

**VILLAGE OF PORT ALICE  
COUNCIL MEETING AGENDA**  
TO BE HELD THURSDAY NOVEMBER 12, 2020 at 7:00 pm  
IN THE SEA VIEW ACTIVITY CENTRE



**(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 November 12, 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 October 28, 2020, be approved.*

**(5) OLD BUSINESS:**

Pg 5-14

a.) Tourism Dependant Community Funds  
October 2020, Information Overview

**(6) COMMUNICATIONS:**

Pg 15-16

a.) Vancouver Island North Island Tourism Advisory Committee 2021-2022 Municipal Agreement  
October 28, 2020, Letter from Natalie Stewart, Tourism Coordinator, VI North Tourism

Pg 17

b.) Appointment to the 2021 Vancouver Regional Library Board  
October 30, 2020, Letter from Rosemary Bonanno, Executive Director

Pg 19-21

c.) COVID-19 Safe Restart Grants for Local Governments funding - \$386,000  
November 2, 2020, Letter from Deputy Minister, Kaye Krishna

**(7) NEW BUSINESS:**

**(8) REPORTS:**

Pg 23

a.) Community Centre Holiday Activities  
November 6, 2020, Report from Bonnie Danyk, CAO/CFO

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

**(10) QUESTION PERIOD:**

**(11) ADJOURNMENT:**

*THAT the meeting of the Village of Port Alice Council held November 12, 2020, be adjourned*

**INFORMATION ITEMS:**

a.)



VILLAGE OF PORT ALICE COUNCIL  
REGULAR MEETING MINUTES  
WEDNESDAY OCTOBER 28, 2020  
IN THE LARRY PEPPER ROOM



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

Staff Bonnie Danyk, CAO / CFO

**CALL TO ORDER: 7:00 pm**

96/20  
Adoption of  
Agenda

**ADOPTION OF AGENDA:**  
Moved, seconded and CARRIED

*THAT the Agenda for the Meeting of the Village of Port Alice for October 28, 2020, be approved, AND THAT all delegations, reports, correspondence, and other information set to the agenda be received for information.*

**CARRIED**

**DELEGATIONS:**

a) Cascadia Seaweed Business Overview by Mairi Edgar  
October 23, 2020 Business Overview and Backgrounder by Mairi Edgar Cascadia Manager of Regional Business Development.

*Bill Collins, Chairman and Mairi Edgar gave a presentation on Seaweed Cultivation, the growth of their company, Collaboration with First Nations and future endeavours.*

97/20  
Minutes of  
Oct 14

**MINUTES:**  
Moved, Seconded and CARRIED

*THAT the minutes for the Regular Council Meeting held on October 14, 2020 be adopted.*

**OLD BUSINESS:**

a) Community Economic Recovery Infrastructure Program (CERIP)  
October 23, 2020 Report from Bonnie Danyk CAO/ CFO

98/20  
CERIP Grant

Moved, Seconded and CARRIED

**THAT** the Village of Port Alice apply to the Community Economic Recovery Infrastructure Program, Destination Development Stream for a grant in the amount of \$617,250.00 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

**COMMUNICATIONS: N/A**

**NEW BUSINESS:**

a) Tourism Dependant Community Fund

There was some discussion regarding possible projects. Council will discuss again at next Council meeting.

**REPORTS: N/A**

**BYLAWS: N/A**

**ADJOURNMENT:**

Moved, Seconded and CARRIED

99/20  
Adjourn

***THAT** the Regular meeting of the Village of Port Alice held October 28, 2020, be adjourned **at** 8:00 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 October 28, 2020.

\_\_\_\_\_  
Mayor

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

94/20 Bylaw  
663 Tax  
Exemption

95/20  
Adjournment

**TOURISM DEPENDENT COMMUNITIES FUND**  
**GUIDE - INFORMATION OVERVIEW**  
**OCTOBER 2020**

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## Program Overview

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### 1.1. Purpose

The Tourism Dependent Communities Fund (TDCF) has been established to assist tourism dependent communities create jobs and support economic development and recovery from the impacts of COVID-19 by developing and growing tourism sub-sector markets through investments in critical tourism infrastructure.

Thirty-three municipalities have been identified as a tourism dependent community based on a combination of criteria including Municipality and Regional District Tax collection, population size, and accommodation sector wages in comparison to total employment wages.

Up to \$19.4M has been set aside for the TDCF. The final approval of project(s) and funds will not occur until early 2021.

Applications must demonstrate the following objectives and outcomes:

- Development and/or growth of tourism sub-sector markets;
- Increases visitation and generates tourism expenditures;
- Strengthens the municipality's tourism offering, including expanding winter and shoulder-season experiences, geographic and seasonal dispersion of visitors;
- Encourages new business attraction and/or creates diversified economic opportunities;
- Increases capacity to welcome visitors during COVID-19; and  
Creates immediate job opportunities and long-term tourism jobs.

### 1.2. Funding

Municipality's total application must not exceed \$1million.

Each project will be evaluated on its merits, based on criteria outlined in this guide.

All submissions will be managed within the \$19.4M allocation. As a result, final funding decision and amount provided to each municipality will also be based on funding availability.

Municipalities are asked to prioritize projects and consider scalability in case full project funding is not possible.

Municipalities are responsible for any cost overrun and/or costs not covered by the amount of funding approved by the Ministry.

## Eligibility

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### 2.1. Eligible Applicants

- Only the following 33 Municipalities are eligible:
  - Fernie, Golden, Harrison Hot Springs, Invermere, Kimberley, Osoyoos, Radium Hot Springs, Revelstoke, Rossland, Sun Peaks, Tofino, Ucluelet, Valemount and Whistler, Barriere, Port Alice, Clearwater, Powell River, Squamish, Nelson, Parksville, Ladysmith, Gibsons, Port Hardy, Sechelt, North Cowichan, Grand Forks, Prince Rupert, Qualicum Beach, Smithers, 100 Mile House, Lillooet, and Duncan.

### 2.2. Eligible Projects

Eligible projects are ones that develop or grow tourism sub-sector markets to support recovery such as but not limited to agri-tourism; adventure tourism, such as mountain biking, hiking, and skiing; cultural tourism, including museums; eco-tourism; culinary tourism; attractions; transportation; accommodation etc.

Eligible project costs include:

- construction, modification or preservation of tourism facilities and amenities such as buildings, trails, beaches, streetscape improvements, signs, or parks.
- enhancement, accessibility upgrades or restorative maintenance such as renewal, repairs or updates.
- specialized equipment purchases to extend a tourism season (e.g. snow machines to extend winter season).
- Adaptation adjustments to tourism facilities in response to COVID-19 protocols, such as patio expansion, staff accommodation modifications, enhancement of gathering spaces, plexiglass installations, or touch free modifications. Personal Protective Equipment (PPE) are not eligible.

To be eligible for funding, a project must:

- be community/and or visitor-oriented, open for use to the public and not limited to a private membership;
- not be currently underway and funding may not be used for project costs that have already been incurred;
- stipulate a construction start date of no later than December 31, 2021;
- stipulate a construction completion date of no later than March 31, 2023;
- specialized equipment must be purchased after the approval notification of grant funding;
- be duly authorized or endorsed by a senior official sign off authorizing the project to proceed;



## TOURISM DEPENDENT COMMUNITIES FUND

- if proposed works are for a building, or an addition to a building that increases the size of the building, consider wood as the primary building material pursuant to the objectives of the [Wood First Act](#);
- be within or mainly within the geographic boundaries of the eligible Municipality;
- meet all the applicable legislative and regulatory approvals;
- support the creation of new, or returned, employment opportunities in applicant communities, and
- meet the objectives of the Tourism Dependent Community Fund.

### 2.3. Ineligible Projects

Projects will be deemed ineligible if:

- Construction for the project scope described in the application, has already begun prior to the submission of the project application;
- The project is considered routine cyclical maintenance;
- The project starts after December 31, 2021;
- The project will be completed after March 31, 2023; or
- The project does not meet the criteria of the Tourism Dependent Communities Fund as outlined in this document.

Ineligible costs include:

- Costs incurred prior to approval date and after project completion date;
- Services or works normally provided by the Recipient, including overhead costs and salaries;
- Insurance or legal fees; and
- Personal protective equipment.

**For a detailed list of eligible and ineligible costs, please see Appendix A.**

### 2.4. Other Regulatory Considerations

Projects must meet all applicable federal and provincial environmental legislation and standards including consultation with Indigenous nations. Where a project is excluded from a review under federal or provincial environmental assessment legislation it may require permits or approvals from local, regional or provincial government agencies. It is the applicant's responsibility to ensure that any additional approvals and permits are obtained.

Municipalities should be aware that information collected is subject to the [Freedom of Information and Protection of Privacy Act](#). The information being collected is for the purpose of administering the Tourism Dependent Communities Fund and will be used for the purpose of evaluating eligibility. If it is not possible to complete the application form electronically, please contact the Ministry staff.

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### 2.5. Application Submission

Applications can be submitted to the Ministry of Tourism, Arts and Culture, Tourism Branch at [tourismpolicy@gov.bc.ca](mailto:tourismpolicy@gov.bc.ca).

### 2.6. Application Limit

There is a limit of one application per municipality; however, applications may contain more than one project submission for which funding is requested.

If more than one project is submitted for consideration, the Municipality must rank each project in order of priority. For each project a separate submission must be submitted - See Application Form for details.

Each project must stand on its own in case only the top priority project, or a limited number of subsequent projects, is/are approved. Applicants are also encouraged to consider scalability, particularly in situations where only one large proposal is submitted.

Municipality's total application must not exceed \$1million.

Final funding decision will be based on criteria established in this guide and is subject to funding availability.

Proposals must not duplicate the Community Economic Recovery Infrastructure Program (CERIP) applications. Municipalities are required to identify if they have applied to CERIP for the same or similar project and if they intend to leverage CERIP and/or other source of funding.

### 2.7. Project Size

Projects should provide the best value for the estimated project budget and meet the program objectives, clearly demonstrating benefits for visitors and the community. Appropriately sized and scoped project applications are strongly encouraged.

Most projects are expected to be small and completed in one construction season.

When applying for a single phase of a larger project, the phase must independently result in outcomes which align with the Tourism Dependent Communities Fund objectives and be useable infrastructure even if subsequent phases do not proceed.

### 2.8. Detailed Cost Estimate

A detailed cost estimate must be submitted for each project in the application. Please use template provided.

## TOURISM DEPENDENT COMMUNITIES FUND

### 2.9. Application Deadline

Application and supporting documentation must be received **by Friday November 27th, 2020 (11:59pm PDT)**.

Only one application form is to be submitted, however, for **EACH** project all eligible Municipalities must submit electronically a completed project submission from containing project description, financial details and project benefits/outcomes as indicated in the application form.

### Approval

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Municipalities will be contacted in early 2021 regarding application funding approval. Municipalities must prioritize projects in the application form where multiple projects are identified. Projects will be evaluated based on the criteria in this guide and on how they meet the objectives of the Tourism Dependent Communities Fund, namely:

- Development and/or growth of tourism sub-sector markets;
- Increases visitation and generates tourism expenditures;
- Strengthens the municipality's tourism offering, including expanding winter and shoulder-season experiences, geographic and seasonal dispersion of visitors;
- Encourages new business attraction and/or creates diversified economic opportunities;
- Increases capacity to welcome visitors during COVID-19; and
- Creates immediate job opportunities and long-term tourism jobs.

Note that additional scoring will be considered for projects that demonstrate one or more of the following: cost reasonableness; ability to leverage other sources of funding; public/private partnership opportunities; First Nations collaboration; and alignment with local area destination development plans and the Strategic Framework for Tourism in BC.

All submissions will be managed within the \$19.4M allocation. The Province reserves the right to fund only a portion of eligible costs requested.

### 3.1. Terms and Conditions

Upon approval, the Municipality will receive notification that sets out the amount and the terms and conditions associated with the funding, including reporting requirements.

Eligible Municipalities will be required to submit a final report form detailing each project's performance, summarizing expenditures, and providing details of the outcomes achieved. **The final report form may be submitted up to one year after the completion of the project.** For projects that extend beyond one

## TOURISM DEPENDENT COMMUNITIES FUND

calendar year, an annual progress report will be required, along with a final report with a summary of expenditures.

### 3.2. Transfers between Projects

Funding is project specific. Any diversion from the project description, as provided in the project application, may be considered only with Ministry approval. Any scope change must produce similar results to that for which the funding was approved originally.

### 3.3. Disposal of Assets

Municipalities will need to maintain ongoing operations and retain title to and ownership of an asset for at least five years after substantial completion, except when the asset is transferred to British Columbia or a municipal or regional government, or with the Province's consent.

### 3.4. Events and Communications

Please provide 20 working days' notice of publication of any formal communications materials or public events relating to the approved project to your ministry contact.

## Contact Information

Ministry of Tourism, Arts and Culture  
Tourism Dependent Communities Fund  
Jessica McKierahan, (250) 216-1228  
Tourismpolicy@gov.bc.ca

**TOURISM DEPENDENT COMMUNITIES FUND**
**Appendix A – Eligible and Ineligible Costs**

**Please note:** The following are **examples only** and are based on staff knowledge of past infrastructure programs and program criteria. Project costs must be direct and essential to the project. Costs will be reviewed to determine if they are reasonable and have been accurately estimated.

**General**

<b>ELIGIBLE</b>	<b>INELIGIBLE</b>
<ul style="list-style-type: none"> <li>Costs paid under contract for goods or services considered to be direct and necessary to implement the project</li> </ul>	<ul style="list-style-type: none"> <li>Any unpaid costs including invoices or holdbacks</li> <li>Accrued costs</li> <li>Any goods or services costs which are received through donations or in kind</li> </ul>
<ul style="list-style-type: none"> <li>Costs incurred after approval and on or before the project completion date</li> </ul>	<ul style="list-style-type: none"> <li>Costs incurred prior to approval date and after project completion date</li> </ul>
<ul style="list-style-type: none"> <li>Capital costs as defined by Generally Accepted Accounting Principles (GAAP) (except capital costs included in <b>INELIGIBLE COSTS</b>)</li> <li>leasing of equipment related to the construction of the project</li> <li>Project management fees</li> </ul>	<ul style="list-style-type: none"> <li>Services or works normally provided by the Recipient, including:               <ul style="list-style-type: none"> <li>overhead costs</li> <li>salaries and other employment benefits of any employees of the Recipient <b>unless pre-approved</b> (to a maximum of 15% of the total funding) by the Ministry responsible and specifically related to the project. e.g. A \$100,000 project may get pre-approval for \$15,000.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>Land acquisition and real estate fees:               <ul style="list-style-type: none"> <li>leasing land, buildings and other facilities</li> </ul> </li> </ul>

**Construction/Materials Costs**

<b>ELIGIBLE</b>	<b>INELIGIBLE</b>
<ul style="list-style-type: none"> <li>Insurance related to construction</li> </ul>	<ul style="list-style-type: none"> <li>Liability insurance for directors</li> </ul>
<ul style="list-style-type: none"> <li>Furniture and/or equipment essential for operation of the project</li> </ul>	<ul style="list-style-type: none"> <li>Furnishing and non-fixed assets which are not essential for the operation of the asset/project</li> </ul>
<ul style="list-style-type: none"> <li>Utility, electrical, sanitary sewer, and storm sewer set-up/connection services to the site</li> </ul>	<ul style="list-style-type: none"> <li>General routine, cyclical repairs and maintenance</li> </ul>

**Professional Costs**

<b>ELIGIBLE</b>	<b>INELIGIBLE</b>
<ul style="list-style-type: none"> <li>Fees paid to professionals, technical personnel, consultants and contractors</li> </ul>	<ul style="list-style-type: none"> <li>Any legal fees</li> </ul>

**Impact Assessment/Indigenous Consultation Costs**

<b>ELIGIBLE</b>	<b>INELIGIBLE</b>
<ul style="list-style-type: none"> <li>Environmental reviews</li> <li>Archaeological assessments</li> <li>Indigenous consultation</li> </ul>	

**TOURISM DEPENDENT COMMUNITIES FUND**

**Communication Activities Costs**

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>Any costs reasonably incurred to undertake provincial communication activities.</li> </ul>	<ul style="list-style-type: none"> <li>Gifts</li> <li>Hospitality costs, such as, but not limited to: - food/beverages/liquor/entertainment</li> </ul>

**Appendix B – Definitions**

**Indigenous** – refers to "Aboriginal" in the context of the meaning assigned by the definition *aboriginal peoples of Canada* in subsection 35(2) of the Constitution Act, 1982. An "Indigenous group" refers to a group, community or people that hold rights recognized and affirmed by section 35 of the Constitution Act, 1982.

**Accessibility** – taking appropriate measures to ensure persons with disabilities have access, on an equal basis with others, to the physical environment, to transportation, and to other facilities and services open and provided to the public.

**Capital Infrastructure Project** – a project funded by public monies, or proposed to be funded by public monies, to build restore, retain, or purchase any equipment, property, facilities, programs or other items, including buildings, park facilities, infrastructure, information technology systems, or other equipment, that is funded on a necessarily non-repeating, or non-indefinite, basis and that is to be used as a public asset, or for the public benefit.

**Construction Start** – the performance of physical activities on the property which results in changes which are visible to any person inspecting the site and are recognizable as the initial steps for the preparation of the land or the installation of improvements of fixtures.

**Destination Trail** – a recreational path/track/route made for passage through a wilderness, forest, mountainous region to support the recovery of the tourism sector and to elevate the area as a premier travel destination.

**Project Nature –**

**New Construction** – new physical works

**Rehabilitation** – does not alter the purpose of existing infrastructure

**Expansion** – involves an increase e.g. raising, lengthening or widening to the exterior dimensions or the production capacity of the infrastructure

**Senior Official** – an individual at the applicant organization who has the authority:

- to bind the administering institution to the general conditions governing grants;
- to submit applications for funding on behalf of the applicant organization;
- to be signatory on financial documents.



## Vancouver Island North

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

October 28, 2020

RE: Vancouver Island North Tourism Advisory Committee 2021-2022 Municipal Appointment

Dear Bonnie,

The Municipal Appointment position on the Vancouver Island North Tourism Advisory Committee (VINTAC) for the Village of Port Alice is currently a 2-year term. It is our understanding that Angela Yunker has been appointed to this position. This letter serves as a formal request for appointment to the tourism advisory committee for the new term. There are no restrictions for consecutive terms served should you wish to reappoint Councillor Yunker to this position.

Please reply with a letter of confirmation indicating the individual that the Village of Port Alice will be appointing to the VINTAC for the 2021-2022 term.

If you have any questions on this, please do not hesitate to contact me.  
Thank you for your time and assistance.

Natalie Stewart

Tourism Coordinator, Vancouver Island North Tourism

Sent via email to: [cao@portalice.ca](mailto:cao@portalice.ca)

Cc: Pat English via email: [penglish@rdmw.bc.ca](mailto:penglish@rdmw.bc.ca)

### **2019 VINTAC Membership, pending appointments**

Vancouver Island North Tourism • Box 728, 7250 Market Street • Port Hardy, BC V0N 2P0  
250-902-8281 • [www.vancouverislandnorth.ca](http://www.vancouverislandnorth.ca)



## Vancouver Island North

### 2020 VINTAC Membership, pending appointments

Position	First Name	Last Name	Regional Representation	Business/Association	Term
Tourism Stakeholder	Andrew	Jones	Port McNeill & Area A	Kingfisher Wilderness Adventures	2019-2020
Tourism Stakeholder	Steven	Cahill	Port McNeill & Area C	Hook'n Them Up Fishing Charters	2019-2020
Tourism Stakeholder	Kathy	Gibler	Area A	Sointula Museum	2019-2020
Tourism Stakeholder	Enrique	Toledo	Port Hardy	Kwa'ililas Hotel	2019-2020
Tourism Stakeholder	Elspeth	McGillivray	Area D	Prince of Whales Wildlife & Whale Watching	2019-2020
Strategic Appointment	Donna	Gault	Port Hardy	Tourism Port Hardy	2020-2021
Strategic Appointment	John	Tidbury	Port Hardy	North Coast Trail Shuttle	2020-2021
Strategic Appointment	Anna	Burgess	Port Hardy	Café Guido	2020-2021
Strategic Appointment	Pending	appointment			2020-2021
Municipal Appointment	Treena	Smith	Port Hardy	Councillor	2019-2020
Municipal Appointment	Shelley	Downey	Port McNeill	Councillor	2019-2020
Municipal Appointment	Angela	Yunker	Port Alice	Councillor	2019-2020
Municipal Appointment	Larry	Hill	Alert Bay	Councillor	2019-2020
RDMW Appointment	James	Furney	Area A [Malcolm Island]	RDMW	2019-2020
First Nation Appointment	Cyrus	Singh	KEDC	KEDC	2019-2020
First Nation Appointment	Michelle	Hunt	Kwakiutl	Kwakiutl	2019-2020
First Nation Appointment	Pending	appointment	'Namgis	'Namgis	2019-2020
First Nation Appointment	Pending	appointment	Tlaltasikwala (Hope Island)	Tlaltasikwala	2019-2020
First Nation Appointment	Pending	appointment	Kwik'wastutinuxw Haxwamis (Gilford Island)	Kwik'wastutinuxw Haxwamis	2019-2020
First Nation Appointment	Pending	appointment	Da'naxda'xw - Awaetlala (New Vancouver)	Da'naxda'xw - Awaetlala	2019-2020
First Nation Appointment	Pending	appointment	Quatsino	Quatsino	2019-2020

Vancouver Island North Tourism • Box 728, 7250 Market Street • Port Hardy, BC V0N 2P0  
250-902-8281 • [www.vancouverislandnorth.ca](http://www.vancouverislandnorth.ca)





Administration  
Box 3333 | 6250 Hammond Bay Road  
Nanaimo, BC Canada V9R 5N3  
t: 250.758.4697 f: 250.758.2482  
e: [info@virl.bc.ca](mailto:info@virl.bc.ca) w: [www.virl.bc.ca](http://www.virl.bc.ca)

October 30, 2020

Mayor Kevin Cameron  
Village of Port Alice  
PO Box 130, 1061 Marine Drive  
Port Alice, BC V0N 2N0  
Original sent: [mayor@portalice.ca](mailto:mayor@portalice.ca)

Dear Mayor Cameron,

**Re: Appointment to the 2021 Vancouver Island Regional Library Board**

It is time to consider your 2021 representation on the Vancouver Island Regional Library (VIRL) Board of Trustees. VIRL is the fifth largest library system in British Columbia serving more than 457,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. VIRL enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

In appointing your representative, the *Library Act* (August 12, 2020), section 17 (2) states:

**"All subsequent regular appointments must be made each November at the first meeting of the municipal council or regional district board."**

The term of office is January 1 to December 31. Reappointment of sitting members is encouraged for continuity, with no more than 8 consecutive years served.

The *Library Act*, section 55, reimbursement of expenses states: "(1) The members of a library board are not entitled to be paid by the library board for their services but may be reimbursed by it for reasonable travelling and out of pocket expenses, including child care expenses, necessarily incurred by them in performing their duties under this Act. (2) A library board may not reimburse a member for any expenses if another body reimburses the member for the expenses or pays the expenses."

Please submit the following items by December 7, 2020 for both your Trustee and Alternate:

1. Certified copy of the Resolution (by provincial legislation)
2. Financial Statement of Disclosure (original or copy from the municipality/district for 2021)
3. VIRL 2021 Appointment form
4. Electronic File Transfer (EFT) form (for travel expense reimbursement)

**By December 7, 2020, please return completed forms to Mariah Patterson, Executive Assistant, [mpatterson@virl.bc.ca](mailto:mpatterson@virl.bc.ca).** Please call 250-729-2310 or [email](mailto:mpatterson@virl.bc.ca) if you have any questions.

Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

Rosemary Bonanno, BA MLS  
Executive Director

CC: Bonnie Danyk, CAO, Village of Port Alice

Strong Libraries • Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss





November 2, 2020

Ref: 257671

Bonnie Danyk  
Chief Administrative Officer  
Village of Port Alice  
Box 130  
Port Alice BC V0N 2N0

Dear Bonnie Danyk:

The provincial government understands the fiscal impacts that COVID-19 has placed on local service providers. To help address these challenges, in September the Province of British Columbia announced nearly \$2 billion in joint federal/provincial spending, including: \$540 million for local governments, \$418 million for community infrastructure, and \$1 billion for transit, TransLink and ferries.

The \$540 million for local governments was further divided into three funding streams. Two of the streams ("Development Services" for \$15 million and "Strengthening Communities" for \$100 million) will be application-based funding. More information on these funding streams will be forthcoming.

The third stream will provide direct grants to local governments. This funding stream is called the "COVID-19 Safe Restart Grants for Local Governments" and will provide up to \$425 million for local operations impacted by COVID-19. This funding will support local governments as they deal with increased operating costs and lower revenue due to COVID-19. It will also ensure local governments can continue to deliver the services people depend on in their communities. Eligible costs will include:

- addressing revenues shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

I am pleased to advise you that **Port Alice** is the recipient of a **\$386,000** grant under the COVID-19 Safe Restart Grant for Local Governments. This amount will be directly transferred to your local government in the coming days.

.../2

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Ministry of Municipal Affairs  
and Housing

Office of the  
Deputy Minister

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Under section 36 of the Local Government Grants Regulation, the amount of the grant to each local government is set by Minister of Municipal Affairs and Housing. The determination of this amount was based on a formula that applies to all municipalities.

This formula is based on two components: a flat funding amount and an “adjusted per-capita” amount. The flat amount is \$169,000, and the “adjusted per-capita” amount is \$308.34 per adjusted population.

The adjusted population formula is designed to ensure that larger municipalities receive more money than smaller ones, but that smaller municipalities receive higher per capita funding than larger ones. This is because small municipalities often lack a diverse tax base and the economies-of-scale to easily restart their operations.


An example of the funding formula (for a municipality of 43,000 people) is provided as an attachment to this letter. If you wish, you can apply this formula to your 2018 population of **703** to determine both your adjusted population and total funding amount. 2018 population data was used because it is the last year in which we have complete financial and demographic data for each municipality.

To ensure full transparency regarding the use of funds, your local government will be required to annually report on how it spent this grant. This will be part of your annual financial reporting under section 167 of the Community Charter. Your local government will provide a schedule to the audited financial statements respecting the amount of funding received, the use of those funds, and the year-end balance of unused funds. Your local government must continue to annually report on the use of grant money until the funds are fully drawn down.

If you have questions or comments regarding this letter, please feel free to contact Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch, by email at: [Jennifer.Richardson@gov.bc.ca](mailto:Jennifer.Richardson@gov.bc.ca), or by phone at: 778 698-3243.

The provincial government welcomes this opportunity to support COVID-19 restart and recovery throughout British Columbia. We believe that this funding will contribute to the long-term recovery of local governments who are both critical service providers and crucial drivers in the British Columbia economy.

Sincerely,



Kaye Krishna  
Deputy Minister

Attachment

pc: Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch  
Bonnie Danyk, Chief Financial Officer, Village of Port Alice

**Attachment: Example Calculation for a Municipality with 43,000 People**

<b>City of Rockridge</b>						
Population		<b>43,000</b>				
Adjusted Per Capita Funding		<b>\$308.34</b> per adjusted population				
Flat Funding Amount		<b>\$169,000</b>				
<b>Funding model</b>						
A      B						
Population Range		C=B-A	D	E = C (up tp 43,000)	F = E x D	F
From	to	Range	Adjustmen t Ratio	Rockridge Pop	Adjusted Pop Calc	Adjusted Pop
-	2,000	2,000	1	2,000	= 2,000 x 1	2,000
2,001	5,000	3,000	0.8	3,000	= 3,000 x 0.8	2,400
5,001	10,000	5,000	0.6	5,000	= 5,000 x 0.6	3,000
10,001	20,000	10,000	0.4	10,000	= 10,000 x 0.4	4,000
20,001	40,000	20,000	0.2	20,000	= 20,000 x 0.2	4,000
40,001	150,000	110,000	0.1	3,000	= 3,000 x 0.1	300
150,001	900,000	750,000	0.05	-	= 0 x 0.05	-
Sum				<b>43,000</b>		15,700 G=ΣF
				Per capita funding	<b>\$308.34</b> H	
				Funding per Adjusted Pop	4,840,938 I=GxH	
				Flat Funding Amount	<b>169,000</b> J	
				Total Funding Amount	<b>5,009,938</b> K=I+J	

Thus, a municipality with a population of 43,000 would have an adjusted population of 15,698. With per capita funding of \$308.34, the funding per adjusted population would \$4.84 million. Plus a flat funding amount of \$169,000, the total funding to this municipality would be \$5.009M.

The Population data was taken from the Ministry's Local Government Stats System for 2018 (Schedule 201).  
<https://www2.gov.bc.ca/gov/content/governments/local-governments/facts-framework/statistics/statistics>





## REPORT TO COUNCIL

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**To:** Mayor & Council  
**From:** Chief Administrative Officer  
**Date:** November 6, 2020  
**Subject:** Holiday Activities

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Due to Covid-19 the Village of Port Alice is having to adjust and cancel many of our regular Holiday Events.

We are having the Christmas Creations Craft Fair on November 15. There will be less vendors and shoppers will be limited and masks required.

Ladies desert night is going ahead with limited seating and will be held over two to three nights.

Louisa would like to see the Christmas House Decorating Contest again this year. In previous years, we offered cash prizes from 1<sup>st</sup> to 3<sup>rd</sup> place. Instead of cash prizes she has suggested various denominations of Family Foods gift certificates. This would ensure the money stays in the community. We have always offered \$150 for 1<sup>st</sup>, \$100 for 2<sup>nd</sup> and \$50 for 3<sup>rd</sup>.

The Village Office and the Community Centre will be closed to the public from December 21-28.

**Respectfully submitted,**



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**Bonnie Danyk**  
CAO / CFO

