

VILLAGE OF PORT ALICE
COUNCIL MEETING AGENDA
TO BE HELD WEDNESDAY MAY 8, 2024, at 6:00 pm
AT COUNCIL CHAMBERS, VILLAGE OFFICE



(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 May 8, 2024, be approved; AND THAT all delegations, reports, correspondence, and other information set to the agenda be received.

(3) DELEGATIONS:

(4) MINUTES:

Pg 3-4

a.) *THAT the Minutes from the Regular Meeting of April 24, 2024, be approved.*

(5) NEW BUSINESS:

(6) COMMUNICATIONS:

(7) REPORTS:

Pg 5-30

a.) Draft Financial Statements for 2023 – for Approval
May 1, 2024

(8) BYLAWS:

Pg 31-32

a.) Bylaw 691-2024 Tax Rates

Recommendation:

THAT Bylaw 691-2024 Port Alice Tax Rates be given fourth reading and adoption

(9) QUESTION PERIOD:

(10) RESOLUTION TO PROCEED TO CLOSED MEETING

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

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

RECONVENE

(10) ADJOURNMENT:

THAT the meeting of the Village of Port Alice Council held May 8, 2024, be adjourned

INFORMATION ITEMS:

1. May 2, 2024, News Release, North Island College, Student Housing taking shape quickly at Comox Valley campus

VILLAGE OF PORT ALICE COUNCIL
REGULAR MEETING MINUTES
WEDNESDAY, APRIL 24, 2024
AT COUNCIL CHAMBERS, VILLAGE OFFICE



Present
Mayor Kevin Cameron
Councillor Holly Aldis
Councillor Sean Watson
Councillor Russell Murray

Absent
Councillor David Stewart

Staff
Bonnie Danyk, CAO/CFO
Tanya Spafford, Admin Assistant
Ryan Nicholson, Economic Development Officer

Call to order 6:00pm

ADOPTION OF AGENDA:

Moved, Seconded and CARRIED

35/24
Adoption of
Agenda

*THAT the Agenda for the Meeting of the Village of Port Alice for April 24, 2024, be approved; AND
THAT all delegations, reports, correspondence, and other information set to the agenda be
received.*

DELEGATION:

MINUTES:

Moved, Seconded and CARRIED

36/24
Minutes of
April 10, 2024

THAT the Minutes from the Council Meeting of April 10, 2024, be approved.

NEW BUSINESS:

Marble River Campsite – request for longer camping period, and replacement of outhouse in day
area.

37/24 Letter re
Marble River
Campground

Moved, Seconded and CARRIED

*THAT a letter be sent to BC Parks re replacing the outhouse in the day use area and expanding the
camping season.*

COMMUNICATIONS:

REPORTS:

Fire Chiefs Report for March 2024

April 2, 2024, Report from Jerry Rose, Fire Chief

Vancouver Island Regional Library AGM

April 6, 2024, Verbal Report from Councillor Murray

Councillor Murray gave an overview of the meeting, VIRL is committed to improving and adding
online content, including movies, music, video games, e-books to improve access.

VIRL CEO is planning to visit the North Island.
Financial Audit to be completed, Councillor Murray will be part of the committee.

Accounts Payable Listing for January-March 2024
April 6, 2024, Report from Bonnie Danyk, CAO/CFO

Summary of Revenue & Expenses for January-March 2024
April 6, 2024, Report from Bonnie Danyk, CAO/CFO

BYLAWS:

38/24
Bylaw 690 –
Finance Plan

Bylaw 690-2024 Financial Plan for Port Alice 2024-2028

Moved, Seconded and CARRIED
THAT Bylaw 690-2024 Village of Port Alice Financial Plan Bylaw 690-2024 be given fourth reading and approval.

Bylaw 691-2024 Tax Rates

39/24
Bylaw 691 –
Finance Plan

Moved, Seconded and CARRIED
THAT Bylaw 691-2024 Port Alice Tax Rates be given First, second, and third reading.

QUESTION PERIOD:

RESOLUTION TO PROCEED TO CLOSED MEETING: 6:24pm

40/24
Resolution to
move to
Closed
Meeting

Moved, Seconded and CARRIED
THAT the meeting be closed to the public to consider matters pursuant to the following sections of the Community Charter:

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

RECONVENE: 7:05pm

ADJOURNMENT:

41/24
Adjournment

Moved, Seconded and CARRIED
THAT the Regular meeting of the Village of Port Alice held April 24, 2024, be adjourned at 7:06pm.

I hereby certify the preceding to be a true and correct account of the Regular meeting of the Village of Port Alice Council held April 24, 2024.

Mayor

Chief Administrative Officer

VILLAGE OF PORT ALICE
Financial Statements
December 31, 2023

DRAFT

VILLAGE OF PORT ALICE

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December 31, 2023

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MANAGEMENT REPORT

December 31, 2023

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

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

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

The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and in accordance with Canadian public sector accounting standards. These statements present, in all significant respects the financial position of the Village of Port Alice as at December 31, 2023.

Bonnie Danyk
Chief Administrative Officer & Chief Financial Officer

May 8, 2023

INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of the Village of Port Alice,

Opinion

We have audited the financial statements of the Village of Port Alice (the "Village"), which comprise the statement of financial position as at December 31, 2023, and the statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies (the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2023, and the results of its operations and cash flows for the year then ended in accordance with Canadian public sector accounting standards ("PSAS").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report.

We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Village or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Village's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chan Nowosad Boates Inc.
Campbell River, BC

May 8, 2024

VILLAGE OF PORT ALICE

Statement of Financial Position

December 31, 2023

2023

2022

FINANCIAL ASSETS

Cash	\$ 3,238,824	\$ 2,026,699
Portfolio Investments (Note 3)	2,226,117	2,118,978
Accounts Receivable (Note 4)	115,347	42,742
Taxes and User Fees Receivable (Note 5)	274,575	214,603
Investment in NICFL and NICFLP (Note 6)	266,833	301,289
	<u>6,121,696</u>	<u>4,704,311</u>

LIABILITIES

Accounts Payable and Accrued Liabilities	406,376	187,398
Deferred Grants and Unearned Revenue (Note 7)	807,657	383,818
Long Term Debt (Note 8)	381,048	403,953
Asset Retirement Obligations (Note 9)	553,436	-
	<u>2,148,517</u>	<u>975,169</u>

NET FINANCIAL ASSETS

3,973,179 3,729,142

NON-FINANCIAL ASSETS

Tangible Capital Assets (Note 11)	8,864,314	8,512,443
Inventory	2,347	2,347
	<u>8,866,661</u>	<u>8,514,790</u>

ACCUMULATED SURPLUS (Note 12)

\$ 12,839,840 \$ 12,243,932

Approved by:

Chief Finance Officer

Mayor

VILLAGE OF PORT ALICE

Statement of Operations

Year Ended December 31, 2023

	2023		2022
	Budget	Actual	
	(Note 18)		
Revenues (Schedules 2 and 3)			
Taxation	\$ 744,300	\$ 738,091	\$ 673,096
Utility Connection Fees and User Rates	203,000	211,178	210,148
Government Grants - Federal (Schedule 1)	7,100	8,518	8,808
Government Grants - Provincial (Schedule 1)	1,918,582	1,600,509	629,730
Sales of Services	123,500	137,698	116,657
Equity Loss - NICFL and NICFLP (Note 6)	-	30,544	226,375
Other (Note 14)	102,000	549,955	307,995
	<u>3,098,482</u>	<u>3,276,493</u>	<u>2,172,809</u>
Expenditures (Schedules 2 and 3)			
General Departmental Expenditures	1,502,300	2,334,666	1,895,959
Water System Operations	55,000	106,572	95,182
Sewer System Operations	91,700	239,347	216,854
	<u>1,649,000</u>	<u>2,680,585</u>	<u>2,207,995</u>
Annual Surplus (Deficit)	1,449,482	595,908	(35,186)
Accumulated Surplus - Beginning of Year	<u>12,243,932</u>	<u>12,243,932</u>	<u>12,279,118</u>
Accumulated Surplus - End of Year	<u>\$ 13,693,414</u>	<u>\$ 12,839,840</u>	<u>\$ 12,243,932</u>

VILLAGE OF PORT ALICE

Statement of Change in Net Financial Assets

Year Ended December 31, 2023

	2023		2022
	Budget	Actual	
	(Note 18)		
Annual Surplus (Deficit)	\$ 1,449,482	\$ 595,908	\$ (35,186)
Net Acquisition of Tangible Capital Assets	2,262,000	(886,868)	(250,940)
Amortization of Tangible Capital Assets	-	534,997	433,029
	<u>2,262,000</u>	<u>(351,871)</u>	<u>182,089</u>
Change in Net Financial Assets for the Year	(812,518)	244,037	146,903
Net Financial Assets - Beginning of Year	<u>3,729,142</u>	<u>3,729,142</u>	<u>3,582,239</u>
Net Financial Assets - End of Year	<u>\$ 2,916,624</u>	<u>\$ 3,973,179</u>	<u>\$ 3,729,142</u>

VILLAGE OF PORT ALICE

Statement of Cash Flows

Year Ended December 31, 2023

2023

2022

Cash Flows From Operating Activities:

Annual Surplus (Deficit)	\$ 595,908	\$ (35,186)
Items Not Involving Cash		
Equity (Income) Loss from NICFL and NICFLP	(30,544)	(226,375)
Amortization of Tangible Capital Assets	534,997	433,029
Gain on Disposal of Tangible Capital Assets	(9,562)	-
	<u>1,090,799</u>	<u>171,468</u>
Changes in Non-Cash Operating Balances		
Accounts and Taxes Receivable	(132,577)	(37,856)
Accounts Payable and Accrued Liabilities	218,978	(7,504)
Deferred Grants and Unearned Revenue	423,839	(11,094)
Asset Retirement Obligations	553,436	-
	<u>2,154,475</u>	<u>115,014</u>

Cash Flows From Capital Activities:

Purchase of Tangible Capital Assets	(912,306)	(250,940)
Proceeds on Disposal of Tangible Assets	35,000	-
	<u>(877,306)</u>	<u>(250,940)</u>

Cash Flows From Investing Activities:

Transfers to Portfolio Investments	(107,139)	(40,295)
Transfers from North Island Community Forest	65,000	150,000
	<u>(42,139)</u>	<u>109,705</u>

Cash Flows From Financing Activities:

Repayment of Long Term Debt	(22,905)	(25,280)
Increase (Decrease) in Cash	1,212,125	(51,501)
Cash - Beginning of Year	2,026,699	2,078,200
Cash - End of Year	\$ 3,238,824	\$ 2,026,699

VILLAGE OF PORT ALICE

Notes to the Financial Statements

December 31, 2023

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

1. Significant Accounting Policies:

a) Basis of Presentation:

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

b) Investments:

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

c) Tangible Capital Assets:

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

Estimated useful lives of tangible capital assets are as follows:

Buildings	15 to 50 years
Equipment	5 to 25 years
Roads and Bridges	5 to 70 years
Other	5 to 50 years
Water and Other Utility Systems	5 to 100 years
Sewer	5 to 80 years
Drainage	25 to 80 years

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

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

e) Trust Funds:

Funds held in trust by the Village, and their related operations, are not included in these financial statements. The financial activity and position of the trust funds are reported separately (Note 16).

f) Retirement Benefits and Other Future Employee Benefit Plans:

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

VILLAGE OF PORT ALICE

Notes to the Financial Statements

December 31, 2023

1. Significant Accounting Policies (continued):

g) Revenue Recognition and Deferred Grants:

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

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

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

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

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

h) Unearned Revenue:

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

i) Leases:

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

j) Contaminated Sites:

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

Management has assessed its potential liabilities including sites that are no longer in productive use and sites for which the Village accepts responsibility. There were no such sites that had contamination in excess of an environmental standard which required remediation, therefore no liability was recognized as at December 31, 2023 or December 31, 2022.

VILLAGE OF PORT ALICE

Notes to the Financial Statements

December 31, 2023

1. Significant Accounting Policies (continued):

k) Asset Retirement Obligations:

The Village recognizes a liability for an asset retirement obligation when there is a legal obligation to incur retirement costs in relation to a tangible capital asset; the past transaction or event giving rise to the liability has occurred; it is expected that future economic benefits will be given up; and a reasonable estimate of the amount can be made. The liability is recorded at an amount that is the best estimate of the expenditure required to retire a tangible capital asset at the financial statement date.

l) Financial Instruments:

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

m) Use of Estimates:

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

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

2. Implementation of New Accounting Standard:

On January 1, 2023, the Village adopted Public Accounting Standard PS 3280 - Asset Retirement Obligations. The new accounting standard addresses the reporting of legal obligations associated with the retirement of certain tangible capital assets. The Village determined that the removal of asbestos in Village-owned buildings and the decommissioning of the marina would result in an asset retirement obligation. This standard was adopted under the prospective application method at the date of adoption. Under the prospective application method, an increase in the carrying amount of the related tangible capital asset is recognized in the same amount as the estimated liability as at January 1, 2023.

3. Portfolio Investments:

	<u>2023</u>	<u>2022</u>
Money Market Funds - Municipal Finance Authority (MFA)	\$ <u>2,226,117</u>	\$ <u>2,118,978</u>

The current average annual yield of the money market funds held with MFA as at December 31, 2023 was 5.07% (2022 - 1.93%). The funds are redeemable on demand.

VILLAGE OF PORT ALICE

Notes to the Financial Statements

December 31, 2023

4. Accounts Receivable:

	<u>2023</u>	<u>2022</u>
Trade and Insurance Receivable	\$ 59,951	\$ 1,091
GST Recoverable	54,027	39,312
Sundry	<u>1,369</u>	<u>2,339</u>
	<u>\$ 115,347</u>	<u>\$ 42,742</u>

5. Taxes and User Fees Receivable:

	<u>2023</u>	<u>2022</u>
Taxes Receivable	\$ 2,908,777	\$ 2,552,945
Allowance for Doubtful Accounts	<u>(2,634,202)</u>	<u>(2,338,342)</u>
	<u>\$ 274,575</u>	<u>\$ 214,603</u>

6. Investment in NICFL and NICFLP:

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

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

	<u>2023</u>	<u>2022</u>
Investment in NICFL	\$ 1	\$ 1
Investment in NICFLP	5,000	5,000
Accumulated Net Equity Surplus - Beginning of Year	296,288	219,913
Share of Increase (Decrease) in Shareholders' Equity	30,544	226,375
Withdrawals During the Year	<u>(65,000)</u>	<u>(150,000)</u>
Accumulated Net Equity Surplus - End of Year	<u>\$ 266,833</u>	<u>\$ 301,289</u>

VILLAGE OF PORT ALICE

Notes to the Financial Statements

December 31, 2023

6. Investment in NICFL and NICFLP (continued):

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

	<u>2023</u>	<u>2022</u>
Statement of Financial Position:		
Assets		
Cash and Receivables	\$ 827,193	\$ 1,074,781
Prepaid Expenses	3,274	3,120
Total Assets	<u>\$ 830,467</u>	<u>\$ 1,077,901</u>
Liabilities and Partners' Capital		
Trade and Other Payables	\$ 29,965	\$ 174,031
Total Partners' Capital	<u>800,502</u>	<u>903,870</u>
	<u>\$ 830,467</u>	<u>\$ 1,077,901</u>
	<u>2023</u>	<u>2022</u>
Statement of Income:		
Revenue	\$ 265,946	\$ 781,986
Expenditures	<u>174,314</u>	<u>102,861</u>
Net Loss	<u>91,632</u>	<u>679,125</u>
Partners' Capital:		
Partnership Units	71,370	71,370
Cumulative Withdrawals	(6,592,529)	(6,397,529)
Retained Earnings - End of Year	<u>7,321,661</u>	<u>7,230,029</u>
	<u>\$ 800,502</u>	<u>\$ 903,870</u>

7. Deferred Grants and Unearned Revenue:

	<u>2023</u>	<u>2022</u>
Prepaid Property Taxes	\$ 30,834	\$ 21,150
Provincial Government	771,131	357,407
Community Centre Deposits	<u>5,692</u>	<u>5,261</u>
	<u>\$ 807,657</u>	<u>\$ 383,818</u>

8. Long Term Debt:

	<u>2023</u>	<u>2022</u>
Community Centre Upgrade:		
Repayable at \$33,907 per year including interest at 2.0% per annum to the Municipal Financial Authority of British Columbia; matures in October 2036	<u>\$ 381,048</u>	<u>\$ 403,953</u>

VILLAGE OF PORT ALICE

Notes to the Financial Statements

December 31, 2023

8. Long Term Debt (continued):

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

2024	\$	23,707
2025		24,537
2026		25,395
2027		26,284
2028 and onwards		<u>281,125</u>
	\$	<u>381,048</u>

9. Asset Retirement Obligations:

The Village has a number of buildings and a marina that are still in use which have a legal remediation requirement associated with them. The Village estimated that removal and remediation costs for these assets are estimated to total \$553,436. The assets had an estimated useful life of between 20 to 50 years when purchased, of which an estimated 5 to 17 years remain. The timing of post-closure care cannot yet be reasonably estimated and the present valuing of the costs is believed to add further estimation uncertainty to the estimate so no discounting has been applied to the liability.

10. Contingent Liabilities:

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

11. Tangible Capital Assets:

	Cost					Accumulated Amortization				Net Book Value	
	Opening	Additions	Disposals	Transfers	Closing	Opening	Amort	Disposals	Closing	2023	2022
Land	\$ 841,186	\$ -	\$ -	\$ -	\$ 841,186	\$ -	\$ -	\$ -	\$ -	\$ 841,186	\$ 841,186
Buildings	4,015,993	696,580	-	-	4,712,573	2,676,182	203,846	-	2,880,028	1,832,545	1,339,811
Equipment	1,455,724	-	(40,700)	-	1,415,024	1,044,759	45,565	(15,262)	1,075,062	339,962	410,965
Roads and Bridges	3,974,629	29,013	-	-	4,003,642	2,699,326	76,107	-	2,775,433	1,228,209	1,275,303
Other	1,486,842	145,714	-	-	1,632,556	413,559	81,875	-	495,434	1,137,122	1,073,283
Water Infrastructure	1,575,329	8,587	-	-	1,583,916	448,171	25,498	-	473,669	1,110,247	1,127,158
Sewer Infrastructure	3,320,974	-	-	-	3,320,974	1,097,135	97,486	-	1,194,621	2,126,353	2,223,839
Drainage	330,869	-	-	-	330,869	237,849	4,620	-	242,469	88,400	93,020
Work in Progress	<u>127,878</u>	<u>32,412</u>	-	-	<u>160,290</u>	-	-	-	-	<u>160,290</u>	<u>127,878</u>
	<u>\$17,129,424</u>	<u>\$ 912,306</u>	<u>\$ (40,700)</u>	<u>\$ -</u>	<u>\$18,001,030</u>	<u>\$ 8,616,981</u>	<u>\$ 534,997</u>	<u>\$ (15,262)</u>	<u>\$ 9,136,716</u>	<u>\$ 8,864,314</u>	<u>\$ 8,512,443</u>

VILLAGE OF PORT ALICE

Notes to the Financial Statements

December 31, 2023

12. Accumulated Surplus:

The Village segregates its accumulated surplus into the following categories:

	<u>2023</u>	<u>2022</u>
Current Fund	\$ 1,976,361	\$ 2,618,539
Reserve Funds (a)	2,377,866	1,514,556
Investment in Non-Financial Assets (b)	<u>8,485,613</u>	<u>8,110,837</u>
	<u>\$ 12,839,840</u>	<u>\$ 12,243,932</u>

(a) **Reserve Funds**

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

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

The investment in non-financial assets represents amounts already spent and invested in infrastructure and other non-financial assets, less any debt incurred to acquire the assets.

Details of Reserve Funds are as follows:

	<u>2023</u>	<u>2022</u>
General Capital Reserve (a)	\$ 382,821	\$ 365,043
Fire Protection Capital Reserve (b)	206,136	202,874
Gas Tax Agreement - Community Works (c)	1,011,224	946,639
Growing Communities Fund (d)	742,685	-
Community Centre Improvements Reserve (e)	<u>35,000</u>	<u>-</u>
	<u>\$ 2,377,866</u>	<u>\$ 1,514,556</u>

(a) **General Capital Reserve**

The General Capital Reserve was established by Bylaw 606 to provide for new works, extensions or renewals of existing works, and to provide for land, machinery and equipment necessary for capital projects. Money from the sale of land, current revenue, or from the General Operating fund surpluses may be paid into the Capital Works Reserve.

(b) **Fire Protection Capital Reserve**

The Fire Protection Capital Reserve was established by Bylaw 607 for the purpose of setting aside funds on an annual basis to purchase fire protection equipment. Money from Fire Protection surpluses may be paid into the Fire Protection Capital Reserve.

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

The Gas Tax Agreement - Community Works consists of \$1,011,224 that remained unspent as at December 31, 2023 that included additional receipts of \$91,351 (2022 - \$87,104) and interest earnings of \$46,851 (2022 - \$19,093) in 2023. During 2023, eligible expenditures of \$73,618 were made (2022 - \$142,553). The unspent amount will remain in the reserve until spent on eligible projects.

VILLAGE OF PORT ALICE

Notes to the Financial Statements

December 31, 2023

12. Accumulated Surplus (continued):

(d) **Growing Communities Fund**

The Statutory Reserve was established by Bylaw 680 as a Provincial requirement for the purpose of funding one-time costs to build required infrastructure and amenities.

(e) **Community Centre Improvements Reserve**

The Non-Statutory Reserve was established for the purpose of setting aside funds to purchase a digital marquee for the community centre.

13. Collections for Other Governments:

	<u>2023</u>	<u>2022</u>
Regional District of Mt. Waddington	\$ 71,472	\$ 57,396
Province of British Columbia - School Tax	266,996	259,730
Regional Hospital District	29,813	23,816
Municipal Finance Authority	24	22
British Columbia Assessment Authority	4,762	4,549
Province of BC - Police Tax	<u>38,789</u>	<u>33,935</u>
	<u>\$ 411,856</u>	<u>\$ 379,448</u>

14. Other Revenue:

	<u>2023</u>	<u>2022</u>
Investment Income	\$ 223,209	\$ 78,233
Tax Penalties - Interest and Fees	256,964	160,832
Parking and Moorage	23,411	20,037
Recreation	6,661	6,655
Business Licenses	3,420	5,215
Other	<u>36,290</u>	<u>37,023</u>
	<u>\$ 549,955</u>	<u>\$ 307,995</u>

15. Pension Plan:

The Village and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly-trusted pension plan. The Board of Trustees, representing plan members and employers, is responsible for administering the Plan, including investment of the assets and administration of the benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2022 the Plan had about 240,000 active members and approximately 124,000 retired members. Active members include approximately 43,000 contributors from local government.

VILLAGE OF PORT ALICE

Notes to the Financial Statements

December 31, 2023

15. Pension Plan (continued):

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

The most recent valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The next valuation will be as at December 31, 2024, with results available in 2025.

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

The Village paid \$44,789 (2022 - \$45,152) for employer contributions, while employees contributed \$40,704 (2022 - \$41,757) to the Plan in fiscal 2023.

16. Trust Funds:

(a) **Ford Memorial Trust Fund**

As at December 31, 2023, the Village held \$8,958 (2022 - \$7,726) in trust for the Ford Memorial Trust Fund. The transactions and balances of this fund are not reported elsewhere in these financial statements.

(b) **Cemetery Trust Fund**

The Cemetery Trust Fund is established pursuant to the provision of the Community Charter. Monies in the reserve can be used for cemetery purposes only. A balance of \$2,128 (2022 - \$2,028) was held as at December 31, 2023 and is not reported elsewhere in these financial statements.

17. Commitments:

The Village has entered into an agreement for services with North Island Waste Management Limited for residential garbage pick up and disposal services at an approximate average annual cost of \$84,110. The five year contract expires July 15, 2025 and has no option to renew.

VILLAGE OF PORT ALICE

Notes to the Financial Statements

December 31, 2023

18. Fiscal Plan:

The Fiscal Plan amounts represent the Financial Plan Bylaw adopted by Council on April 26, 2023.

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

	<u>2023</u>
Financial Plan (Budget) By-Law Approved for the Year	\$ -
Add:	
Capital Expenditures	2,262,000
Less:	
Budgeted Transfers from Accumulated Surplus	<u>(812,518)</u>
Annual Surplus Presented in Financial Statements	\$ <u>1,449,482</u>

19. Segmented Information:

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

General Government

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

Volunteer Fire Department

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

Public Works Department

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

Environmental Health Services

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

VILLAGE OF PORT ALICE

Notes to the Financial Statements

December 31, 2023

19. Segmented Information (continued):

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

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

Water Utility

Water Utility provides distribution of water to residents.

Sewer Utility

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

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VILLAGE OF PORT ALICE

Schedule 1 - Government Grants to the Village and Ratepayers

Year Ended December 31, 2023

	2023		2022
	Budget (Note 18)	Actual	
Federal Government			
Grants in Lieu of Taxes	\$ 6,000	\$ 7,198	\$ 7,648
Other	<u>1,100</u>	<u>1,320</u>	<u>1,160</u>
	<u>\$ 7,100</u>	<u>\$ 8,518</u>	<u>\$ 8,808</u>
Province of British Columbia			
General Fund			
Small Communities Protection	\$ 430,000	\$ 368,000	\$ 430,000
Rural Dividend Grant	-	-	45,000
Climate Action	44,082	-	-
Active Transportation	15,000	7,200	-
Growing Communities	783,000	783,000	-
Community Wellness	15,000	15,000	-
Other	<u>546,500</u>	<u>335,958</u>	<u>67,626</u>
	1,833,582	1,509,158	542,626
General Capital Fund			
Gas Tax	<u>85,000</u>	<u>91,351</u>	<u>87,104</u>
	<u>\$ 1,918,582</u>	<u>\$ 1,600,509</u>	<u>\$ 629,730</u>

VILLAGE OF PORT ALICE

Schedule 2 - Combined Statement of Operations by Segment

Year Ended December 31, 2023

	General Government	Volunteer Fire Department	Public Works Department	Environmental Health Services	Recreation Services	Arena	Community Centre	Sea View Activity Centre	Water Utility	Sewer Utility	2023 Actual	2023 Budget (Note 18)
Revenues												
General Taxes	\$ 738,091	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 738,091	\$ 744,300
Grants - Federal	8,518	-	-	-	-	-	-	-	-	-	8,518	7,100
Grants - Provincial	1,600,509	-	-	-	-	-	-	-	-	1,600,509	1,600,509	1,918,582
Utility Charges	-	-	-	-	-	-	-	-	63,994	147,184	211,178	203,000
Sales of Services	-	-	-	89,415	37,194	-	11,089	-	-	-	137,698	123,500
Other Revenue	549,955	-	-	-	-	-	-	-	-	-	549,955	102,000
Equity Income from NICFL and NICFLP	30,544	-	-	-	-	-	-	-	-	-	30,544	-
	\$ 2,927,617	\$ -	\$ 37,194	\$ 89,415	\$ 37,194	\$ 11,089	\$ -	\$ -	\$ 63,994	\$ 147,184	\$ 3,276,493	\$ 3,098,482
Expenditures												
Goods and Services	\$ 512,261	\$ 88,824	\$ 192,350	\$ 156,711	\$ 45,496	\$ 20,920	\$ 79,426	\$ 2,298	\$ 69,153	\$ 98,131	\$ 1,265,570	\$ 765,600
Labour	360,421	11,525	215,252	87,396	114,831	-	31,624	-	11,921	39,111	872,081	846,500
Interest and Bank Charges	-	-	-	-	-	-	-	-	-	7,937	36,900	-
Amortization	250,044	11,939	30,366	409	6,888	5,547	102,201	-	25,498	102,105	534,997	-
	\$ 1,130,663	\$ 112,288	\$ 437,968	\$ 244,516	\$ 167,215	\$ 26,467	\$ 213,251	\$ 2,298	\$ 106,572	\$ 239,347	\$ 2,680,585	\$ 1,649,000
Annual Surplus (Deficit)	\$ 1,796,954	\$ (112,288)	\$ (437,968)	\$ (155,101)	\$ (130,021)	\$ (26,467)	\$ (202,162)	\$ (2,298)	\$ (42,578)	\$ (92,163)	\$ 595,908	\$ 1,449,482

7,937

VILLAGE OF PORT ALICE

Schedule 3 - Combined Statement of Operations by Segment

Year Ended December 31, 2022

	General Government	Volunteer Fire Department	Public Works Department	Environmental Health Services	Recreation Services	Arena	Community Centre	Sea View Activity Centre	Water Utility	Sewer Utility	2022 Actual	2022 Budget
Revenues												
General Taxes	\$ 673,096	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 673,096	\$ 697,000
Grants - Federal	8,808	-	-	-	-	-	-	-	-	-	8,808	7,100
Grants - Provincial	629,730	-	-	-	-	-	-	-	-	-	629,730	574,500
Utility Charges	-	-	-	-	-	-	6,871	-	64,979	145,169	210,148	203,000
Sales of Services	-	-	-	80,408	29,378	-	-	-	-	-	116,657	103,750
Other Revenue	307,995	-	-	-	-	-	-	-	-	-	307,995	62,300
Equity Loss from NICFL and NICFLP	226,375	-	-	80,408	29,378	-	6,871	-	64,979	145,169	226,375	-
	\$ 1,846,004	\$ -	\$ -	\$ 80,408	\$ 29,378	\$ -	\$ 6,871	\$ -	\$ 64,979	\$ 145,169	\$ 2,172,809	\$ 1,647,650
Expenditures												
Goods and Services	\$ 315,990	\$ 73,828	\$ 205,494	\$ 111,502	\$ 41,809	\$ 31,118	\$ 45,844	\$ 2,202	\$ 50,061	\$ 76,354	\$ 954,202	\$ 709,950
Labour	343,499	8,373	202,436	62,936	111,384	-	28,194	-	19,967	38,395	815,184	769,000
Interest and Bank Charges	-	-	-	-	-	-	-	-	-	5,580	36,900	-
Amortization	148,444	11,938	30,366	386	6,888	5,547	102,201	-	25,154	102,105	433,029	-
	813,513	94,139	438,296	174,824	160,081	36,665	176,239	2,202	95,182	216,854	2,207,995	1,515,850
Annual Surplus (Deficit)	\$ 1,032,491	\$ (94,139)	\$ (438,296)	\$ (94,416)	\$ (130,703)	\$ (36,665)	\$ (169,368)	\$ (2,202)	\$ (30,203)	\$ (71,685)	\$ (35,186)	\$ 131,800

VILLAGE OF PORT ALICE

Schedule 4 - Reserve Fund Transactions

Year Ended December 31, 2023

	General Capital Reserve	Fire Protection	Economic Development	Growing Communities Fund	Community Centre Improvements	Total 2023	Total 2022
Balance, Beginning of Year	\$ 365,043	\$ 202,874	\$ 946,639	-	-	\$ 1,514,556	\$ 1,545,117
Interest Earned	17,778	9,880	46,851	-	-	74,509	29,478
Transfer From (To) Other Funds	-	(6,618)	46,746	783,000	35,000	858,128	82,514
Used for Capital Expenditures	-	-	(29,012)	(40,315)	-	(69,327)	(142,553)
Balance, End of Year	\$ 382,821	\$ 206,136	\$ 1,011,224	742,685	35,000	\$ 2,377,866	\$ 1,514,556

VILLAGE OF PORT ALICE

Schedule 5 - COVID-19 Safe Restart Grant - Unaudited

Year Ended December 31, 2023

The Village of Port Alice received a grant of \$386,000 under the COVID-19 Safe Restart Grant for Local Governments in the year ending December 31, 2020. The details surrounding these funds are shown in the schedule below:

	<u>2023</u>
COVID-19 Safe Restart Grant Funds Carried Forward	\$ <u>201,204</u>
Eligible Expenses	
Facility Reopening and Operating	41,212
	<u>41,212</u>
Unused Grant at December 31, 2023	\$ <u>159,992</u>

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VILLAGE OF PORT ALICE

Schedule 6 - Growing Communities Fund - Unaudited

Year Ended December 31, 2023

The Province of British Columbia distributed conditional Growing Communities Fund ("GCF") grants to communities at the end of March 2023 to help local governments build community infrastructure and amenities to meet the demands of population growth. The GCF provided a one-time total of \$1 billion in grants to all 161 municipalities and 27 regional districts in British Columbia. The Village of Port Alice received \$783,000 in funding in March 2023.

	<u>2023</u>
Balance, Beginning of Year	\$ -
Funds Received	783,000
Eligible Costs	
Sewer Infrastructure Upgrades	<u>40,315</u>
Balance, End of Year	<u>\$ 742,685</u>

VILLAGE OF PORT ALICE
BYLAW NO. 691, 2024

A Bylaw for the Levying of Property Tax Rates for the Year 2024.

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

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

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

1. The following rates in Schedule "A", attached to and forming part of this Bylaw are hereby imposed and levied for the year 2024.
2. The minimum amount of taxation upon a parcel of real property is \$1.00
3. This Bylaw may be cited for all purposes as the Village of Port Alice Annual Tax Rates Bylaw No. 691, 2024.

Read a first time this 24th day of April, 2024.

Read a second time this 24th day of April, 2024.

Read a third time this 24th day of April, 2024.

Adopted this 8th day of May, 2024.

Mayor

Chief Administrative Officer

Certified a true and correct copy of Bylaw No.691, as adopted by Council on the 8th day of May 2024.

Chief Administrative Officer

Annual Tax Rates (2024)

Bylaw No. 691

SCHEDULE 'A'

PROPERTY CLASS	MUNICIPAL	REG. DIST. MT. WADD.	MT. WADD. REG. HOSP. DIST.	Totals for Bylaw
Residential	5.03861			
Library	0.23789			
1 Total Residential	5.27650	0.60003	0.24741	6.12394
2 Utilities	23.74423	2.10012	0.86595	26.71030
4 Major Industrial	0.00000	2.04011	0.84121	2.88132
5 Light Industrial	31.65898	2.04011	0.84121	34.54030
6 Business	9.49769	1.47008	0.60616	11.57394
8 Recreation	5.27650	0.60003	0.24741	6.12394
TOTALS	75.45390	8.85049	3.64935	87.95374



INFORMATION ITEMS

MEDIA RELEASE

May 2, 2024
 FOR IMMEDIATE RELEASE
 MR24-017

Student housing taking shape quickly at Comox Valley campus

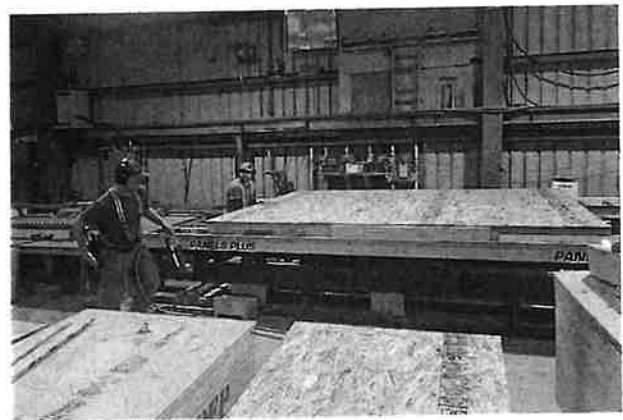
Work started in mid-March to raise the walls at the new Student Housing Commons on NIC’s Comox Valley campus—and progress is already visible.

The reason is the way the building panels are assembled: offsite by employees of Ron Anderson & Sons Ltd. (RAS), the company overseeing the construction.

“It’s pretty exciting watching it go up,” said Chris Udy, NIC Director of Capital Planning and Projects. “It goes up so quickly.”

Once complete, NIC’s student housing buildings will provide 217 beds for students, including 157 in a larger building and 60 for students with families in a separate building, as well as common spaces throughout the site. It is designed to be an inclusive, accessible, Indigenized, welcoming space to make all students, including those with families, feel connected.

Matt Kiley, Chief Operating Officer for RAS, recently gave an NIC contingent a tour of their facility in Chemainus, where the walls and floors are put together before shipment to the housing site in Courtenay.



RAS employees assemble a panel at their Chemainus facility, which will then be sent to the build site at NIC’s Comox Valley campus.

The process is referred to as off-site construction. For this project, putting the panels together elsewhere brings certain advantages, such as the crew at the build site requiring less space.

“Our ideal scenario is we start building and put it right on the truck,” Kiley said.

They are putting out two full trucks of wall panels a day, which equals about 7,000–8,000 square feet. Right now, they are working on four or five active framing jobs, such as the NIC project, along with projects in the concrete or in the finishing stages or ones early in the process, such as design or bidding.

“All the employees are local,” Kiley said.

The process helps keep costs under control. It also produces less waste because of methods such as pre-measuring, and they find ways to incorporate smaller lengths of studs that might otherwise go to waste. The approach fits in with the green features of the build. The project proponent, Urban One, which oversees the entire project, has committed to using mass timber elements to produce a building that will meet Step 4 of the BC Energy Step Code—the highest for commercial buildings.

At one point on the tour, Kiley points out sections of roofing composed of compressed scrap wood that go through RAS’s optimizing saw. As he says, this project aligns with the province’s Wood First Initiative to get more jobs for people in B.C. using wood from within the province.

NIC is honoured to acknowledge the traditional territories of the combined 35 First Nations of the Nuu-chah-nulth, Kwakwaka'wakw and Coast Salish traditions, on whose traditional and unceded territories the college's campuses are situated.

www.nic.bc.ca

**MEDIA RELEASE**

The off-site process means other benefits. For sheeting for the individual wall panels, it takes far less time and requires less decision-making than it would on site.

“They’re small efficiencies, but they start to add up,” Kiley said.

For the pieces to be assembled at the Courtenay build site, they are sized in Chemainus using the iN4 Hornet saw, a MiTek product that Kiley calls the “heart” of the operation. The process notes all the dimensions, and numbers them based on layout plans, with the information stamped on each piece.

“We’re cutting them in the order that they’ll need them,” Kiley said. “We try to make the movement of materials more fluid.”

Offsite designers put together computer blueprints, which are adapted and sent to the crew assembling the pieces at the Comox Valley campus. This simplifies the process of putting the buildings together, which Kiley likens to creating their own IKEA furniture instructions.

The Student Housing Commons is scheduled to open for September 2025. For more information on the project, see www.engage.nic.bc.ca/housing-commons.

Media Contact

Mike Chouinard

Communications, North Island College

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media@nic.bc.ca

NIC is honoured to acknowledge the traditional territories of the combined 35 First Nations of the Nuw-chah-nulth, Kwakwaka'wakw and Coast Salish traditions, on whose traditional and unceded territories the college's campuses are situated.

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