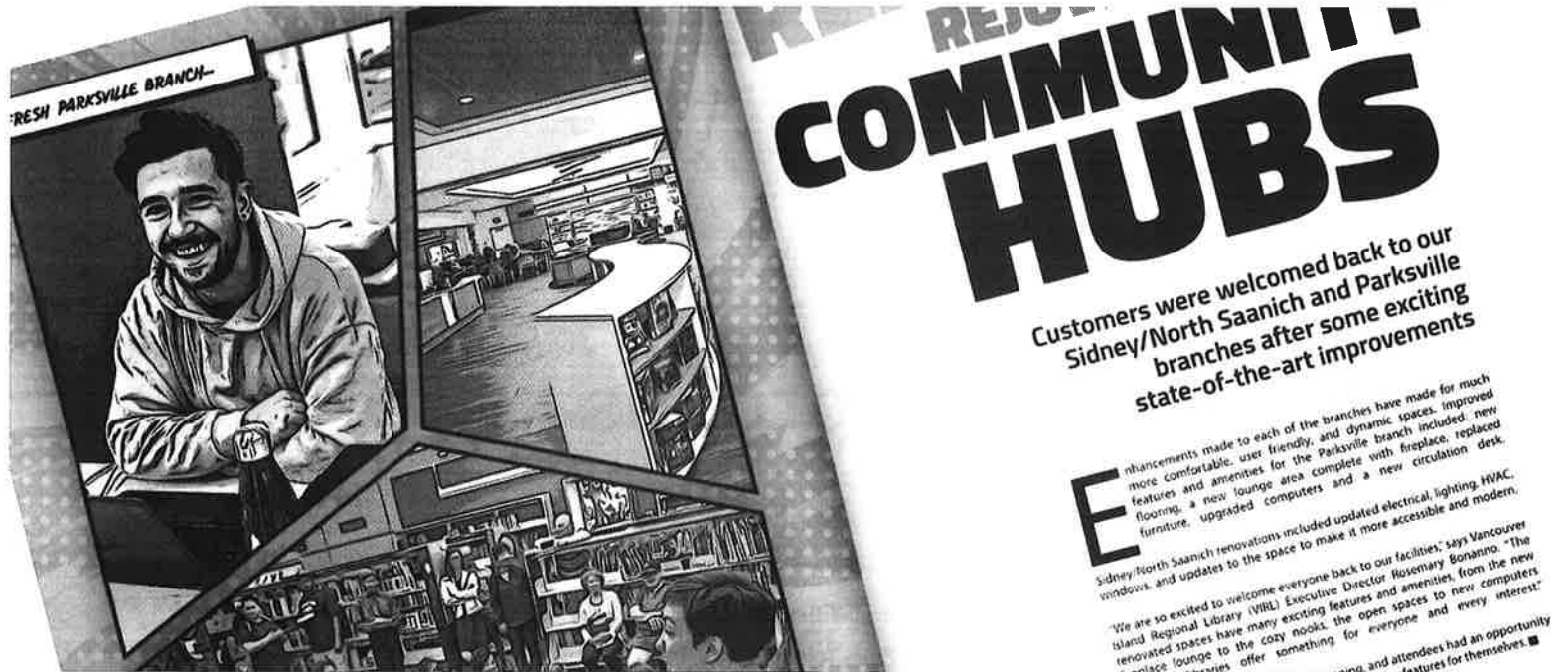
- Continue the important work we are doing to build vital community spaces;
- Invest in materials and resources to help people grow and connect;
- Continue to look forward to be solution-focused to the challenges and uncertainties we all face;
- Let the principles and goals established in the 2016 – 2020 Strategic Plan continue to drive the next 24 months;
- Ensure the provision of library services meets the diverse needs of our member jurisdictions;
- Take advantage of our ability to be responsive as an organization;
- Leverage local expertise and knowledge;
- Rethink our spaces in the era of COVID;
- Connect with the vulnerable and the isolated;
- Create more opportunities to engage and entice new audiences.

By focusing on the future, the Board's 2021 Budget positions VIRL as a leader to help individuals, businesses, and communities emerge from these unprecedented times united, motivated, and stronger than ever.



*The new Chemainus branch.*

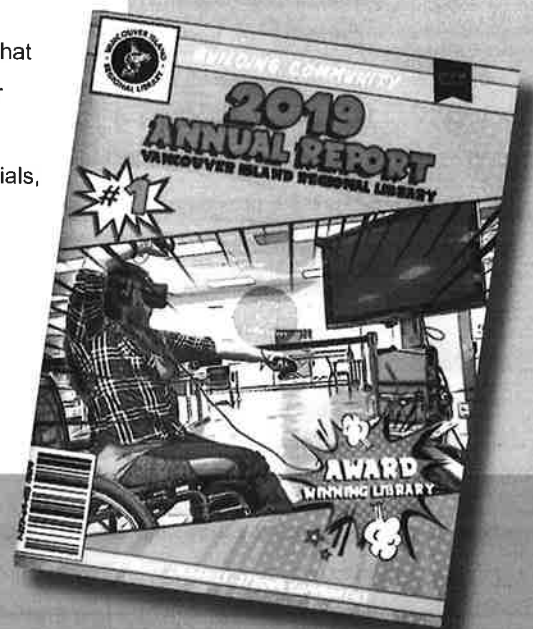
# Annual Report



2019's "Building Community" showcases the ways we have made our communities more connected, literate, and engaged in 2019. Created in the style of a comic, the report balances a fun and accessible format with engaging, thought provoking, and powerful stories.

Here's a snapshot of some of the stories readers will experience:

- The opening of VIRL's first Prototype branch in Sayward — a sustainable design that will help the VIRL Board meet its commitments to our rural communities within our Consolidated Facilities Master Plan;
- Recognizing the Board's full support of the elimination of fines on children's materials, which ensures equitable access for some of our most important demographics;
- Celebrating VIRL's award winning Indigenous Voices program and Indigenous language welcome signs in all our branches;
- Launching the Board-approved video game collection;
- And much more!





# No Kid's Fines Here!

At the end of 2018, VIRL's Board of Trustees approved the Business Case for the elimination of fines on children's materials. Access to books is critical to early literacy and we want to ensure access to our services and resources for families of all income levels, making us a public service people can count on.

In February 2020, VIRL reported these initial impacts:

- A 13% increase in juvenile memberships in 2019;
- Strengthening positive relationships with families and community partners.

In 2017, prior to the elimination, just over 50% of juvenile accounts owed fines for overdue items. In early January 2019, \$81,138 in overdue fines were removed from juvenile accounts. This significantly reduced the number of juvenile accounts owing fines. Only 8% of juvenile accounts owe fines currently. Those fines are associated with items that are not children's materials.



# Finance Report



**Balance Sheet:** The balance sheet of \$38.6 million shows a healthy balance of cash and investments of \$5.4 million at the end of July and a year to date operating surplus of \$0.6 million.

**Revenue and Expenditures:** The net operating surplus as at the end of July reflects that revenues were in line with expectations and expenditures were within budget.

**Reserves:** The Board of Trustees is provided with updated reserves information at each meeting. At the end of July, the reserves stood at a balance of \$6.9 million. Appropriations to reserves are recorded on a monthly basis and at the end of July represented 59% of the budgeted contributions to reserves for the year.

Year to date withdrawals consist of amounts for projects at various facilities, as well as purchases of furniture and equipment, IT software and hardware, and improvements to the Integrated Library System.

**In Summary:** VIRL's current position is sustainable and VIRL's operations are in line with expectations for this point in the year.



# Facilities Updates



*Dragqueen storytime at the  
Nanaimo Harbourfront branch.*

## Campbell River

Council recently passed a motion in favour of the project. Planning can now continue to move this exciting project forward. [More information is available at this link.](#)

## Courtenay

The \$1.5 million Courtenay project will involve a complete renovation of the interior. Plans include a rework of the floorplan, new shelving, furniture, IT equipment, with the overall intention of addressing the broader needs of the community.

## Masset

Our consultants are working on the design, floorplan, and other planning and tender documents for the prototype branch.

## North Saanich

North Saanich previously identified a potential site at the Panorama Recreation Centre for a new branch. This site is part of the Agricultural Land Reserve (ALR). North Saanich continues to seek approval from the Agricultural Land Commission, who oversee the ALR.

## Port Alberni

Preliminary floor plans have been developed and are being refined in light of identified structural requirements.

## Sandspit

The prototype branch project is on hold until an issue regarding the intended use of the space can be resolved.





*The new Sayward prototype branch*

## Facilities Updates (cont.)

### Sooke

The project can now proceed to final planning and construction.

### Tahsis

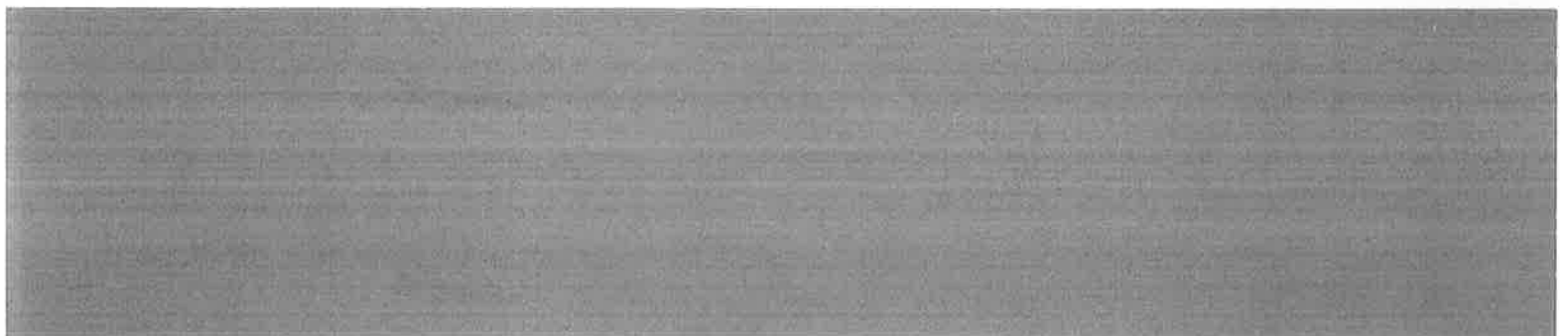
Potential branch sites are currently under assessment for a new prototype branch.

### Tofino

Potential sites are under review by Tofino Council for a new prototype branch.

### Woss

Construction is underway for the new prototype branch with completion currently estimated for late fall 2020.



# Business Arising

## Provincial Funding Update

This report provided the Board with an update on the outcomes of their advocacy efforts for more provincial funding. It also contained information on the Select Standing Committee on Finance and Government Services' report, which recommended sustained and reliable annual increases to the provincial grant for public libraries, collaboration between the Ministry of Education and the Ministry of Indigenous Relations and Reconciliation to promote reconciliation programs in libraries, and support for a funding model that addresses rural and regional libraries.

The full report is available at: [www.leg.bc.ca/cmt/finance](http://www.leg.bc.ca/cmt/finance).

## ShareED BC

ShareEdBC is an online, invitation only platform providing educators and educational partners across the province with access to curated content aligned with BC's new curriculum. The platform aims to help educators across the province share and find a collection of resources designed to support the goals of the BC curriculum. ShareEdBC is a place for educators to connect, engage, inspire and spark the imagination of learners.

In July 2020, the ShareEdBC team and VIRL formally agreed to a partnership. VIRL is the first library in the province to test this new innovative platform.



# VIRL Connects: Digital Care Packages

When VIRL suspended in-branch services as a result of COVID-19 in mid-March, customers who do not have their own technology or have the necessary digital skills encountered a significant barrier to using the eLibrary. Furthermore, without access to VIRL's free computing resources, many found themselves with limited ability to stay in touch with loved ones.

On May 19, 2020, the Government of Canada announced \$350 million in funding for local initiatives through the Emergency Community Support Fund. VIRL worked with the local foundations charged with disbursing funds across our service region, and applied for funding.

To date VIRL has received \$46,516 in funding from the following community foundations:

- **Alberni Valley: \$6,441**
- **Comox Valley: \$7,145**
- **Gwaii Trust: \$3,175**
- **Nanaimo: \$21,435**
- **Parksville Qualicum: \$8,320**

With the funding in place, VIRL will connect people living in residential care facilities with digital tools and library collections to reduce social isolation.



*VIRL is connecting people living in residential care facilities with digital tools and equipment to stay connected with friends and family and to take advantage of library collections to help reduce social isolation.*



# Recovery Update

The Board received a report of the work done, to date, to reinstate library services in the era of COVID. The report included detailed steps of the processes branch staff need to follow to prepare their branches, and an update about where we are currently:

- All branches are offering Takeout service;
- Walkthrough is available at Nanaimo Harbourfront, Nanaimo North, and South Cowichan with more branches opening shortly;
- Sit Down service is available at the Bella Coola branch with more rural branches hoping to open shortly.

The Board also received an update on VIRL's newly formed Virtual Services and the five pillars it will be built around:

- Online information services
- Digital video creation
- Digital literacy
- eSports
- Online clubs







## Media Release

FOR IMMEDIATE RELEASE

### **Vancouver Island Regional Library is Stronger Than Ever with 2021 Budget**

*September 19, 2020, Nanaimo, BC* – The Vancouver Island Regional Library (VIRL) Board of Trustees has adopted the [2021 – 2025 Financial Plan, Retooling: Stronger Than Ever](#). Together.

At the September 19 meeting, the Board adopted a balanced budget of \$39,333,061 for 2021. Municipal and regional levies will contribute \$24,500,529 to the Library budget, an average increase of 1.87% over 2020. The Budget was supported by all Trustees in attendance.

"In developing this budget, we had to balance the ongoing and uncertain effects of the COVID-19 pandemic with our need to press forward, innovate, and evolve our services," says Joel Adams, VIRL's Director of Finance. "Our Board of Trustees needs to be recognized for having the vision and understanding to take the long view in their adoption of this budget. Thanks to their vision, we can continue to provide leading edge library services to the communities we serve."

"This budget recognizes the ongoing challenges we all face as a result of COVID-19," says Brenda Leigh, Chair of the VIRL Board of Trustees. "By focusing on the future, we are positioning VIRL as a leader to help individuals, businesses, and communities emerge from these unprecedented times united, motivated, and stronger than ever."

For more information about the 2021– 2025 Financial Plan, visit <https://virl.bc.ca/about/reports-and-plans/>.

#####

#### **For more information**

David Carson, Director, Corporate Communications and Strategic Initiatives

Direct: 250.753.1154 ex 248

Cell: 250.327.3651

Email: [dcarson@virl.bc.ca](mailto:dcarson@virl.bc.ca)





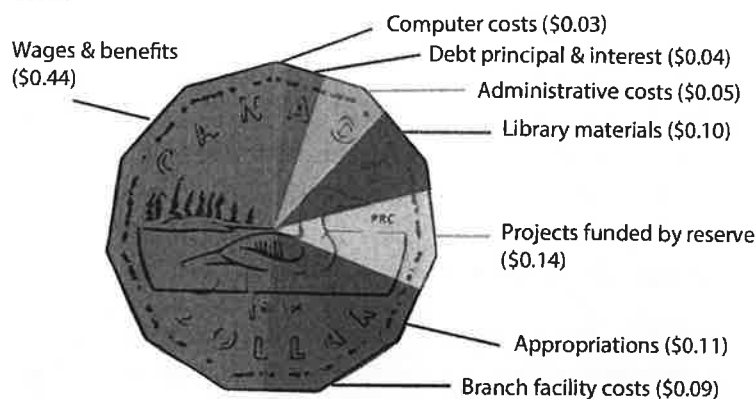
2021

# BUDGET BREAKDOWN

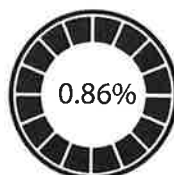
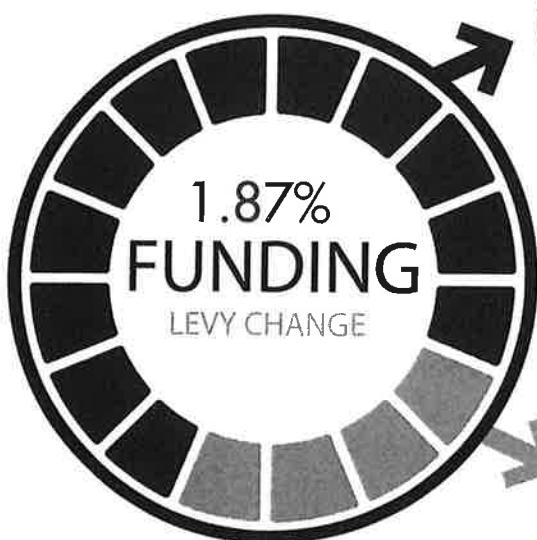
## VIRL System Wide

1 YOUR  
PER CAPITA  
CHANGE  
**\$0.36**

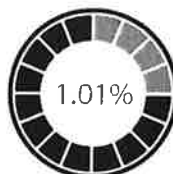
2 HOW YOUR \$1.00 IS SPENT



3 This Year's  
CHANGE: **1.87%**



CORE SERVICES



CONSOLIDATED  
FACILITIES  
MASTER PLAN

TOTAL POPULATION  
SERVED...

**463,215**

\*totals may be off by nominal  
amounts, due to rounding

STRONG LIBRARIES. STRONG COMMUNITIES.



# 2021 BUDGET

## VIRL System Wide

2021

### 2021 Retooling: Stronger Than Ever. Together.

The 2021 – 2025 Financial Plan incorporates the costs of maintaining operations, while focusing on efficient use of resources and integrating considerations of the new health and safety guidelines. This furthers VIRL's strategic plan and gives consideration to current operations, while ensuring we look to the future.

These are challenging times. This Financial Plan is designed so VIRL will emerge stronger than ever– and strong libraries mean strong communities. Together.

The complete 2021 – 2025 Financial Plan is available at [virl.bc.ca](http://virl.bc.ca)

### HOW IS MY LEVY CALCULATED?

Each member's levy is calculated in accordance with the Library Act. The allocation is 50% based on population, and 50% based on assessed value. Both of these figures are provided to VIRL by an external source.

Each individual member's levy is based on their proportion of these figures compared to VIRL as a whole.

Therefore, the amount you pay is impacted by changes in your local population and assessed value. Where these figures have changed by an amount that is different than the VIRL overall average change, each member levy will adjust accordingly.

### WHAT CHANGED? \*

#### Population

Across all of VIRL, population increased by an average of **1.18%**.

For 2021, population changed by **5,424** which represents a change of **1.18%**.

When factored into VIRL as a whole, this change leads to an impact of **\$224,919** on the levy, a change of **0.94%**.

#### Assessed Value

Across all of VIRL, assessed value increased by an average of **5.47%**.

For 2021, assessed value changed by **\$690,185,278** which represents a change of **5.47%**.

When factored into VIRL as a whole, this change leads to an impact of **\$224,923** in the levy, a change of **0.94%** over 2020.

#### Total Levy

For 2021, the total levy has increased by **\$449,845** to **\$24,500,529**. This represents a change of **1.87%** over 2020.

#### Per Capita

On a per capita basis, your levy has changed by **\$0.36**. Per capita changes will vary by community, depending on their respective changes to population. An increased population may decrease the per capita cost, since the cost is spread over a larger total.

## 2021 BUDGET

AT A GLANCE:  
LEVY CHANGE

CORE SERVICES

0.86%

CONSOLIDATED FACILITIES  
MASTER PLAN

1.01%

TOTAL LEVY CHANGE

1.87%

\*totals may be off by nominal amounts, due to rounding



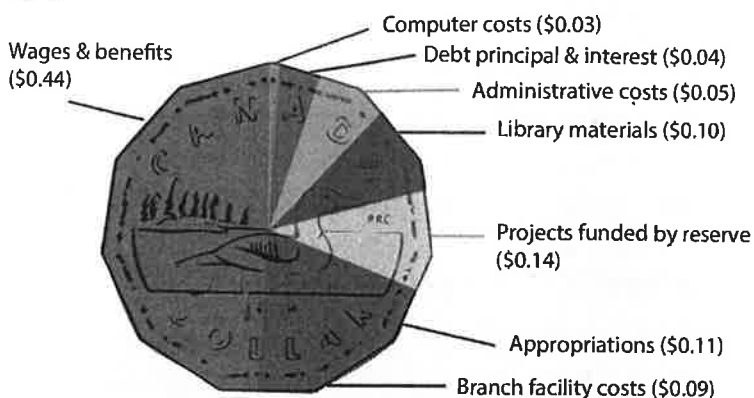
2021

# BUDGET BREAKDOWN

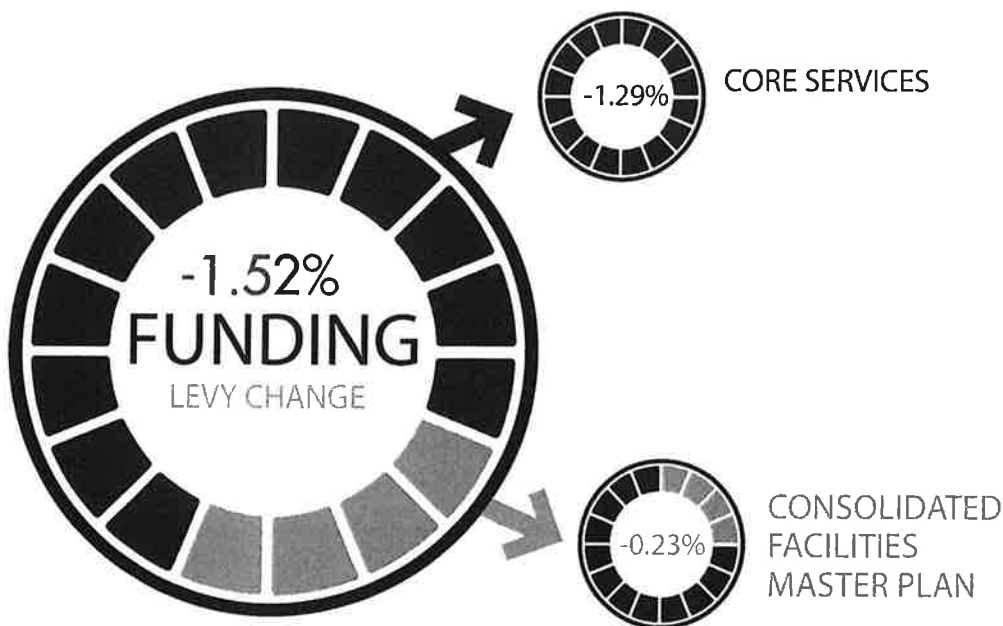
## Port Alice

1 YOUR  
PER CAPITA  
CHANGE  
\$0.66

2 HOW YOUR \$1.00 IS SPENT



3 This Year's  
CHANGE: -1.52%



TOTAL POPULATION  
SERVED...

683

\*totals may be off by nominal  
amounts, due to rounding

STRONG LIBRARIES. STRONG COMMUNITIES.



# 2021 BUDGET

## Port Alice

2021

### 2021 Retooling: Stronger Than Ever. Together.

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Each individual member's levy is based on their proportion of these figures compared to VIRL as a whole.

Therefore, the amount you pay is impacted by changes in your local population and assessed value. Where these figures have changed by an amount that is different than the VIRL overall average change, each member levy will adjust accordingly.

### WHAT CHANGED? \*

#### Population

Across all of VIRL, population increased by an average of **1.18%**.

For 2021, your population changed by **(20)** which represents a change of **-2.84%**.

When factored into VIRL as a whole, this change leads to an impact of **\$(404)** on your levy, a change of **-1.18%**.

#### Assessed Value

Across all of VIRL, assessed value increased by an average of **5.47%**.

For 2021, your assessed value changed by **\$455,676** which represents a change of **2.77%**.

When factored into VIRL as a whole, this change leads to an impact of **-\$116** in your levy, a change of **-0.34%** over 2020.

#### Total Levy

For 2021, your total levy has increased by **\$(520)** to **\$33,636**. This represents a change of **-1.52%** over 2020.

#### Per Capita

On a per capita basis, your levy has changed by **\$0.66**. Per capita changes will vary by community, depending on their respective changes to population. An increased population may decrease the per capita cost, since the cost is spread over a larger total.

## 2021 BUDGET

AT A GLANCE:  
LEVY CHANGE

#### CORE SERVICES

**-1.29%**

#### CONSOLIDATED FACILITIES MASTER PLAN

**-0.23%**

#### TOTAL LEVY CHANGE

**-1.52%**

\*totals may be off by nominal amounts, due to rounding



**From:** Lois Jarvis <loed@telus.net>  
**Sent:** Tuesday, September 29, 2020 10:46 AM  
**To:** Andy Adams; mayor@courtenay.ca; mayor@villageoftahsis.com; mayor@zeballos.com; mayorwickstrom@portmcneill.ca; village@saywardvalley.ca; grbunger@conumacable.com; info@portalice.ca; ddugas@porthardy.ca; officeclerk@alertbay.ca  
**Subject:** Fwd: Welcome back  
**Attachments:** 20200303 Cornfield Island Health Laboratory Services.pdf

Citizens for Quality Health Care - the Campbell River and Comox Valley Hospital Lab Issues are not going away. An election is pending and a good time to question all the candidates as to what they would do to request an independent investigation into the contract between the Vancouver Island Clinical Pathologists Consultants Corporation (VICPCC) and VIHA and further to have all the problems created by VIHA properly rectified to make the hospital labs fully functional again, as they should be, to provide optimum health care for the people of the North Island.

At the meeting of the Comox Strathcona Regional Hospital Board on Sept. 17th the following motion was made by Director Brenda Leigh and seconded by Director Jim Abram. It was passed by a majority, only three voted against the motion: Chair of the Board Charlie Cornfield, Director Ron Kerr and Director Frisch.

B. Leigh/J. Abram: THAT in light of the lack of response from Island Health to the Board's letter dated March 3, 2020 requesting that pathology services be reinstated and to exclude the North Island Hospitals from the VICPCC contract Board forward the letter to the Premier and the leader of the opposition requesting a response with copies to the members of Parliaments and members of the Legislative Assemblies.

HDA (9)

The following is a letter, as instructed by the Board, which was sent to Premier Horgan, Leader of the Opposition - Mr. Wilkinson and Chair of the Island Health Board - Leah Hollins.



Virus-free. [www.avq.com](http://www.avq.com)







File: H-G

March 3, 2020

Sent via email: [louise.carlow@viha.ca](mailto:louise.carlow@viha.ca)

Chair Leah Hollins  
Island Health  
1952 Bay Street  
Victoria, B.C., V8R 1J8

Dear Chair Hollins:

**Re: North Island Hospitals Laboratory Services**

Further to our previous correspondence, I am writing to you once again regarding the changes to laboratory services at the North Island Hospitals.

For nearly the past 12 months, concern and anxiety within our communities respecting Island Health's proposed changes has only risen. Despite presentations to various local public bodies and letters to local newspapers, trust and confidence in the motivations of Island Health and the perceived impact to services has only deteriorated.

The changes to such services have been rationalized as a manifestation of the ongoing development of laboratory services across the region towards a more specialized model centralized in Victoria. The CSRHD Board acknowledges the complexity and challenges respecting the provision of hospital laboratory services but, like others in the community, remains concerned that this change is eroding critical services and negatively impacting the functioning of our acute care hospitals.

A multitude of statistics, staff observations and anecdotal reports from patients have left many to doubt that the specialist-based model for clinical pathology is more efficient and obtains better results. We understand that there is a contract with the Vancouver Island Clinical Pathologists Consulting Corporation (VICPCC) that is soon to be signed and will bring about further laboratory service changes to the North Island Hospitals. Given the widespread concern respecting the recent changes in Campbell River, a pause is urgently needed to further consult and engage respecting this.

On behalf of the Comox Strathcona Regional Hospital District, I am respectfully requesting that Island Health reinstate the clinical pathology services and processes at the North Island Hospitals and exclude such facilities from the contract with the Vancouver Island Clinical Pathologists Consulting Corporation. Further, I am requesting a meeting with you at your soonest opportunity to discuss this matter in hopes of finding an amicable path forward.

CSRHD

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Thank you for your time and consideration. To coordinate a meeting or teleconference, please contact Teresa Warnes, Executive Assistant at [twarnes@comoxvalleyrd.ca](mailto:twarnes@comoxvalleyrd.ca) or 250-334-6008.

Sincerely,

  
Charles J. Cornfield  
Chair

cc: Jake Martens, Manager of Legislative Services  
James Warren, General Manager of Corporate Services

Sept. 21st, 2020

This letter was sent to the Editor at the Campbell River Mirror and Comox Valley Record.

**Re: 'Bad Blood' over pathology issue, says Island Health medical director- Sept. 19<sup>Th</sup>, 2020**

We would like to respond to the above noted article. We applaud the Comox Strathcona Regional Hospital Board, especially Director Brenda Leigh, in passing a motion to reinstate general pathology services and exclude the CSRHB region from a contract with the Vancouver Island Clinical Pathology Consulting Corporation (VICPCC).

The North Island Executive Medical Director is not able to comment without bias as she represents and works for Island Health. She needs to represent more than her own personal view when speaking in public. Even though she may prefer to talk to the clinical pathologists in Victoria, we believe the vast majority of family physicians and surgeons much prefer to talk to local pathologists about the kind of clinical pathology questions that they have. This is proven by 75 doctors in Campbell River who signed a petition to highlight this specific point. She seems to imply that having to talk to local pathologists is a road block to her providing whatever services she is providing - the fact is that the people in Victoria are not easily accessible - ask any local lab technologist who has tried to get in contact with them. We need to hear from doctors not employed by Island Health.

It is true that more complex tests are sent to specialists in Victoria as they always have been. However, the general pathologists have performed all the work they are well trained for extremely well for many years so there really was no reason to take services from them to a private, for profit, pathology corporation in Victoria. Finally, she has lost sight of the fact that having locally based general pathologists is essential to support the infrastructure and integrity of a local laboratory - removal of local clinical pathology services erodes the lab as a whole. Smaller laboratories such as CV and CR labs will become unsustainable if the services are broken down and moved away. As in this case, removal of clinical pathology from the CR laboratory has left Campbell River with no funding to hire a badly needed third pathologist, indirectly affecting anatomical pathology in addition to clinical pathology and has resulted in longer turn around times. That is dangerous for urgent/emergent cases and has caused delayed treatment and surgeries for other patients. (Turn around times are specific as to the time when the specimen is taken from the patient to the time the results are given to their Doctor). When one pathologist is working solo, as the colleague is away, confirmation of serious malignancies has taken well over a month in some cases. As a result the lab is now dysfunctional and not sustainable into the future.

It is clear that the powers that be in Victoria do not recognize the magnitude or gravity of the lab situation which has become intolerable.

There was no response to a previous letter sent to the Ministry by this Board. Responses from over 3000 people in the form of a petition and letters, plus concerns from 75 local doctors have received either no response or identical letters saying everything is fine when we have proof to the contrary. Our request for a meeting also fell on deaf ears. It is clear from the identical letters of response from the Ministry of Health, Island Health, the MLAs, etc. that there is no intention or plan currently to resolve the problems which are harming patients.

They also stated the College of Physicians and Surgeons have indicated there is no conflict of interest in rewarding the contract to VICPCC in April of 2014. We have serious doubts the college has ever rendered such a statement. Although we have provided all the authorities, including IH, with documents showing an obvious conflict of interest, IH failed to provide us with the document from the college proving their claim that there was no conflict of interest in awarding the contract.

There have recently been two replacement pathologists hired for the Comox Valley hospital while Island Health is in the process of inflicting the same procedural changes on that lab as well, eroding services, with turn around times already getting longer. They will be doing anatomic pathology as clinical pathology is all being done in Victoria by VICPCC, which means there will be absolutely no backup in the North Island for clinical pathology.

The people of the North Island indeed have a right to be heard and heeded. Since Island Health has made false statements, shown an erroneous graph to make it look like the turn around times are as good if not better there and made promises in writing which were broken with no explanation there is a lack of trust in Island Health. **There are several discrepancies and obvious problems so the only solution is an independent inquiry into the contract between VICPCC and VIHA and then a fair resolution created** which is certainly warranted. Doctors and staff at the Campbell River and Comox Valley labs need to be interviewed without any fear of any retribution. The person who awarded the contract needs to be interviewed along with others.

It is the politicians who need to fix all the problems caused by Island Health since Island Health is obviously not going to. They have been dishonest and disingenuous to the public.

Lois Jarvis, Richard Hagensen and Joanne Banks  
On behalf of Citizens for Quality Health Care