

**Wilson, Shawna M AVED:EX**

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**From:** Clarke, Paul AVED:EX  
**Sent:** Friday, July 8, 2011 4:33 PM  
**To:** 'Kathleen.Haggith@viu.ca'  
**Cc:** 'Pat.Eagar@viu.ca'; 'david.witty@viu.ca'; Wilson, Shawna M AVED:EX; Hodder, Sue L AVED:EX; MacKenzie, Lori AVED:EX; Clarke, Paul AVED:EX  
**Subject:** 2011/2012 Request for Proposals to Deliver Short Duration Health Education Programs  
**Importance:** High

Dear Kathleen:

I am pleased to inform you that the Ministry of Advanced Education (AVED) will provide Vancouver Island University with a one-time funding contribution of \$222,100 to support the delivery of an additional First Nations Practical Nursing program (Cowichan Campus) as per your submission to the Ministry's *'2011/12 Call for Proposals for Short Duration Health Education Programs.'*

This funding is intended to support delivery of 24 additional FTEs at \$9,000 per FTE and an additional \$6,100 for related operational costs. This will be reflected in your institution's budget letter attachment indicating the increase in funding and FTEs for 2011/12.

These funds will be forwarded to your institution by the Post-Secondary Funding and Corporate Finance Branch, AVED, with the next available operating funds transfer.

The Ministry feels cooperative efforts around public communications will maximize the benefits to your institution and the project being sponsored. As such, I respectfully request that any media releases be jointly formalized.

Should you have any questions, please contact myself (contact information below) or Ms. Lori MacKenzie, Director, Health Programs (250) 356-0054.

On behalf of AVED, thank you for your ongoing contribution to the education of health professionals in British Columbia, and I wish your institution continued success in the delivery of these programs.

Best regards,  
Paul

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**Paul Clarke.**  
Health Education Coordinator  
Ministry of Advanced Education  
Students Institutions & Programs Division  
Research Universities & Health Programs Branch  
t: 250.387.2041 f: 250.356.5962  
e: [paul.clarke@gov.bc.ca](mailto:paul.clarke@gov.bc.ca)

**Comolli, Catherine M AVED:EX**

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**From:** Comolli, Catherine M AVED:EX on behalf of Hansen, Brian AVED:EX  
**Sent:** Friday, July 8, 2011 1:52 PM  
**To:** 'ralph.nilson@viu.ca'  
**Cc:** Wenezenki-Yolland, Cheryl AVED:EX; 'pat.eagar@viu.ca'; 'david.witty@viu.ca'; Gillis, Mark H. AVED:EX  
**Subject:** Vancouver Island University 2011/12 Budget Letter

Good afternoon,

Please see attached documentation regarding final 2011/12 budget letter.



VIU - 2011-12 Budget Letter.pdf



1.pdf



2.pdf

Thank you.

***Brian Hansen***

Assistant Deputy Minister  
Decision Support and Accountability Division  
Ministry of Advanced Education

FILE COPY



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- ✓ EXECUTIVE DIRECTOR COPY

Courier #10362916

April 7, 2011

Mr. Chris Fyfe  
Meyers Norris Penny, LLP  
P.O. Box 514, 96 Wallace St.  
Nanaimo BC V9R 5L5

Dear Mr. Fyfe:

**Re: Audit of Vancouver Island University**

I am pleased to confirm funding transfers provided to Vancouver Island University (VIU) from the Ministry of Advanced Education for the year ended March 31, 2011.

The operating funding consists of payments from the following areas of the Ministry:

Post-Secondary Education Division	\$	51,266,169
StudentAid BC	\$	609,171
Learning Programs Branch	\$	194,778

A report for each of these respective areas is attached for your information, as applicable. As payments were made using the Common Disbursement System, VIU has read-only access to additional backup (the respective funding letters). Total operating transfers from these areas are \$52,070,118 and may not identify all funding provided by the Ministry.

In addition to these operating transfers, the Ministry also provided \$441,679 on March 31, 2011, to cover costs associated with the delivery of trades training programs.

The Ministry also provided Capital Transfers (Certificates of Approval) in the amount of \$21,258,775. These transfers are split between \$11,119,550 from the Provincial government and \$10,139,225 from the Federal government.

.../2

Ministry of Advanced Education

Corporate Services Division  
Finance and Accountability Branch  
Post-Secondary Finance

Web-site addresses:  
<http://www.gov.bc.ca/aved/>

Mailing Address:  
PO Box 9878 Stn Prov Govt  
Victoria BC V8W 9T6

Location:  
1<sup>st</sup> floor, 835 Humboldt Street  
Victoria BC V8W 9H8

Telephone: 250 387-6190  
Facsimile: 250 952-6103

Lastly, the Ministry funded the institution's insurance premiums under the University, College and Institute Protection Program, as follows:

FTEs	Delivery Expenses		Indemnity Purchased	Commercial Insurance	Total
	Contracted	In-House			
6,636	\$(4,657)	\$17,997	\$37,025	\$996	\$51,361

I trust this meets the confirmation requirements for your audit of VIU. If you have further questions, please contact Brenda Abbott at (250) 387- 9571 or [Brenda.Abbott@gov.bc.ca](mailto:Brenda.Abbott@gov.bc.ca).

Sincerely,



Donna Friedlander, CMA  
Manager, Compliance and Accountability

Attachments

pc: Ms. Pat Eagar, Vice-President, Administration and Finance  
Vancouver Island University



**Post Secondary Education  
Transfers  
2010/11 Fiscal Year**

	<u>Approved</u>	<u>Amount</u>
<b>VIU - Vancouver Island University</b>		
<b>Post- Secondary Institutions - Operating Grants</b>		
Health Seat Funding - one-time		
Health Equipment Renewal & Replacement	2011-Mar-22	216,509
<b>Total:</b>		<b>216,509</b>
<b>Operating Grant</b>		
2010/11 Budget Allocation Letter	2010-Apr-07	50,491,744
<b>Total:</b>		<b>50,491,744</b>
<b>Post- Secondary Institutions - Annual Capital Allowance</b>		
Annual Capital Allowance		
2010/11 Budget Letter Allocation	2010-Apr-07	502,256
<b>Total:</b>		<b>502,256</b>
<b>Post- Secondary Institutions - Transfers</b>		
Insurance Claims		
VIU C062894 (sewer Pipe Corrosion)	2010-Aug-04	9,219
<b>Total:</b>		<b>9,219</b>
<b>Leases</b>		
MAL01 Nanaimo Woodlot	2010-Apr-07	20,340
VIU03 BC Forest Products/Timberwest Forest Co 2010 Property Tax	2010-Sep-02	20,341
<b>Total:</b>		<b>20,341</b>
<b>Post- Secondary Institutions - Year of Science</b>		
Year of Science		
VIU March 2011	2011-Mar-22	26,100
<b>Total:</b>		<b>26,100</b>
<b>Total:</b>		<b>51,266,169</b>

Learning Programs  
Transfers  
2010/11 Fiscal Year

	<u>Approved</u>	<u>Amount</u>
VIU - Vancouver Island University		
Aboriginal Prgms - Aboriginal Service Plans		
Aboriginal Service Plan		
Aboriginal Service Plan transition funding	2011-Jan-05	105,000
VIU Shellfish Aquaculture for FN	2011-Mar-22	166,750
Total:		271,750
Literacy - Skills Plus		
Service Delivery		
VIU Invoice # C11-7192-1	2010-Aug-04	98,236
VIU Invoice # C11-7194-2	2011-Mar-22	98,236
VIU Invoice # C9-1205-3	2010-Aug-04	39,949
Total:		236,421
Literacy Prgms - Literacy - CALP (PSIs)		
Service Delivery		
2010/11 CALP Grants	2010-Aug-19	101,000
Total:		101,000
Total:		609,171

StudentAid BC  
Transfers  
2010/11 Fiscal Year

	<u>Approved</u>	<u>Amount</u>
<b>VIU - Vancouver Island University</b>		
<b>ABESAP - Adult Basic Education - Student Assist Program</b>		
<b>Adult Basic Education Student Assistance Program</b>		
2010/11 ABESAP Funding	2010-Jun-24	100,650
2010/11 ABESAP Funding-2	2010-Jul-06	24,335
2010/11 ABESAP Funding-4	2011-Feb-28	6,556
<b>Total:</b>		<b>131,541</b>
<b>APSD - Assist Prgm for Students with Disabilities</b>		
<b>Assistance Program for Students with Disabilities</b>		
2010/11 Funding for APSD as per Hasan Alami's letters dated June 29, 2010	2010-Jul-21	37,250
2010/11 Jan 27/11 APSD per V Thibeau	2011-Feb-28	10,000
<b>Total:</b>		<b>47,250</b>
<b>CSG HNPT - Admin Fee (Provincial)</b>		
<b>Canada Study Grant - Admin Fee</b>		
Canada Student Loan Jan 27/11	2011-Feb-28	4,357
<b>Total:</b>		<b>4,357</b>
<b>LMA - Students with Learning Disability Assess Bursary</b>		
<b>Learning Disability Assessment Bursary</b>		
LMA Bursary August 2010	2010-Aug-18	6,630
<b>Total:</b>		<b>6,630</b>
<b>SSEAF - Student Society Emergency Aid Fund</b>		
<b>Student Society Emergency Aid Fund</b>		
SSEAF Jan 27/11	2011-Feb-28	5,000
<b>Total:</b>		<b>5,000</b>
<b>Total:</b>		<b>194,778</b>

Melissa ALMD:EX

From: Quin, Melissa ALMD:EX on behalf of Rasnick, Deborah ALMD:EX  
Sent: Friday, October 15, 2010 1:15 PM  
To: 'Pat.Eagar@viu.ca'  
Cc: 'Pam.Montgomery@viu.ca'  
Subject: Vancouver Island University - 2010/11 Fall Interim Full-time Equivalent Report  
Attachments: VIU.xlsx

I am writing to share further information regarding the 2010/11 Fall Interim full-time equivalent (FTE) Report.

The Fall Interim FTE report provides the Ministry and institutions with an assessment of progress toward meeting current year student FTE targets. These enrolment estimates are also used in the upcoming budget development process.

Institutions are to provide an estimate of 2010/11 student FTEs using the attached FTE reporting template. Please email your institution's electronic copy of the 2010/11 Fall Interim FTE Report to Sue Hodder, PSI Funding Coordinator at [sue.hodder@gov.bc.ca](mailto:sue.hodder@gov.bc.ca) by **November 12, 2010**.

In addition, institutions that submit information to the Ministry's Central Data Warehouse, submissions are due October 29, 2010, according to guidelines provided by the Information and Data Management Branch in the document called "Submission Guide".

#### **Details regarding the Fall Interim FTE Report**

The 2010/11 Fall Interim FTE Report is based on the format used in prior years. However, please note the following:

- **Aboriginal Spaces:** This category is only for those expansion programs listed in Attachment 1 of your institution's June 18, 2010 budget letter.
- **Nursing and Allied Health:** Specific priority health programs are listed in Attachment 1 of your most recent budget letter. However, institutions may report any programs with CIP code 51, (with the exception of Animal Health Programs), towards their Nursing and Allied Health targets. Specifically, institutions may include Medical Office programs, cost recovery programming and part-time programming for upgrading/continuing education for health professionals toward their total health targets.

A new FUNS code was introduced for 2010/11 to split out the delivery of base health programs from one-time funded health programs.

In the Supplementary FTE Information section we are requesting a breakdown of **health FTEs** by funding source (including international students). This will enable the Ministry to monitor achievement against Ministry funded FTE targets.

We are undergoing some staff transitions in our branch. If you have any questions regarding this request prior to October 26, 2010, please contact: Shawna Wilson at (250) 952-0680 or [Shawna.Wilson@gov.bc.ca](mailto:Shawna.Wilson@gov.bc.ca). Beginning October 26, 2010 please direct any questions to Sue Hodder at (250) 356-0374 or [Sue.Hodder@gov.bc.ca](mailto:Sue.Hodder@gov.bc.ca).

Sincerely,

Deborah Rasnick, CGA  
Director, Operating Unit  
Funding and Accountability Branch - Operating Unit





2010/11 Fall Interim FTE Report  
Vancouver Island University

Ministry of Advanced Education and Labour Market Development  
Post-Secondary Education Division

Ministry Code	CIP Code	Program Name	FTEs		Comments
			Target	Estimate	
NURS	51-1601	BSN- Bachelor of Science in Nursing	288		
NURS	51-1601	RN Refresher	34		
NLPN	51-1613	Practical Nurse	75		
NRCA	51-2600	Health Care Assistant	67		
NRCA	51-2600	Health Care Assistant for FN	6		
HLTH	Multiple	Allied Health	70		
HLTH	51-0601	Dental Assisting			
HLTH	51-0602	Dental Hygiene	36		
HLTH		EN Wellness	8		
HLTH	51-0701	Health Care Management			
DEV		Developmental Programs	805		
ABE	53-0101	ABE			
ESL	32-0109	ESL			
ASE	32-0101	ASE			
ABAO	Multiple	Aboriginal Spaces- Bridging Program	17		
ALMD	Multiple	ALMD Balance Not Targeted	5,232		
		Non-Targeted Programs			
		Trades Programs Funded by ALMD			
ALMD Sub-Total			6,636		

ITA Funded Programs

ITEL/ITHS/					
ITOT	Multiple	Foundation			
ITAP	Multiple	Apprenticeship Technical Training			
ITA Sub-total					
TOTAL					

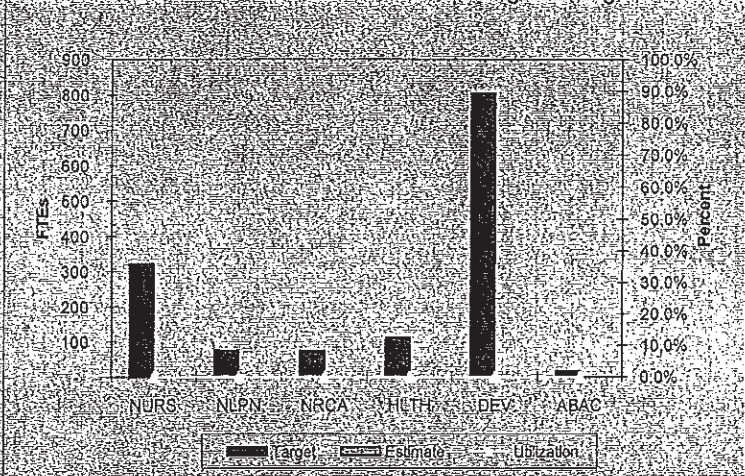
Supplementary FTE Information

Health Program FTEs (should balance to All Health total in Summary below)

Multiple	Health Programs Funded by ALMD		
Multiple	Health Programs Funded by Other Sources		
(please list programs)			

SUMMARY	FTEs		Utilization
	Target	Estimate	
NURS	322		0.0%
NLPN	75		0.0%
NRCA	73		0.0%
HLTH	112		0.0%
DEV	805		0.0%
ABAC	17		0.0%
ALMD	5,232		0.0%
TOTAL	6,636		0.0%
All Health	582		0.0%

10/11 Estimated FTE Utilization in Targeted Programs





**Quin, Melissa ALMD:EX**

**From:** Quin, Melissa ALMD:EX on behalf of Rasnick, Deborah ALMD:EX  
**Sent:** Wednesday, July 28, 2010 11:35 AM  
**To:** 'lorcan\_omelinn@bcit.ca'; XT:Lockie, Peter FIN:IN; 'cturner@capilanou.ca'; XT:Fahlman, Penny FIN:IN; 'teslak@cotr.bc.ca'; XT:Maynes, Karen FIN:IN; 'gordon.lee@kwantlen.ca'; 'carol.baert@nic.bc.ca'; 'dhart@nrc.bc.ca'; 'csousa@nwcc.bc.ca'; 'rleby@okanagan.bc.ca'; 'mdion@selkirk.ca'; 'cneufeld@tru.ca'; 'tim.segger@ufv.ca'; 'plegg@vcc.ca'; 'pat.eagar@viu.ca'  
**Cc:** Thompson, Joseph ALMD:EX; Rasnick, Deborah ALMD:EX; Brown, Randy J ALMD:EX  
**Subject:** 2009/10 Industry Training Authority (ITA) Full-time Equivalent (FTE) Target  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Since 2007/08, the Ministry of Advanced Education and Labour Market Development's (the Ministry's) Service Plan target for *Total Student Spaces* has been adjusted to include Apprenticeship FTEs resulting from ITA-funded spaces.

The Ministry's Foundation and Apprenticeship targets are now based on the Training Plan jointly agreed upon by institutions and the ITA adjusted by a factor of 80 percent. The 80 percent figure is the median between the historic apprenticeship utilization of 85 percent and the current ITA minimum required section utilization of 75 percent.

For 2009/10, the Ministry's ITA-funded target for the system was 20,976 FTEs, based upon the reconciled ITA Training Plan's Adjusted Class Capacity for Foundation, Apprenticeship and non-ITA seats of 26,220.

Below is the breakdown of the Ministry's *Total Student Spaces* target as it appears in the Ministry's 2009/10 Service Plan Report:

Ministry Funded	181,831
ITA-Funded	<u>20,976</u>
Total Student Spaces	202,807

Attached please find a breakdown by institution of the ITA target, which are used for reporting purposes only in the Ministry's Service Plan Report; accountability for delivery of ITA programs is determined through agreement between the institution and ITA.

It is anticipated that ITA FTE targets for 2010/11 will continue to be calculated in the same manner.

If you have any questions, please contact Randy Brown by email at [Randy.Brown@gov.bc.ca](mailto:Randy.Brown@gov.bc.ca) or by telephone at 250-387-2640.



09-10 ITA Target  
by Institution...

Sincerely,

Deborah Rasnick

*Carpe Diem*

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Deborah Rasnick, CGA  
Director, Operating Unit

Funding and Accountability Branch  
Ministry of Advanced Education and  
Labour Market Development  
250.387.6142



2009/10  
Ministry's ITA Target by Institution

| Type      | Institution                                    | Total ALMD ITA Target |
|-----------|------------------------------------------------|-----------------------|
| ALL ITA   | British Columbia Institute of Technology Total | 5,846                 |
|           | Camosun College Total                          | 2,151                 |
|           | Capilano University Total                      | 38                    |
|           | College of New Caledonia Total                 | 1,491                 |
|           | College of the Rockies Total                   | 626                   |
|           | Douglas College Total                          | 48                    |
|           | Kwantlen Polytechnic University Total          | 1,256                 |
|           | North Island College Total                     | 662                   |
|           | Northern Lights College Total                  | 595                   |
|           | Northwest Community College Total              | 484                   |
|           | Okanagan College Total                         | 2,607                 |
|           | Selkirk College Total                          | 525                   |
|           | Thompson Rivers University Total               | 1,410                 |
|           | University of the Fraser Valley Total          | 427                   |
|           | Vancouver Community College Total              | 1,567                 |
|           | Vancouver Island University Total              | 1,243                 |
|           |                                                | 20,976                |
| ITA Total |                                                |                       |

## Quin, Melissa ALMD:EX

**From:** Quin, Melissa ALMD:EX on behalf of Rasnick, Deborah ALMD:EX  
**ent:** Friday, June 18, 2010 3:46 PM  
**To:** 'rleby@okanagan.bc.ca'; 'VPFO@uvic.ca'; XT:Maynes, Karen FIN:IN; 'annjohnson@vcc.ca'; 'plegg@vcc.ca'; 'tternoway@jibc.ca'; 'dhart@nlc.bc.ca'; 'pat.eagar@viu.ca'; 'cturner@capilanou.ca'; 'cneufeld@tru.ca'; 'tim.segger@ufv.ca'; 'Carol.Baert@nic.bc.ca'  
**Cc:** Thompson, Joseph ALMD:EX; 'ktakeuchi@jibc.ca'; 'Cseguin@tru.ca'; 'Lindsay.Follett@ufv.ca'; 'worsley@douglas.bc.ca'; 'jackie.hogan@ufv.ca'  
**Subject:** Ministry of Finance Decision re: Foundations for Inclusion in Schedule A of the Reciprocal Tax Agreement

To: Respondent Vice-Presidents of Finance:

Good day. I am writing to let you know of the decision by the Ministry of Finance regarding the Ministry of Advanced Education and Labour Market Development's (ALMDs) request to include additional non-controlled Foundations on Schedule A of the recently renegotiated Federal-Provincial Reciprocal Tax Agreement (RTA); if an entity is included on this Schedule they would be entitled to the same HST status as that received by the Province.

This email is being sent to your institution if you had provided a non-controlled Foundation, in response to my April 9<sup>th</sup> email below, for the Ministry of Finance's consideration.

### Ministry of Finance Decision:

Federal-Provincial RTA renegotiations are nearing completion. Ministry of Finance staff have advised ALMD that our requested additions did not meet the eligibility criteria for inclusion on the renegotiated Schedule A; only those entities on the existing list from 2005 were deemed eligible to remain. The implication of this decision is that the non-controlled Foundations that were not approved should carry-on with the status quo; that is, continue with their existing process for recovering a proportion of the now-blended tax, HST, based on their current status as charities, or other form of business organization, as applicable.

Thank you for your participation in this review process, and please contact me if you've any questions with respect to this communication.

Cheers,

Deb Rasnick

*Carpe Diem*

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Deborah Rasnick, CGA  
Director, Operating Unit  
Funding and Accountability Branch  
Ministry of Advanced Education and  
Labour Market Development  
250.387.6142

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**From:** Quin, Melissa ALMD:EX On Behalf Of Rasnick, Deborah ALMD:EX

**ent:** Friday, April 9, 2010 3:55 PM

**o:** 'lorcan\_o'melinn@bcdt.ca'; XT:Lockie, Peter FIN:IN; 'cturner@capilanou.ca'; XT:Fahlman, Penny FIN:IN; 'teslak@cotr.bc.ca'; XT:Maynes, Karen FIN:IN; 'mclifford@ecuad.ca'; 'pross@jibc.ca'; 'gordon.lee@kwantlen.ca'; XT:Douglas, Deanna FIN:IN; XT:Tourand, Ken FIN:IN; 'carol.baert@nic.bc.ca'; 'dhart@nlc.bc.ca'; 'csousa@nwcc.bc.ca';

'rieby@okanagan.bc.ca'; XT:Tulip, Dan PAB:IN; 'mdion@selkirk.ca'; 'pat\_hibblits@sfu.ca'; 'cneufeld@tru.ca';  
'pierre.ouillet@ubc.ca'; 'tim.segger@ufv.ca'; 'braye@unbc.ca'; 'VPFO@uvic.ca'; 'lyscott@vcc.ca'; 'pat.eagar@viu.ca'  
**Cc:** 'Sharon\_Urquhart@bcit.ca'; Thompson, Joseph ALMD:EX  
**Subject:** Foundations for Inclusion In Schedule A (Reciprocal Tax Agreement)

To: Vice-Presidents of Finance:

The Ministry of Finance is currently renegotiating a Reciprocal Tax Agreement (RTA) with the federal government that will reflect the decision for government and government entities to become a pay and recover entity for HST as opposed to the non- GST paying entity as we are today. The new RTA will be effective July 1, 2010.

The previous reciprocal tax agreement, dating to November 2005, includes a Schedule listing entities including foundations that are established as a separate entity from that of the post secondary institution. Could you review the attached extract of the November 2005 list, update as necessary and return to me by Friday morning, April 16, 2010.

It is important that all current foundations be considered as the current list may be outdated. The consequence of not including current foundation is that any entity that is not on the Schedule will not be entitled to the rebate but will instead be categorized into rebates for public service bodies that are not as generous as that of the Government of the Province of British Columbia entity.

Thank you,

Deborah Rasnick  
Director of Operating



SCHED A  
IES\_OWN RECORE

**Subject: Budget 2010/11-2012/13**

Date: June 11, 2010

To: Presidents

Cc: Vice-Presidents of Finance, Vice-Presidents Academic/Education

Bcc: Joe Thompson, Deb Hull., Dawn Minty, Susan Brown, Lori Mackenzie, Bill Parker, Deb Rasnick.

From: Mark Zacharias

On behalf of the Minister of Advanced Education and Labour Market Development (ALMD), I am writing to provide you with information regarding your institution's budget for 2010/11 – 2012/13. Your institution's operating transfers and full-time equivalent (FTE) targets for the next three fiscal years are provided in the Attachments. The 2011/12 and 2012/13 allocations are provided for planning purposes only, and are subject to annual approval of the Legislature.

In March of this year, institutions were invited to indicate their interest and capacity to deliver new one-time spaces in 2010/11 for short duration health and foundation programs. Decisions regarding health program FTE allocations for 2010/11 were made in consultation with the Ministry of Health Services and were based on criteria including employer demand, availability of clinical placements, past performance, and program delivery costs. Foundation program seat allocations were made in consultation with the Industry Training Authority (ITA), at ITA funding rates and were based on assurance of student demand, past performance and availability of funding. The Attachments reflect decisions made and, therefore, include incremental funding for foundation and health seats added to institutions' budgets on a one-time basis for 2010/11.

In the event that FTE utilization for targeted programs has been, and remains, substantially below 100 percent, ALMD may request that your institution submit a plan for achieving greater enrolment in the affected program(s) in future years. Further, ALMD may review funding allocations for targeted programs with low enrolment, which may result in reallocation of resources to higher demand programming.

Your institution's Annual Capital Allowance (ACA) allocation has been confirmed and remains the same as communicated to your institution's Vice-President of Finance under separate cover on April 9, 2010. As a component of each institution's operating transfer, the ACA is for building maintenance (Capital Improvements - projects which maintain and may extend the life of the physical plant), minor renovations and upgrade projects as defined in ALMD's ACA Program guidelines. Please see the following link for a copy of the ACA Program Guidelines:

[http://www.aved.gov.bc.ca/cppm/related\\_documents.htm](http://www.aved.gov.bc.ca/cppm/related_documents.htm)

I would like to take this opportunity to reiterate that government is committed to achieving the 2010 Mandate for collective agreements, which includes: net zero compensation increases, two year agreements and no reduction in service to fund collective agreement changes. There is no funding available for changes to collective agreements.

Details on accountability and reporting were provided in your institution's Government Letter of Expectations. All reporting requirement deadlines can be located at the following link:

<http://www.aved.gov.bc.ca/budget/>.

Treasury Board has directed the Post-Secondary Education Sector to achieve the Budget Estimate of an \$81 million all funds surplus net impact. This sector forecast is derived from 2009/10 Q3 forecasts submitted by all post-secondary institutions, as published in the Budget and Fiscal Plan 2010/11. As per the direction contained in the *Implementation of Post-Secondary Financial Reporting Changes* correspondence provided on June 1, 2010, institutions are requested to provide accurate quarterly forecasts, approved by your board, including assumptions, and communicate to ALMD any material changes that occur between quarters.

Thank you for your continuing cooperation in working with ALMD and other system partners in providing students with an accessible, affordable, high quality and relevant post-secondary education.

Sincerely,

Mark Zacharias  
Assistant Deputy Minister

Attachments (2)



## Attachment 1

As at June 8, 2010

## VANCOUVER ISLAND UNIVERSITY

2010/11 - 2012/13 Operating Transfers  
and Overall Student FTE Targets

Vancouver Island University Operating Transfers	2010/11		2011/12		2012/13	
	FTEs	\$	FTEs	\$	FTEs	\$
ALMD FTEs/Operating Grants *	6,636	\$ 50,491,744	6,636	\$ 50,491,744	6,636	\$ 50,491,744
Change from Prior Year	-16	\$ (36,412)	0	\$ -	0	\$ -
Annual Capital Allowance (ACA) **	---	\$ 502,256	---	TBD	---	TBD

\* The overall student FTE targets for the ALMD Operating Grant include specific student FTE targets as follows.

\*\* ACA is determined on an annual basis, so is shown as TBD in 2011/12 and 2012/13.

## Priority FTE Targets

Vancouver Island University	FUNS Code	CIP Code	2010/11		2011/12		2012/13	
			Change	Total	Change	Total	Change	Total
<b>Health</b>								
RNs, PNs and HCAs								
BSN - Bachelor of Science in Nursing	NURS	51.1601	-	288	-	288	-	288
RN Refresher	NURS	51.1601	-	34	-	34	-	34
Practical Nurse	NLPN	51.1613	-	75	-	75	-	75
Health Care Assistant	NRCA	51.2600	-	67	-	67	-	67
Health Care Assistant for FN	NRCA	51.2600	(16)	6	-	6	-	6
<b>Subtotal</b>			(16)	470	-	470	-	470
<b>Allied Health</b>								
Dental Assisting	HLTH	51.0601	-	-	-	-	-	-
Dental Hygiene	HLTH	51.0602	-	36	-	36	-	36
Health Care Management	HLTH	51.0701	-	-	-	-	-	-
FN Wellness	HLTH		-	6	-	6	-	6
Non-targeted Allied Health	HLTH	multiple	-	70	-	70	-	70
<b>Subtotal</b>			-	112	-	112	-	112
<b>TOTAL</b>			(16)	582	-	582	-	582
<b>Developmental</b> (targets are to be maintained or increased)								
Developmental Programs	DEV	53.0102 32.0109 32.0101	-	805	-	805	-	805
<b>TOTAL</b>			-	805	-	805	-	805
<b>Aboriginal Spaces</b>								
Bridging Program	ABAC	Multiple	-	17	-	17	-	17
<b>TOTAL</b>			-	17	-	17	-	17
<b>Total Priority FTE Targets</b>			(16)	1,404	-	1,404	-	1,404

### Operating Grants

<sup>#1</sup> The 2012/13 starting base budget was held constant at 2011/12 levels.

2010/11 Budget Letter \*2

Operating grants are based on student FTEs x \$/FTE provided by ALMD for each program plus the additional funding provided for non-program related issues. One-time Skills and Nursing/Health seats added in 2008/09 were maintained in 2009/10. To be removed in 2010/11.



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➤ ADMO EMAIL COPY

JUN 01 2010

Our Ref. 77596

To: Vice-Presidents of Finance  
All Post-Secondary Institutions

Re: Implementation of Post-Secondary Financial Reporting Changes

On May 7, 2010, post-secondary sector representatives met with executives from the Ministry of Finance and the Ministry of Advanced Education and Labour Market Development (ALMD) to discuss potential implications resulting from the March 2010 legislative changes to the *College and Institute Act*, and *University Act*. These changes were implemented to support prudent, transparent fiscal management by clarifying the financial accountabilities of post-secondary institutions.

This revised legislative framework provides improved financial accountability measures and does not replace the requirement for institutions to follow relevant accounting standards in the preparation of financial statements. While these changes improve accountability to government, it is apparent that they may create some operating challenges for institutions. This letter is intended to communicate a process for identifying any potential issues resulting from the legislative changes. As institutions work to achieve these goals, it is important that impacts to students be minimized.

Financial challenges that have a material impact on an institution's financial situation (i.e. all-funds deficits, material changes in projections, etc.) should be communicated to ALMD as early as possible. The quarterly financial forecasts will be the key mechanism to highlight such issues; however, institutions are also encouraged to communicate to ALMD any material changes that occur between quarters.

For 2010/11, the quarterly forecast template will be amended to include additional information required to calculate the net income amount for government accountability purposes. Within the template, institutions will also be asked to provide a more robust description of the key drivers behind the financial results. The due dates for quarterly forecasts for 2010/11 are:

- July 13, 2010 – 1<sup>st</sup> quarter forecast
- October 12, 2010 – 2<sup>nd</sup> quarter forecast
- January 4, 2011 – 3<sup>rd</sup> quarter forecast

Per the December 23, 2009 letter to board chairs, PSI deficits on an all-funds basis continue to be unacceptable. In the event that **this change in legislation results** in an institution forecasting a deficit, ALMD will work with that institution in a staged approach, as follows.

.../2



**Stage 1 – Mitigation Planning – June to July 2010:** Institutions projecting any net financial losses or significant changes in projections as a result of the change to legislation for 2010/11 to 2012/13 are to provide a mitigation plan to ALMD. The plan should include, but not be limited to:

- Explanation of the key drivers, including any evidence to demonstrate that the impacts result from either the legislative changes or the new policy per the December 23<sup>rd</sup> letter;
- Identifying whether the deficit is short-term or structural;
- How the deficit will be mitigated (in the current fiscal and, if necessary, over a maximum of three years) under the “no deficits” policy; and
- Identifying any extraordinary impacts to students as a result of the mitigation plan.

**Stage 2 – Mitigation Plan Revisions - August 2010 to September 2010:** ALMD to review mitigation plans and refine with PSIs as appropriate, with the objective of minimizing deficits while not impacting key programs.

**Stage 3 – Monitoring Progress - October 2010 to March 2011:** To enhance accountabilities, institutions may be asked to provide monthly forecast updates until any short-term financial impacts are minimized.

**Stage 4 – Decision Process - October 2010 to November 2010:** Any remaining projected deficits will be reviewed by the Ministers of Finance and ALMD. Depending on the size and nature of the deficit, institutions may be asked to attend a briefing with the Deputy Minister of ALMD and the Secretary to Treasury Board to provide the details and options to balance the budget or mitigate the risk to the fiscal plan.

ALMD will work through these stages with the institutions throughout the fiscal year in a timely manner and coordinate communications with the Ministry of Finance on progress and results. ALMD will continue to use the post-secondary Financial Working Group to discuss changes to reporting requirements and any unforeseen circumstances resulting from the legislative changes.

Post-secondary institutions have traditionally contributed positively to government's fiscal plan, including cost-sharing of capital projects. Institutions are encouraged to continue to contribute own-source funds to capital projects, including the use of capital fund reserves, within the context of the revised framework.

Thank you for your cooperation in implementing these changes. ALMD staff are available to work through this process with you. For further information on the process, please contact Joe Thompson, Executive Director, Funding and Analysis Branch, at (250) 387-8820, or [Joe.Thompson@gov.bc.ca](mailto:Joe.Thompson@gov.bc.ca).

Sincerely,



Mark Zacharias, PhD  
Assistant Deputy Minister

pc: See Distribution List

.../3

Distribution List

pc: Mr. Jim Reed, President  
BC Colleges

Ms. Robin Ciceri, President  
Research Universities' Council of British Columbia

Ms. Ruth Wittenberg, President  
British Columbia Association of Institutes and Universities

Mr. Nick Paul, Assistant Deputy Minister and Secretary to Treasury Board  
Ministry of Finance

Mr. Gord Enemark, Executive Director  
Ministry of Finance

Mr. Joe Thompson, Executive Director  
Ministry of Advanced Education and Labour Market Development



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May 3, 2010

Mr. Chris Fyfe  
Meyers Norris Penny, LLP  
P.O. Box 514  
96 Wallace Street  
Nanaimo BC V9R 5L5

Dear Mr. Fyfe:

**Re: Audit of Vancouver Island University**

I am writing with regard to my letter dated April 9, 2010, in which I confirmed funding transfers provided to Vancouver Island University from the Ministry of Advanced Education and Labour Market Development (the Ministry) for the year ended March 31, 2010.

The capital transfers provided in my previous letter were incorrectly split between provincial and federal funds. The revised total capital transfers to the institution are:

Provincial Capital Transfers (Certificates of Approval)	\$6,256,742
<u>Federal Capital Transfers (Knowledge Infrastructure Program)</u>	<u>\$1,895,000</u>
Total Capital Transfers	\$8,151,742

My apologies for this error and any inconvenience this causes. If you have any further questions, please contact me at (250) 356-7742 or [donna.friedlander@gov.bc.ca](mailto:donna.friedlander@gov.bc.ca).

Sincerely,

Donna Friedlander, Manager  
Financial Performance

pc: Ms. Pat Eagar, Vice-President  
Administration and Finance  
Vancouver Island University

Ministry of Advanced  
Education and Labour  
Market Development

Funding and Analysis Branch  
Post Secondary Education Division  
1st Floor - 835 Humboldt Street  
PO Box 9878, Stn Prov Govt  
Victoria BC V8W 9T6

Telephone: (250) 387-6169  
Facsimile: (250) 952-6103

Quin, Melissa ALMD:EX

**From:** Quin, Melissa ALMD:EX on behalf of Rasnick, Deborah ALMD:EX  
**Sent:** Friday, April 16, 2010 12:51 PM  
**To:** 'Pat.Eagar@viu.ca'  
**Cc:** Thompson, Joseph ALMD:EX; 'Pam.Montgomery@viu.ca'  
**Subject:** Vancouver Island University - 2009/10 Final Full-time Equivalent Report  
**Attachments:** VIU.xlsx; ABT & NCIT 2009-10 FTEs.xls

I am writing to share further information regarding the 2009/10 Final Full-time Equivalent (FTE) Report. This information is required for the Ministry of Advanced Education and Labour Market Development's (the Ministry) 2009/10 Service Plan Report. As such, it is critical that these reports are received by the due date to allow the Ministry to meet reporting deadlines set out under the *Budget Transparency and Accountability Act*.

The deadline for submission is **Friday, May 14, 2010**. At that time, we request the following documents:

- 2009/10 Final FTE Report (see attached)
- 2009/10 FTE Enrolment Analysis (FAT) Report

These submissions may be emailed to Stephanie Leskiw, Coordinator, Post-Secondary Institution Funding, at [Stephanie.Leskiw@gov.bc.ca](mailto:Stephanie.Leskiw@gov.bc.ca).

As per Susan Brown's letter of January 20, 2010, institutions reporting to the Ministry's Central Data Warehouse (CDW) are no longer required to have the Final FTE reports audited by an independent accounting firm. For these institutions, your submission to the CDW is due May 31, 2010, according to guidelines provided by the Information and Data Management Branch in the document called "Submission Guide".

#### Details regarding the Final FTE Report

The 2009/10 Final FTE Report is generally based on the format used for Interim FTE Reports. However, please note the following:

- **Aboriginal Spaces:** This category is only for those expansion programs listed in Attachment 1 of your institution's September 1, 2009 budget letter.
- **Short-duration Foundation Skills Spaces:** As per the September 1, 2009 budget letter, if your institution was not able to deliver all sections of the foundation programs for which you were funded in 2009/10 please provide a comment in the appropriate space indicating how the funding for those intakes was reallocated.
- **Nursing and Allied Health:** Specific priority health programs are listed in Attachment 1 of the September 1, 2009 budget letter (or subsequent update). However, institutions may report any programs with CIP code 51, (with the exception of Animal Health Programs), towards their Nursing and Allied Health targets. Specifically, institutions may include Medical Office programs, cost recovery programming and part-time programming for upgrading/continuing education for health professionals toward their total health targets.

In the Supplementary FTE Information section, we are requesting a breakdown of **health FTE** by funding source. This will enable the Ministry to monitor achievement against Ministry funded FTE targets.

- **ABT and NCIT Online:** Attached is a summary of BCcampus online FTEs for the Applied Business Technology and Northern Collaborative Information Technology programs. Please include these FTEs in your Final FTE Report. This information should replace, and not be added to, the online information in your warehouse. This will ensure that all of the activity an institution is teaching is captured and that there is no double counting.

If you have any questions regarding this request please contact Stephanie Leskiw at (250) 356-0374, or by email at [Stephanie.Leskiw@gov.bc.ca](mailto:Stephanie.Leskiw@gov.bc.ca).

Sincerely,

Deborah Rasnick, Director  
Funding and Analysis Branch – Operating Unit  
Ministry of Advanced Education and Labour Market Development

Attachments



Ministry Code	CIP Code	Program Name	FTEs		Comments
			Target	Actual	
NURS	511601	BSN - Bachelor of Science in Nursing	288		
NURS	511601	Graduate Nursing Refresher	34		
NLPN	511613	Licensed Practical Nurse	75		
NRCA	5112600	Resident Care Attendant	67		
NRCA	5112600	HS/Resident Care Attendant for FN	22		
HLTH	Multiple	Allied Health	70		
HLTH	5110001	Dental Assisting			
HLTH	5110002	Dental Hygiene	36		
HLTH		FN Wellness	16		
HLTH	5110701	Health Care Management			
DEV		Developmental Programs	805		
ABE	320101	ABE			
ESL	320109	ESL			
ASE	320101	ASE			
ABAC	Multiple	Aboriginal Spaces/ Bridging Program	17		
ALMD	Multiple	ALMD Balance Not Targeted	5232		
		Non-Targeted Programs			
		Trades Programs Funded by ALMD			

ALMD Sub-Total

6,652

ITA Funded Programs

FEU/HS/ITOI	Multiple	Foundation		
ITAP	Multiple	Apprenticeship Technical Training		

ITA Sub-total

TOTAL

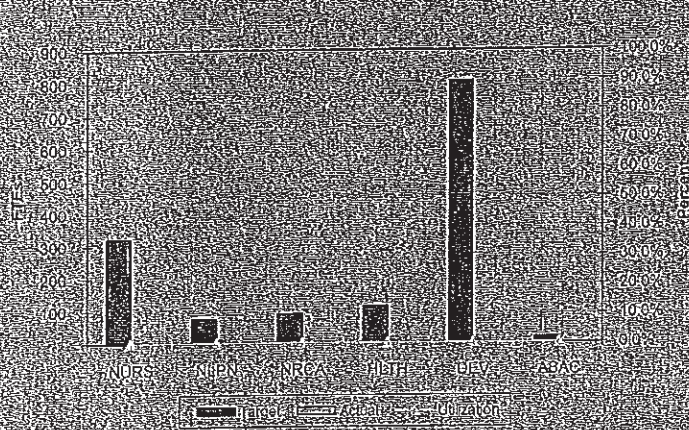
### Supplementary FTE Information

Health Program FTEs (should balance to All Health total in Summary below)

Multiple	Health Programs Funded by ALMD		
Multiple	Health Programs Funded by Other Sources (please list programs)		

SUMMARY	FTEs		Utilization
	Target	Actual	
NURS	322		0.0%
NLPN	175		0.0%
NRCA	89		0.0%
HLTH	112		0.0%
DEV	805		0.0%
ABAC	17		0.0%
ALMD	5232		0.0%
TOTAL	6652		0.0%
All Health	598		0.0%

09/10 Actual FTE Utilization in Targeted Programs





# Schedule

For Status: All  
Between: Apr 01, 2009 and Mar 31, 2010

## NORTHERN COLLABORATIVE OF INFORMATION TECHNOLOGY

Teaching Institution	Course	Start Date	End Date
CNC	NCIT 100 Business of Information Technology	Jan 04, 2010	Feb 26, 2010
CNC	NCIT 102 Computer Hardware	Oct 12, 2009	Dec 18, 2009
CNC	NCIT 106 Introduction to Programming	Nov 16, 2009	Mar 12, 2010
CNC	NCIT 108 Operating Systems I	Mar 15, 2010	Jun 25, 2010
CNC	NCIT 110 Professionalism & Customer Service	Mar 08, 2010	Apr 30, 2010
NLC	NCIT 200 Communications & Professionalism	Mar 01, 2010	Apr 30, 2010
NWCC	NCIT 100 Business of Information Technology	Sep 08, 2009	Oct 30, 2009
NWCC	NCIT 102 Computer Hardware	Aug 31, 2009	Nov 06, 2009
NWCC	NCIT 110 Professionalism & Customer Service	Oct 26, 2009	Dec 18, 2009
NWCC	NCIT 112 Foundations of Web Development	Jan 11, 2010	Mar 19, 2010
NWCC	NCIT 118 Operating Systems II	Feb 22, 2010	May 08, 2010
NWCC	NCIT 120 Foundations of Systems	Jan 04, 2010	Feb 26, 2010
NWCC	NCIT 122 Foundation Project	Mar 01, 2010	Apr 23, 2010
NWCC	NCIT 202 Finite Mathematics	Sep 08, 2009	Dec 18, 2009
NWCC	NCIT 214 Database Design	Mar 01, 2010	May 07, 2010
Yukon	NCIT 106 Introduction to Programming	Sep 08, 2009	Dec 18, 2009
Yukon	NCIT 108 Operating Systems I	Sep 08, 2009	Dec 18, 2009
Yukon	NCIT 114 Networking	Jan 04, 2010	Apr 23, 2010
Yukon	NCIT 210 Object Oriented Programming I	Sep 14, 2009	Dec 18, 2009
Yukon	NCIT 212 Object Oriented Programming II	Jan 04, 2010	Apr 23, 2010
Yukon	NCIT 230 Systems and Application Scripting	Jan 04, 2010	Apr 23, 2010
Yukon	NCIT 232 Network Security	Nov 01, 2009	Dec 18, 2009
Yukon	NCIT 234 Server Management	Sep 08, 2009	Oct 30, 2009
Yukon	NCIT 236 Server Infrastructure	Jan 04, 2010	Apr 23, 2010
<b>TOTALS</b>			

### FTEs 2009-2010

CNC	5.5
NLC	0.4
NWCC	15
<b>TOTAL FOR BC</b>	<b>20.9</b>

Schedule

For Status: All  
Between: Apr 01, 2009 and Mar 31, 2010

OGY 2009-2010 FTE REPORT

Hours	Registrations	CREDITS	TOTAL FTE
45	13	39	
45	10	30	
45	8	24	
45	15	45	
45	9	27	5.5
45	4	12	0.4
45	25	75	
45	24	72	
45	25	75	
45	25	75	
45	17	51	
45	13	39	
45	11	33	
45	6	18	
45	4	12	15
45	25	75	
45	24	72	
45	14	42	
60	6	18	
45	4	12	
45	4	12	
45	11	33	
45	7	21	
45	4	12	9.9
	308		30.8



Gooderham, Coleen E ALMD:EX

From: Gooderham, Coleen E ALMD:EX on behalf of Brown, Susan B ALMD:EX  
Sent: Friday, April 9, 2010 4:25 PM  
To: 'Pat.Eagar@viu.ca'  
Subject: Confirmation of the 2010/11 Rate Increase for the Tuition Limit Policy and the approved allocation of Annual Capital Allowance

Further to the Interim budget letter dated March 11, 2010, this letter is to advise you of the approved tuition limit policy for the post-secondary sector, and the Annual Capital Allowance allocation for your institution, for fiscal year 2010/11.

The tuition policy continues to limit fee increases to help ensure we have an accessible, high quality post-secondary education system that is affordable to both students and taxpayers.

For 2010/11, tuition and specified mandatory fees are limited to a two percent increase. The rate is based on the British Columbia Consumer Price Index.

As you know, government has reaffirmed its commitment to return to a balanced budget by 2013/14. Despite the difficult economic situation, government has preserved core education funding for institutions and students. For 2010/11, institutional operating grants have increased by more than \$29 million. Overall funding for post-secondary education remains stable at \$1.88 billion.

However, this means that savings have had to be found elsewhere. In order to protect operating grants to our public post-secondary institutions, the Annual Capital Allowance has been reduced from \$45 million in 2009/10 to \$12.6 million in 2010/11. Your 2010/11 Annual Capital Allowance is confirmed at \$502,256. Of the total allocation, \$1.5 million has been set aside for facility condition assessments and emergent pressures. Ministry staff will work with your institution to determine priority buildings (deferred maintenance) for conducting the facility audit and the use of this information going forward.

Despite the reduction, all institutions continue to benefit from the largest post-secondary capital expansion in the province's history. Since 2001, the government has invested \$1.9 billion in over 900 projects at campuses across the province.

I look forward to your continued support and cooperation as we work through these challenging financial times.

Sincerely,

Susan Brown  
Acting Assistant Deputy Minister

## Quin, Melissa ALMD:EX

---

**From:** Quin, Melissa ALMD:EX on behalf of Rasnick, Deborah ALMD:EX  
**ent:** Friday, April 9, 2010 3:55 PM  
**To:** 'lorcan\_o'melinn@bcit.ca'; XT:Lockie, Peter FIN:IN; 'cturner@capilanou.ca'; XT:Fahlman, Penny FIN:IN; 'teslak@cotr.bc.ca'; XT:Maynes, Karen FIN:IN; 'mclifford@ecuad.ca'; 'pross@jibc.ca'; 'gordon.lee@kwantlen.ca'; XT:Douglas, Deanna FIN:IN; XT:Tourand, Ken FIN:IN; 'carol.baert@nbc.bc.ca'; 'dhart@nbc.bc.ca'; 'csousa@nwcc.bc.ca'; 'rleby@okanagan.bc.ca'; XT:Tulip, Dan PAB:IN; 'mdion@selkirk.ca'; 'pat\_hibbitts@sfu.ca'; 'cneufeld@tru.ca'; 'pierre.ouillet@ubc.ca'; 'tim.segger@ufv.ca'; 'braye@unbc.ca'; 'VPFO@uvic.ca'; 'lyscott@vcc.ca'; 'pat.eagar@viu.ca'  
**Cc:** 'Sharon\_Urquhart@bcit.ca'; Thompson, Joseph ALMD:EX  
**Subject:** Foundations for Inclusion in Schedule A (Reciprocal Tax Agreement)

To: Vice-President's of Finance:

The Ministry of Finance is currently renegotiating a Reciprocal Tax Agreement (RTA) with the federal government that will reflect the decision for government and government entities to become a pay and recover entity for HST as opposed to the non- GST paying entity as we are today. The new RTA will be effective July 1, 2010.

The previous reciprocal tax agreement, dating to November 2005, includes a Schedule listing entities including foundations that are established as a separate entity from that of the post secondary institution. Could you review the attached extract of the November 2005 list, update as necessary and return to me by Friday morning, April 16, 2010.

It is important that all current foundations be considered as the current list may be outdated. The consequence of not including current foundation is that any entity that is not on the Schedule will not be entitled to the rebate but will instead be categorized into rebates for public service bodies that are not as generous as that of the Government of the Province of British Columbia entity.

Thank you,

Deborah Rasnick  
Director of Operating



SCHED A  
TES\_OWN RECOR

British Columbia Schedule A GST-Exempt Entities  
to be updated by Ministries or Entities Responsible

British Columbia - Schedule A (GST-exempt government entities)	
Date: Original: November 1, 2005	
Please confirm the correct name of the Foundation and if it is still active	Active Yes/No
Royal Roads University Foundation	
Simon Fraser University Foundation	
Trinity Western University Foundation	
University of B.C. Foundation	
University of Northern B.C. Foundation	
University of Victoria Foundation (The)	

Responses will be provided to the Office of the Comptroller General

APR 09 2010

Mr. Chris Fyfe  
Meyers Norris Penny, LLP  
P.O. Box 514  
96 Wallace Street  
Nanaimo BC V9R 5L5

Dear Mr. Fyfe:

**Re: Audit of Vancouver Island University**

I am pleased to confirm funding transfers provided to Vancouver Island University (VIU) from the Ministry of Advanced Education and Labour Market Development (the Ministry) for the year ended March 31, 2010.

The operating funding consists of payments from the following areas of the Ministry:

- Post-Secondary Education Division;
- StudentAid BC; and
- Learning Programs Branch, Students and Learning Division.

A report for each of these respective areas is attached for your information, as applicable. As all these payments were made using the Common Disbursement System, VIU has read-only access to additional backup for these payments (the respective funding letters). Total operating transfers from these areas of the Ministry are \$52,680,077.

The Ministry also provided Capital Transfers (Certificates of Approval) in the amount of \$8,151,742. These transfers are split between \$5,806,742 from the Provincial and \$2,345,000 from the Federal governments.

... /2

For those institutions that participate in the University, College and Institute Protection Program insurance, the premiums paid by the Ministry are:

FTEs	Delivery Expenses		Indemnity Purchased	Commercial Insurance	Total
	Contracted	In-House			
6,636	\$5,437	\$25,578	\$35,186	\$8,674	\$74,875

I trust this meets your confirmation requirements for your audit of VIU. If you have any further questions, please contact me at (250) 356-7742 or [donna.friedlander@gov.bc.ca](mailto:donna.friedlander@gov.bc.ca).

Sincerely,



Donna Friedlander, Manager  
Financial Performance

Attachments

pc: Ms. Pat Eagar, Vice-President  
Administration and Finance  
Vancouver Island University

Learning Programs  
Transfers  
2009/10 Fiscal YearApprovedAmountVIU - Vancouver Island University  
Aboriginal Prgrms - Aboriginal Service Plans  
Aboriginal Service Plan

Aboriginal Service Plan Funding Feb 16/10	2010-56,000	420,000
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Total:	420,000
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ESLSAP - Part of Fed/Prov Agreement - Attorney General  
ESL - Settlement Assistance Program

ESL Settlement Assistance Program	2009-Nov-03	80,000
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Total:	80,000
--------	--------

Literacy Prgrms - Literacy - CALP  
Community Adult Literacy Program

2009/10 Community Adult Literacy Programs	2009-Sep-03	107,000
---	-------------	---------

Total:	107,000
--------	---------

Total:	607,000
--------	---------

Post Secondary Education  
Transfers  
2009/10 Fiscal Year

VIU - Vancouver Island University  
RC215 - PSI - Operating Grant  
Health Seat Funding

ApprovedAmount

Health Care Assistant Program	2009-Oct-20	105,008
Total:		105,008

## Negotiating Framework Labour Market Adjust. Fund

2008/09 Labour Market Adjustment #2 (VIU)	2009-Apr-21	12,075
2008/09 Labour Market Adjustment (VIU)	2009-Apr-21	5,857
Total:		17,932

## Operating Grant

2009/10 Budget Allocation Letter	2009-Apr-01	50,423,148
Total:		50,423,148

RC215 - PSI - Annual Capital Allowance  
Annual Capital Allowance

2009/10 AC Allocation	2009-Aug-05	619,273
2009/10 Budget Letter Allocation	2009-Apr-01	1,931,067
Total:		1,311,794

RC215 - Post Secondary Institutions  
Insurance Claims

CO042870 Water Damage (VIU)	2009-Aug-10	903
CO049330 Fire Damage (VIU)	2010-Jan-05	22,923
CO059294 Fire (VIU)	2009-Aug-05	1,821
CO054653 - Awning damage (VIU)	2010-Mar-01	2,807
Total:		26,815

## Leases

MALA01 Nanaimo Woodlot	2009-Apr-01	19,507
MALA01 Nanaimo Woodlot 2009 Property Taxes	2009-Sep-21	19,507
Total:		19,507
Total:		51,904,204



**StudentAid BC  
Transfers  
2009/10 Fiscal Year**

	<u>Approved</u>	<u>Amount</u>
<b>VIU - Vancouver Island University</b>		
<b>ABESAP - Adult Basic Education - Student Assist Program</b>		
<b>Adult Basic Education Student Assistance Program</b>		
2009/10 ABESAP	2009-Aug-18	106,618
2009/10 ABESAP (various Feb 15)	2010-Feb-03	3,449
<b>Total:</b>		<b>109,967</b>
<b>APSD - Assist Prgm for Students with Disabilities</b>		
<b>Assistance Program for Students with Disabilities</b>		
2009/10 APSD	2009-Aug-18	12,811
2009/10 APSD (Jan 29/10)	2010-Jan-20	10,000
2009/10 APSD (VIU)	2010-Feb-03	15,000
<b>Total:</b>		<b>37,811</b>
<b>CSG HNPT - Admin Fee (Provincial)</b>		
<b>Canada Study Grant - Admin Fee</b>		
2009/10 Canada Study Grant - Admin Fee	2010-Feb-16	4,357
<b>Total:</b>		<b>4,357</b>
<b>LMA - Students with Learning Disability Assess Bursary</b>		
<b>Learning Disability Assessment Bursary</b>		
2009/10 Learning Disability Assessment Bursary	2009-Aug-05	11,738
2009/10 Learning Disability Assessment Bursary (VIU)	2010-Jan-20	10,000
<b>Total:</b>		<b>11,738</b>
<b>SSEAF - Student Society Emergency Aid Fund</b>		
<b>Student Society Emergency Aid Fund</b>		
Student Society Emergency Aid Fund (January 29/10)	2010-Jan-20	5,000
<b>Total:</b>		<b>5,000</b>
<b>Total:</b>		<b>168,873</b>



MAR 25 2010

Our Ref. 77092  
File No. 60110-20/WCBC

To Vice-Presidents of Finance:

In February 2009, the Ministry of Advanced Education and Labour Market Development (the Ministry) contracted with Western Compensation and Benefits Consultants (WCBC) to perform an actuarial valuation of post-employment benefits and compensated absences at the public post-secondary institutions. I am pleased to enclose a copy of this report for your information.

WCBC carried out this valuation based on the accounting requirements of both the provincial government and the post-secondary institutions. Accordingly, WCBC has sectioned the valuation results into these two components:

1. Section PS3255 of the Public Sector Accounting Board (PSAB) Handbook (for provincial government reporting); and
2. Section 3461 of the CICA Handbook (for post-secondary institution reporting).

Section 5 of the report contains the information institutions will require for year-end reporting. The entries for the accrued post-employment benefits obligation and the employee benefits expense may be derived as follows:

Accrued Post-Employment Benefits Obligation

- Table 5-1 provides the accrued post-employment benefits obligation as at March 31, 2009.
- Table 5-5 provides the projected increase/(decrease) in the post-employment benefits obligation for the next five fiscal years.
- Table 5-6 combines the figures in Tables 5-1 and 5-5 for the total accrued post-employment benefits obligation as at March 31, 2010, plus four years.
- In general, these obligations are decreasing over the next five years mainly due to ending benefit plans (old benefits are being paid out and are no longer available to new employees).

... /2

Employee Benefits Expense

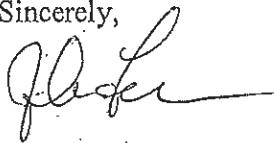
- Table 5-2 provides the employee benefits expense for the year ended March 31, 2010.
- Table 5-3 provides the projected employee benefits expense for the next five fiscal years.
- Table 5-4 provides the projected employee benefits payments for the next five fiscal years.

For government reporting purposes, the Ministry must adjust the institution's CICA-based accrued liability for post-employment benefits to a PSAB-based liability each quarter. To calculate this adjusting entry, the Ministry uses the figures contained in the Appendix C, Checklist 10 submitted by the institution. Specifically, it is expected that the institution has recorded these liabilities in the Appendix C, Checklist 10 against either the Accrued Sick Bank Liability or Accrued Retirement Allowance Liability lines. If the institution chooses to use the attached WCBC actuarial valuation, these two lines should total the figure in Table 5-6. Your assistance is appreciated in recording these values as outlined here as it helps ensure the Ministry's adjusting entries are calculated correctly.

Some institutions may have contracted with actuaries on their own to derive these CICA 3461 liability balances. If that is the case, institutions may choose to not use the figures contained in the attached report. However, the Ministry still requires these institutions to complete Checklist 10 in Appendix C, but simply use the figures derived from your own actuarial report.

I understand that collecting and submitting the data required for this valuation was a time consuming process, and I thank you and your staff for the level of response and quality of information provided. If you have any questions on the results of the valuation, please contact Donna Friedlander, Manager, Financial Performance, at (250) 356-7742 or by email at [Donna.Friedlander@gov.bc.ca](mailto:Donna.Friedlander@gov.bc.ca).

Sincerely,



John Fuller  
Director

Attachment (1)

pc: Mr. Joe Thompson, Executive Director  
Funding and Analysis Branch  
Ministry of Advanced Education and Labour Market Development

Controller/Director of Finance

List of Institutions:

BCIT  
CAM  
CNC  
COTR  
ECUAD  
JIBC  
LANG  
NLC  
NWCC

OK  
RRU  
SEL  
SFU  
TRU  
UBC  
UVIC  
VCC  
VIU

## Quin, Melissa ALMD:EX

**From:** Gooderham, Coleen E ALMD:EX on behalf of Minty, Dawn M ALMD:EX  
**ant:** Thursday, March 11, 2010 1:07 PM  
**To:** XT:Lockie, Peter FIN:IN; 'cturner@capilanou.ca'; XT:Fahlman, Penny FIN:IN; 'teslak@cotr.bc.ca'; XT:Maynes, Karen FIN:IN; 'mclifford@eciad.ca'; 'pross@jibc.ca'; 'Gordon.Lee@kwantlen.ca'; XT:Douglas, Deanna FIN:IN; XT:Tourand, Ken FIN:IN; 'carol.baert@nic.bc.ca'; 'dhart@nic.bc.ca'; 'csousa@nwcc.bc.ca'; 'rieby@okanagan.bc.ca'; XT:Tulip, Dan PAB:IN; 'mdion@selkirk.ca'; 'pat\_hibbitts@sfu.ca'; 'cneufeld@tru.ca'; 'pierre.ouillet@ubc.ca'; 'braye@unbc.ca'; 'tim.segger@ufv.ca'; 'VPFO@uvic.ca'; 'lyscott@vcc.ca'; 'Pat.Eagar@viu.ca'; 'Lorcan\_O'Melinn@bcit.ca'  
**Cc:** 'don\_wright@bcit.ca'; 'laurink@camosun.bc.ca'; 'glee@capilanou.ca'; 'bowmanj@cnc.bc.ca'; XT:Rubidge, Nick PAB:IN; 'mcalpines@douglas.bc.ca'; XT:Burnett, Dr. Ron CASE:IN; 'jmcgee@jibc.ca'; 'david.atkinson@kwantlen.ca'; 'davidross@langara.bc.ca'; XT:Sheridan, Casey PAB:IN; 'jan.lindsay@nic.bc.ca'; 'jvalgardson@nic.bc.ca'; XT:Forsyth, Stephanie PAB:IN; 'jhamilton@okanagan.bc.ca'; 'Allan.cahoon@royalroads.ca'; 'mluscombe@selkirk.ca'; 'stevensn@sfu.ca'; 'president@tru.ca'; 'Stephen.toope@ubc.ca'; 'iwama@unbc.ca'; 'mark.evered@ufv.ca'; 'pres@uvic.ca'; 'plegg@vcc.ca'; 'Ralph.Nilson@viu.ca'; Thompson, Joseph ALMD:EX; Hull, Deborah ALMD:EX  
**Subject:** Attachments to Budget 2010/11 and Health and Skills Priority Seats

I did not send the attachments, sorry for the inconvenience. Thank you



Attachment 1.pdf Attachment 2.pdf Attachment 3.pdf

Coleen

**From:** Gooderham, Coleen E ALMD:EX On Behalf Of Minty, Dawn M ALMD:EX

**Sent:** Thursday, March 11, 2010 12:21 PM

**To:** 'lorcan\_omelinn@bcit.ca'; XT:Lockie, Peter FIN:IN; 'cturner@capilanou.ca'; XT:Fahlman, Penny FIN:IN; 'teslak@cotr.bc.ca'; XT:Maynes, Karen FIN:IN; 'mclifford@eciad.ca'; 'pross@jibc.ca'; 'Gordon.Lee@kwantlen.ca'; XT:Douglas, Deanna FIN:IN; XT:Tourand, Ken FIN:IN; 'carol.baert@nic.bc.ca'; 'dhart@nic.bc.ca'; 'csousa@nwcc.bc.ca'; 'rieby@okanagan.bc.ca'; XT:Tulip, Dan PAB:IN; 'mdion@selkirk.ca'; 'pat\_hibbitts@sfu.ca'; 'cneufeld@tru.ca'; 'pierre.ouillet@ubc.ca'; 'braye@unbc.ca'; 'tim.segger@ufv.ca'; 'VPFO@uvic.ca'; 'lyscott@vcc.ca'; 'Pat.Eagar@viu.ca'  
**Cc:** 'don\_wright@bcit.ca'; 'laurink@camosun.bc.ca'; 'glee@capilanou.ca'; 'bowmanj@cnc.bc.ca'; XT:Rubidge, Nick PAB:IN; 'mcalpines@douglas.bc.ca'; XT:Burnett, Dr. Ron CASE:IN; 'jmcgee@jibc.ca'; 'david.atkinson@kwantlen.ca'; 'davidross@langara.bc.ca'; XT:Sheridan, Casey PAB:IN; 'jan.lindsay@nic.bc.ca'; 'jvalgardson@nic.bc.ca'; XT:Forsyth, Stephanie PAB:IN; 'jhamilton@okanagan.bc.ca'; 'Allan.cahoon@royalroads.ca'; 'mluscombe@selkirk.ca'; 'stevensn@sfu.ca'; 'president@tru.ca'; 'Stephen.toope@ubc.ca'; 'iwama@unbc.ca'; 'mark.evered@ufv.ca'; 'pres@uvic.ca'; 'plegg@vcc.ca'; 'Ralph.Nilson@viu.ca'; Thompson, Joseph ALMD:EX; Hull, Deborah ALMD:EX  
**Subject:** Budget 2010/11 and Health and Skills Priority Seats

To: Vice-Presidents of Finance

On behalf of the Minister of Advanced Education and Labour Market Development (ALMD), I am writing to provide you with information regarding your institution's initial budget and full-time equivalent (FTE) allocations for 2010/11 to 2012/13.

The 2011/12 and 2012/13 targets are provided for planning purposes only, and are subject to annual approval of the Legislature.

Your institution's transfers and FTE allocations for the next three fiscal years are provided in Attachment 1. These operating allocations are consistent with those communicated in September and December 2009.

In 2010/11, institutions are invited to indicate their interest and capacity to deliver new spaces in 2010/11 for health and foundation programs. Attached you will find two information documents that include criteria, submission requirements and a Ministry contact for each program area. All submissions are due by April 9, 2010, to the contacts noted in the attachments. Please respond to the contacts with "not submitting" if your institution does not wish to request health or foundation seats in 2010/11.

Annual Capital Allowance allocations by institution have not yet been finalized. We expect to provide those figures to you in the next few weeks.

Institutions can expect to receive final budget letters in mid-May.

Thank you for your continuing cooperation in working with ALMD and other system partners in providing students with an accessible, affordable, high quality and relevant post-secondary education.

Sincerely,

Dawn Minty  
Acting Assistant Deputy Minister

Attachments (3)



Attachment 1

March 8, 2010	ALMD FTEs				Operating Grants			
	2009/10 Restated Base	2010/11	2011/12	2012/13	2009/10 Restated Base (1)	2010/11	2011/12	2012/13
<b>Institution</b>								
<b>Colleges &amp; Institutes</b>								
British Columbia Institute of Technology	11,689	11,704	11,769	11,793	\$ 112,227,520	\$ 113,619,174	\$ 114,539,474	\$ 114,870,374
Camosun College	7,139	6,979	6,979	6,979	\$ 51,451,000	\$ 50,522,022	\$ 50,522,022	\$ 50,522,022
College of New Caledonia	3,197	3,087	3,106	3,125	\$ 29,113,955	\$ 28,545,405	\$ 28,830,405	\$ 29,115,405
College of the Rockies	1,782	1,722	1,722	1,722	\$ 17,796,489	\$ 17,402,312	\$ 17,402,312	\$ 17,402,312
Douglas College	8,363	8,363	8,363	8,363	\$ 58,329,703	\$ 58,422,034	\$ 58,422,034	\$ 58,422,034
Justice Institute of BC	2,320	2,320	2,320	2,320	\$ 8,989,627	\$ 10,115,673	\$ 10,115,673	\$ 10,115,673
Langara College	7,046	7,056	7,056	7,056	\$ 43,847,877	\$ 43,973,177	\$ 43,973,177	\$ 43,973,177
Nicola Valley Institute of Technology	541	523	523	523	\$ 7,563,401	\$ 7,447,025	\$ 7,447,025	\$ 7,447,025
North Island College	2,214	2,188	2,188	2,188	\$ 21,875,473	\$ 21,769,139	\$ 21,769,139	\$ 21,769,139
Northern Lights College	1,481	1,481	1,481	1,481	\$ 17,400,884	\$ 17,425,075	\$ 17,425,075	\$ 17,425,075
Northwest Community College	1,761	1,680	1,680	1,680	\$ 18,070,756	\$ 17,573,867	\$ 17,573,867	\$ 17,573,867
Okanagan College	4,801	4,727	4,751	4,751	\$ 44,042,374	\$ 43,494,524	\$ 43,806,524	\$ 43,806,524
Selkirk College	2,332	2,312	2,312	2,312	\$ 25,355,619	\$ 25,188,147	\$ 25,188,147	\$ 25,188,147
Vancouver Community College	6,570	6,479	6,512	6,521	\$ 53,668,037	\$ 53,721,611	\$ 54,325,511	\$ 54,490,211
<b>Sub-total</b>	<b>61,236</b>	<b>60,621</b>	<b>60,762</b>	<b>60,814</b>	<b>\$ 509,732,715</b>	<b>\$ 509,219,185</b>	<b>\$ 511,340,385</b>	<b>\$ 512,120,985</b>
<b>Universities</b>								
Capilano University	5,450	5,450	5,450	5,450	\$ 37,783,796	\$ 37,788,796	\$ 37,788,796	\$ 37,788,796
Emily Carr University of Art and Design	1,391	1,391	1,391	1,391	\$ 13,344,164	\$ 13,390,464	\$ 13,390,464	\$ 13,390,464
Kwantlen Polytechnic University	9,077	9,077	9,077	9,077	\$ 67,118,221	\$ 67,236,310	\$ 67,236,310	\$ 67,236,310
Royal Roads University	1,980	1,980	1,980	1,980	\$ 17,172,132	\$ 17,182,093	\$ 17,182,093	\$ 17,182,093
Simon Fraser University	20,105	20,203	20,203	20,203	\$ 213,401,831	\$ 216,789,283	\$ 216,789,283	\$ 216,789,283
Thompson Rivers University	8,046	7,986	7,986	7,986	\$ 64,837,922	\$ 64,642,322	\$ 64,642,322	\$ 64,642,322
University of British Columbia	41,488	41,878	41,990	42,118	\$ 556,178,466	\$ 569,542,595	\$ 574,162,595	\$ 578,922,595
University of Northern British Columbia	3,396	3,431	3,431	3,431	\$ 46,067,341	\$ 47,058,296	\$ 47,058,296	\$ 47,058,296
University of the Fraser Valley	6,608	6,645	6,677	6,688	\$ 52,748,084	\$ 53,264,084	\$ 53,776,084	\$ 53,952,084
University of Victoria	16,402	16,528	16,528	16,528	\$ 172,744,645	\$ 176,381,012	\$ 176,381,012	\$ 176,381,012
Vancouver Island University	6,652	6,636	6,636	6,636	\$ 50,528,156	\$ 50,491,744	\$ 50,491,744	\$ 50,491,744
<b>Sub-total</b>	<b>120,595</b>	<b>121,205</b>	<b>121,349</b>	<b>121,488</b>	<b>\$ 1,291,924,758</b>	<b>\$ 1,313,766,999</b>	<b>\$ 1,318,898,999</b>	<b>\$ 1,323,834,999</b>
<b>Total Allocated</b>	<b>181,831</b>	<b>181,826</b>	<b>182,111</b>	<b>182,302</b>	<b>\$ 1,801,657,473</b>	<b>\$ 1,822,986,184</b>	<b>\$ 1,830,239,384</b>	<b>\$ 1,835,955,984</b>

Notes:

- (1) Restated to include additional funding for Negotiating Framework.  
 (2) FTE Targets and Operating grants for 2011/12 and 2012/13 are planning estimates and subject to change.  
 Prepared by Funding and Analysis Branch March 8, 2010

**Request for Proposals to Deliver**  
**Short Duration Health Programs in 2010/11**  
**(one-time funding only)**

**Health Human Resource Planning**

The Ministry of Advanced Education and Labour Market Development (ALMD) is committed to working with the Ministry of Health Services (MoHS) to help meet the health human resource (HHR) needs of the province. Increasing the supply of British Columbia graduates through further expansion in priority health education programs is required to help address the gap between supply of and demand for health professionals. Targeting investment in public post-secondary institutions to help address existing and emerging skills shortages is a key government objective. Institutions are also encouraged to align current program offerings to help address HHR shortages.

While provincial HHR planning is supported by MoHS and the HHR Strategy Council, regional HHR planning is supported through an ongoing dialogue among local employers and educators. This dialogue will help to inform funding decisions for 2010/11. The contact information for the Vice-Presidents of Human Resources and the Chief Nursing Officers (also responsible for allied health professional practice) for the health authorities is attached for your convenience.

**One-Time Funding in 2010/11 for Short Duration Health Programs**

As planned and previously communicated, all funding provided for short duration health programs (i.e., programs one year or less in duration) in 2008/09 and 2009/10 is being withdrawn at the end of fiscal year 2009/10. ALMD has a limited budget available to support delivery of short duration health programs on a one time basis in 2010/11.

Proposals requesting one-time funding to support additional delivery of short duration health programs in 2010/11 are being requested at this time. A form with the proposal criteria is attached for your convenience.

As requested on the proposal form, please submit a letter from a health care sector partner(s) that indicates a commitment to provide a specific number of clinical placements, the dates of the clinical placements and a description of the potential employment opportunities for graduates (i.e., approximate numbers and location(s)).

In addition to the criteria included on the attached form, proposals will also be considered based on your institution's current and past student FTE program delivery performance.

Please submit proposals by email on or before April 9, 2010 to:

Paul Clarke, Health Education Coordinator, Universities and Institutes Branch  
Tel: (250) 387-2041  
[Paul.Clarke@gov.bc.ca](mailto:Paul.Clarke@gov.bc.ca)

Once program proposals have been received and a short-list has been established, a final consultation will take place to help facilitate regional coordination of clinical placements.

Should you have any questions, please contact Paul Clarke.

Not Responsive

**Proposal Form**  
**2010/11 Short Duration Health Program Expansion Proposal Form**

*Please submit this form and provide the attachments listed below for each proposed program.*

Institution Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Program Name: \_\_\_\_\_ Program Location: \_\_\_\_\_

Program Duration (# weeks): \_\_\_\_\_ Target Start Date (intake): \_\_\_\_\_

End Date: \_\_\_\_\_ Credential: \_\_\_\_\_ Student Intake: \_\_\_\_\_

Proposed FTE Target: \_\_\_\_\_ Total Cost per FTE\*: \_\_\_\_\_ Tuition per FTE: \_\_\_\_\_

Total Program Operating Funding Requested\*: \_\_\_\_\_

Other funding requirements (list below, if applicable)\*:

Description (i.e., equipment, lease space, materials, etc...)	Cost
Total	\$

Total Funding requested (Total Operating + Other Funding)\*: \_\_\_\_\_

*\* Note: Please include combined indirect and direct costs*

Additional Proposal Requirements (please include support documents/attachments as required):

- ✓ **Institutional Capacity:** confirm in writing that your institution has the necessary faculty, space, equipment, etc. to deliver the proposed program.
- ✓ **Student Demand:** provide evidence of sufficient demand at your institution (i.e., waitlists, # qualified students interested, etc.) to meet the proposed FTE target.
- ✓ **Clinical Placement Capacity:** provide a letter from a health care sector partner(s) (i.e., employer) specifying dates of the clinical placements, location and indicating a commitment to provide the necessary # of clinical placements for proposed program.
- ✓ **Labour Market Demand:** in the letter indicating clinical placement capacity, please also have a health care sector partner(s) state their support for the proposed program, including a description (i.e., approximate numbers and locations) of the potential employment opportunities for graduates.
- ✓ **Community Consultation (aboriginal programs):** provide evidence that communities have capacity, and that Elders have been consulted and support proposed program.

## SKILLS FTEs Call for Proposals 2010/11

### Background

The Ministry of Advanced Education and Labour Market Development intends to provide one-time funding in 2010/11 at a level equal to the per FTE funding provided by the ITA (see attached program and funding schedule), to support at least 300 FTEs in Foundation programs, over and above the program target levels funded by the Industry Training Authority (ITA). Funding will be available for Foundation program FTEs as defined by the ITA in the attached list. These additional Foundation spaces are to be used to address current waitlists in areas of critical skills shortages in the Province.

### Process

Institutions that participated in 2009/10 (see list below) and that fully delivered additional Foundation sections funded will be given priority in the allocation of the foundation spaces in 2010/11. Specifically, it is proposed that funding will be given in the following order of priority:

1. Participated in 2009/10, delivered 100%.
2. Participated in 2009/10, delivered approximately 90%.
3. Did not participate in 2009/10.

### Submission

Institutions that are prepared to deliver additional Foundation programs are asked to please notify Susan Ruskey by April 9, 2010, by email at: [Susan.Ruskey@gov.bc.ca](mailto:Susan.Ruskey@gov.bc.ca).

Please provide the following information:

- the number of seats filled in sections funded in 2009/10 (use estimates if necessary);
- the number of FTEs to be delivered by program type;
- the programs and intakes for which a funding request has been made to the ITA;
- confirmation that waitlists currently exist to ensure strong enrolments; and
- confirmation that facilities and equipment costs can be covered within the funding requested.

Once the funding requests are reviewed in consultation with the ITA, and preliminary allocation decisions made, institutional CEOs will be asked to confirm the understanding on which the funding is provided (number of seats/program type/funding level/student demand/facility capacity)

### Contact

If you have any questions concerning this submission, please contact:  
Susan Ruskey, Education Officer, College and University Branch  
Telephone: (250) 952-6117 or email: [Susan.Ruskey@gov.bc.ca](mailto:Susan.Ruskey@gov.bc.ca)

ATTACHED FIND:

- ITA Funding Levels
- 2009/10 Participating Institutions



### ITA Approved Foundation (formerly ELTT) Programs – 2009/10 Funding Levels

This price list is currently under review by the ITA and may be updated.

Foundation – Program Name	Level	Price Band	Price per Intake	Intake Size
Appliance Service Technician	1	1	\$106,080	16
Automotive Collision Repair Technician	1	2	\$ 91,200	16
Automotive Parts person	1	1	\$ 54,400	16
Automotive Refinishing Prep. Technician	1	2	\$ 66,880	16
Automotive Refinishing Technician	1	2	\$ 66,880	16
Automotive Service Technician	1	2	\$ 91,200	16
Automotive Upholsterer	1	2	\$ 60,800	16
Baker	1	3	\$144,000	16
Carpenter	1	1	\$ 65,280	16
Commercial Transport Vehicle Mechanic	1	2	\$ 91,200	16
Construction Boilermaker	1	4	\$ 99,360	16
Cook	1	3	\$158,400	16
Diesel Engine Mechanic	1	2	\$ 60,800	16
Electrician	1	1	\$ 65,280	16
Florist	1	1	\$ 81,600	16
Heavy Duty Equipment Mechanic	1	2	\$ 91,200	16
Horticulturist	1	1	\$ 81,600	16
Inboard/Outboard Mechanic	1	1	\$ 54,400	16
Industrial Instrument Mechanic	1	2	\$ 63,840	16
Ironworker	1	4	\$ 99,360	16
Joiner	1	4	\$108,000	16
Machinist	1	1	\$ 68,000	16
Mason	1	1	\$ 57,120	16
Meat cutter	1	1	\$106,080	16
Metal Fabricator (Fitter)	1	2	\$ 69,920	16
Millwright	1	1	\$ 65,280	16
Motorcycle Mechanic	1	1	\$ 54,400	16
Outdoor Power Equipment Technician	1	1	\$ 54,400	16
Plumber	1	1	\$ 57,120	16
Recreation Vehicle Service Technician	1	2	\$ 85,120	16
Refrigeration Mechanic	1	4	\$108,000	16
Road Builder & Heavy Construction Foundation	1	1	\$ 13,600	20
Sheet Metal Worker	1	1	\$ 54,400	16
Steamfitter / Pipefitter	1	1	\$ 57,120	16
Upholsterer	1	4	\$108,000	16

Originally Funded Programs

Skills Access - 392 Foundation Program Spaces - 2009/10				
Institution	Program	Seats	\$ per seat	Total Funding
BCIT	Joinery	16	\$ 4,050	\$ 64,800
	Joinery	16	\$ 6,750	\$ 108,000
	Carpentry	32	\$ 5,100	\$ 163,200
<b>BCIT Total</b>		<b>64</b>		<b>\$ 336,000</b>
CAM	Carpentry	18	\$ 4,080	\$ 73,440
	Electrical	18	\$ 4,080	\$ 73,440
	Plumbing	18	\$ 4,284	\$ 77,112
<b>CAM Total</b>		<b>54</b>		<b>\$ 223,992</b>
	Electrical	16	\$ 4,080	\$ 65,280
	Carpentry	16	4,080	65,280
	Cook	16	\$ 9,900	\$ 158,400
	Plumbing	32	\$ 3,570	\$ 114,240
	Heavy duty Mechanic	16	\$ 5,700	\$ 91,200
<b>CNC Total</b>		<b>96</b>		<b>\$ 494,400</b>
<b>COTR</b>	<b>Plumbing</b>	<b>16</b>	<b>\$ 3,570</b>	<b>\$ 57,120</b>
<b>NIC</b>	<b>Electrical</b>	<b>16</b>	<b>\$ 4,080</b>	<b>\$ 65,280</b>
NWCC	Carpentry	32	\$ 4,080	\$ 130,560
	Electrical	16	\$ 4,080	\$ 65,280
<b>NWCC Total</b>		<b>48</b>		<b>\$ 195,840</b>
OKAN	Electrical	36	\$ 4,080	\$ 146,880
	Plumbing	18	\$ 3,570	\$ 64,260
<b>OKAN Total</b>		<b>54</b>		<b>\$ 211,140</b>
TRU	Electrical	32	\$ 4,080	\$ 130,560
	Horticulture	12	\$ 6,120	\$ 73,440
<b>TRU Total</b>		<b>44</b>		<b>\$ 204,000</b>
<b>Total</b>		<b>392</b>	<b>\$4,561</b>	<b>\$1,787,772</b>

\*Some institutions made changes to the programs they delivered:

CAM – delivered Electrical (12); Carpentry (20); Joinery (10); Cook (12)

CNC – Plumbing (48); HD Mech. (16); Auto Collision (16); Millwright (16)

TRU – Electrical (32); HD Mech. (12)



ADM'S CORRESPONDENCE

- BRANCH DAY COPY
- BRANCH FILE (+BACKUP, ETC.)
- EXECUTIVE DIRECTOR COPY

➤ ADMO EMAIL COPY

Our Ref. 76345

JAN 20 2010

To: Presidents of Post-Secondary Institutions

Re: **Change to the Reporting Requirements for Audited Student Full-Time Equivalent Reports**

I am pleased to advise you that the Ministry of Advanced Education and Labour Market Development (the Ministry) is responding to the requests of institutions, such as yours, to streamline the process of reporting actual full-time equivalent (FTE) reports. Commencing this spring, the Ministry is eliminating the requirement for Final Actual FTE Reports to be audited annually by independent accounting firms. This change is effective beginning with the Final FTE Reports for 2009/10. Of course, some institutions may choose to continue to have their FTE reports audited annually for their Boards or internal use.

The elimination of the requirement to audit Final Actual FTE Reports is the result of a review of the information contained in the CDW. The case level data in the CDW, in conjunction with the Enrolment Analysis Tool and the FTE Audit Tool, provide worksheets that enable institutions and the Ministry to check and test the validity of the actual FTEs reported to a significant degree. In order to ensure the on-going quality and accuracy of unaudited Final Actual FTE Reports, the Ministry is planning to implement cyclical audits, by non-accounting firm teams, for those institutions with unaudited actual FTE reports. The timing and structure of the cyclical audits has not yet been determined. Institutions will have an opportunity to advise the Ministry on the process and its implementation. Further information on this will be forwarded shortly.

Institutions will continue to submit annual Final unaudited Actual FTE Reports in the same format as provided to the Ministry in 2008/09. This means that unaudited actual FTE reports would continue to be based on the Enrolment Analysis Tool, the FTE Audit Tool and the current Final Actual FTE Report template. Final Actual unaudited FTE Reports for 2009/10 are due by May 14, 2010.

... /2

- 2 -

If you have any questions, please contact Randy Brown, Senior Coordinator, Post Secondary Funding, at [Randy.Brown@gov.b.ca](mailto:Randy.Brown@gov.b.ca), or by phone at 250-387-2640.

Sincerely,

A handwritten signature in cursive script, appearing to read 'S. Brown'.

Susan Brown  
A/ Assistant Deputy Minister

pc: Vice-President of Finance

Mr. Joe Thompson, Executive Director, Funding and Analysis Branch  
Ministry of Advanced Education and Labour Market Development



#15071644

**VIA COURIER**

File No. 64300-03/VIU/BCKDF  
Fiscal Year 2010/11- 804590

**OCT 19 2011**

Ms. Pat Eagar  
Vice-President, Administration and Finance  
Vancouver Island University  
900 Fifth St  
Nanaimo BC V9R 5S5

Dear Ms. Eagar:

I am pleased to confirm that the Ministry of Advanced Education (AVED) has approved issuance of a Certificate of Approval (COA) for the following project: MeTA: Media Text Assemblage Application Development for Canadian Fiction (AVED # 804590; CFI Project # 24191; BCKDF # 519), in accordance with the terms and conditions of the British Columbia Knowledge Development Fund:

<i>Project No.:</i>	804590
<i>Certificate No.:</i>	162-804590-1
<i>Project Description:</i>	MeTA: Media Text Assemblage Application Development for Canadian Fiction
<i>Project Scope:</i>	81.7 % Equipment, 18.3 % Renovation
<i>Total Project Budget:</i>	\$138,815
<i>Total AVED Budget:</i>	\$ 55,526
<i>Total BCKDF Project Budget:</i>	\$ 55,526
<i>COA Amount:</i>	\$ 49,973
<i>COA Expiry:</i>	March 31, 2013

Please find a COA and a Project Summary enclosed. This COA represents 90 percent of the full AVED funding. As noted in a May 2, 2011 letter to Ms. Pat Eager, effective April 1, 2011, the AVED funding for all BCKDF projects will be subject to a ten percent holdback. The final ten percent of AVED funding will be released upon project completion and once a Project Closure Form has been submitted to and approved by AVED.

.../2



Please continue to provide cashflow projections, updated quarterly, for this project to Mr. Inder Gill, Research Officer, at [inder.gill@gov.bc.ca](mailto:inder.gill@gov.bc.ca). Diligent monitoring of cashflow for this and all capital projects is expected.

Please continue to work with Mr. Krassimir Kostov, Senior Planning Officer, at [Krassimir.Kostov@gov.bc.ca](mailto:Krassimir.Kostov@gov.bc.ca) regarding this project.

Sincerely,



Catherine Nickerson, MAIBC  
Director

Enclosures

pc: Mr. Joe Thompson, Executive Director and Chief Financial Officer  
Ministry of Advanced Education

Ms. Melanie Friesen, A/Executive Director  
Innovation and Business Development Branch  
Ministry of Jobs, Tourism and Innovation

Ms. Liz Hammond-Kaarremaa, Director, Research Services  
Vancouver Island University

British Columbia Knowledge Development Fund PROJECT SUMMARY			
Project Title:	MeTA: Media Text Assemblage Application Development for Canadian Fiction	Current Date:	September 2011
Lead Researcher:	Dr. Richard Lane	Campus:	Nanaimo Campus
Institution:	Vancouver Island University	Institution/CFI Project No.:	#24191
Ministry Project No.:	#804590	Anticipated Project Completion Date:	May 2016
Project Start Date:	May 2011		

CFI Exp. Type	Approved Budget - BCKDF Application			CFI Award Finalization Budget			Current Estimate	
	Total	BCKDF	Total	Total	BCKDF	Total	Total	BCKDF
Construction/Renovation - details to be provided when total construction/reno budget > \$500,000; refer to Construction/Renovation Details tab								
20 New Construction *	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
20 Renovations *	\$ 11,301	\$ 4,520	\$ 15,821	\$ 20,521	\$ 8,208	\$ 28,729	\$ 20,521	\$ 8,208
Equipment/Other								
13 Purchase of equipment or facility	\$ 44,252	\$ 18,252	\$ 62,504	\$ 38,806	\$ 16,884	\$ 49,690	\$ 38,806	\$ 16,884
14 Lease of equipment or facility	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15 Personnel	\$ 77,045	\$ 30,818	\$ 107,863	\$ 73,293	\$ 29,317	\$ 102,610	\$ 73,293	\$ 29,317
16 Components	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17 Travel (infrastructure related)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18 Software	\$ 4,841	\$ 1,896	\$ 6,737	\$ 3,342	\$ 1,337	\$ 4,679	\$ 3,342	\$ 1,337
19 Extended Warranties/Service Contracts	\$ 1,378	Ineligible for BCKDF	\$ 1,378	\$ 2,853	Ineligible for BCKDF	\$ 2,853	Ineligible for BCKDF	Ineligible for BCKDF
21 Initial training of infrastructure personnel	\$ -	Ineligible for BCKDF	\$ -	\$ -	Ineligible for BCKDF	\$ -	Ineligible for BCKDF	Ineligible for BCKDF
22 Other (specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total (including applicable taxes)	\$ 138,815	\$ 55,526	\$ 194,341	\$ 138,815	\$ 55,526	\$ 194,341	\$ 138,815	\$ 55,526

\* NOTE for projects with total construction/reno budget > \$500,000: CFI Expenditure Type 20 totals to equal totals on Construction/Renovation Details tab

Funding Sources Summary	BCKDF Application		CFI Award Finalization		Current Estimate		% Contribution	
	\$	%	\$	%	\$	%	%	%
BCKDF	\$ 55,526	40%	\$ 55,526	40%	\$ 55,526	40%	40%	40%
CFI	\$ 55,526	40%	\$ 55,526	40%	\$ 55,526	40%	40%	40%
Institution	\$ 27,763	20%	\$ 27,763	20%	\$ 27,763	20%	20%	20%
Other (in-kind, donations) - specify	\$ -	0%	\$ -	0%	\$ -	0%	0%	0%
TOTAL	\$ 138,815	100%	\$ 138,815	100%	\$ 138,815	100%	100%	100%

Cashflow - Actuals and Forecast	Previous Fiscal Yrs		Fiscal Yr 2010/11		Fiscal Yr 2011/12		Fiscal Yr 2012/13		Fiscal Yr 2013/14		Future Fiscal Yrs	
	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%
BCKDF	\$ -	-	\$ -	-	\$ 33,914	24%	\$ 7,724	6%	\$ 5,724	4%	\$ 8,164	6%
CFI	\$ -	-	\$ -	-	\$ 33,914	24%	\$ 7,724	6%	\$ 5,724	4%	\$ 8,164	6%
Institution	\$ -	-	\$ -	-	\$ 5,500	4%	\$ 5,562	4%	\$ 5,562	4%	\$ 11,159	8%
Other (in-kind, donations) - specify	\$ -	-	\$ -	-	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
TOTAL	\$ -	-	\$ -	-	\$ 73,328	52%	\$ 21,000	15%	\$ 17,000	12%	\$ 27,487	20%

Space Summary		New Construction		Renovations	
Location (Building Name)	N/A	Bldg 340/345 Rm 138			
Approved Net Assignable M <sup>2</sup>	N/A	23			
Approved Gross M <sup>2</sup>	N/A	23			
Current Net Assignable M <sup>2</sup>	N/A	23			
Current Gross M <sup>2</sup>	N/A	23			

COA Summary		Amount		Date Issued		Expiry Date	
COA Number	182-804590-1	\$ 48,973		October 2011		March 31, 2013	



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## CAPITAL PROJECT CERTIFICATE OF APPROVAL

Sponsoring Ministry: Advanced Education

Division: 01 UNIVERSITIES

Government Body: 0012 VANCOUVER ISLAND UNIVERSITY

Certificate Number: 162-804590

Revision No.: 1

This Certificate is issued pursuant to the Treasury Board approval for the Capital Project described below (the "Project") and a Memorandum of Understanding (the "COA-MOU") between Provincial Treasury and the Sponsoring Ministry. This Certificate constitutes an approval by the Province for the Government Body to request Capital Funding (Advance) from the Province in accordance with the COA-MOU for the purpose of facilitating approved Project expenditures.

### APPROVED CAPITAL PROJECT

Project No.: 804590

Project Location: NANAIMO

Facility Name: BRITISH COLUMBIA KNOWLEDGE DEVELOPMENT FUND

Project Description: MeTA: Media Text Assemblage Application Development for Canadian Fiction (Lane)

Total Estimated Project Costs: \$ 138,815.00

Total Provincial Contribution: \$ 55,526.00

Treasury Board Approval Stage: 1. ☐ Site 2. ☐ Planning 3. ☒ Completion

Funding Detail (this certificate cancels and replaces all previous certificates issued for the Project):

Previous Certificate No.:

Previous Revision No.:

Previous Total Approved Advance:

\$ 00.00

Increase (Decrease) Determined By This Certificate:

\$ 49,973.00

Total Approved Advance:

\$ 49,973.00

Expiry Date: MARCH 31, 2013

### GOVERNMENT BODY ACCOUNT

Financial Institution:

Transit No.:

Account No.:

### TERMS OF APPROVAL

1. The Total Approved Advance approved by this Certificate represents the maximum that may be advanced for the Project.
2. This Certificate is valid only until the Expiry Date or until cancelled by the Sponsoring Ministry. This Certificate is not transferable.
3. Additional terms specific to the Project made between the Sponsoring Ministry and the Government Body are set out below or in the attached Appendix.

AUTHORITY GRANTED TO PROCEED

SIGNATURE OF RESPONSIBLE MINISTER OR DESIGNATE

Oct. 18, 2011

EFFECTIVE DATE

ORIGINAL: MINISTRY OF FINANCE

COPIES: 1) GOVERNMENT BODY 2) SPONSORING MINISTRY



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FAB Project File Copy + back-up  
FAB Day File  
COA File Copy # 66240-30

MAR 14 2011

**VIA COURIER**  
File No. 64300-03VIU/BCKDF  
Fiscal Year 10/11- 804564

Courier 9751671

Proc Tr. 9751539

Ms. Pat Eagar  
Vice-President, Administration and Finance  
Vancouver Island University  
900 Fifth St  
Nanaimo BC V9R 5S5

Dear Ms. Eagar:

I am pleased to confirm that the Ministry has approved issuance of a Certificate of Approval (COA) for the following project, in accordance with the terms and conditions of the British Columbia Knowledge Development Fund:

<i>Project No.:</i>	804564
<i>Certificate No.:</i>	062-804564-1
<i>Project Description:</i>	Estimating the Carbon Sequestration, Thermal Insulation and Water Management Benefits of Green Roofs
<i>Project Scope:</i>	100% Equipment
<i>Total Project Budget:</i>	\$127,901
<i>Total BCKDF Project Budget:</i>	\$46,450
<i>COA Amount:</i>	\$46,450
<i>COA Expiry:</i>	December 31, 2011

Enclosed, please find a COA and a Project Summary.

Please continue to provide cashflow projections, updated quarterly, for this project to Mr. Inder Gill, Research Officer, at [inder.gill@gov.bc.ca](mailto:inder.gill@gov.bc.ca). Diligent monitoring of cashflow for this and all capital projects is expected.

.../2

Ministry of Regional Economic and  
Skills Development

Corporate Services Division  
Finance and Accountability Branch  
Capital Planning

Mailing Address:  
PO Box 9147 Stn Prov Govt  
Victoria BC V8W 9H1

Location:  
1<sup>st</sup> floor, 835 Humboldt Street  
Victoria BC V8W 9H8

Telephone: 250 356-9393  
Facsimile: 250 356-7922

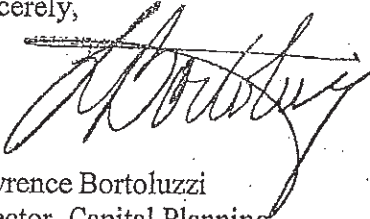
Ministry of Science and Universities

Web-site addresses:  
<http://www.gov.bc.ca/rsed/>  
<http://www.gov.bc.ca/su/>

Page 55  
AED-2011-00064

Upon completion of the project, please submit a Project Closure form to Ms. Cathy Aitken, Senior Planning Officer, at [cathy.aitken@gov.bc.ca](mailto:cathy.aitken@gov.bc.ca). A template of this form may be found at: [http://www.aved.gov.bc.ca/cppm/related\\_documents.htm](http://www.aved.gov.bc.ca/cppm/related_documents.htm).

Sincerely,



Lawrence Bortoluzzi  
Director, Capital Planning  
Ministry of Regional Economic and Skills Development

Enclosures

pc: Mr. Ric Kelm, Executive Director  
Facilities Services and Campus Development  
Vancouver Island University

Mr. Joe Thompson, Executive Director and Chief Financial Officer  
Ministry of Regional Economic and Skills Development  
and Ministry of Science and Universities

Mr. Ken Armour, Executive Director  
Innovation and Business Development Branch  
Ministry of Science and Universities

Dr. David Gaumont-Guay, Professor  
Faculty of Science and Technology  
Vancouver Island University

Ms. Geri Anderson, Manager, Universities, Colleges and Institutes  
Finance and Accountability Branch – Capital Unit  
Ministry of Regional Economic and Skills Development





# CAPITAL PROJECT CERTIFICATE OF APPROVAL

Sponsoring Ministry: Advanced Education and Labour  
Market Development

Division: 01 UNIVERSITIES

Government Body: 0012 VANCOUVER ISLAND UNIVERSITY

Certificate Number: 062-804564

Revision No.: 1

This Certificate is issued pursuant to the Treasury Board approval for the Capital Project described below (the "Project") and a Memorandum of Understanding (the "COA-MOU") between Provincial Treasury and the Sponsoring Ministry. This Certificate constitutes an approval by the Province for the Government Body to request Capital Funding (Advance) from the Province in accordance with the COA-MOU for the purpose of facilitating approved Project expenditures.

## APPROVED CAPITAL PROJECT

Project No.: 804564

Project Location: NANAIMO

Facility Name: BRITISH COLUMBIA KNOWLEDGE DEVELOPMENT FUND

Project Description: ESTIMATING THE CARBON SEQUESTRATION, THERMAL INSULATION AND WATER MANAGEMENT BENEFITS OF GREEN ROOFS

Total Estimated Project Costs: \$ 127,901.00

Total Provincial Contribution: \$ 46,450.00

Treasury Board Approval Stage: 1. ☐ Site 2. ☐ Planning 3. ☒ Completion

Funding Detail (this certificate cancels and replaces all previous certificates issued for the Project):

Previous Certificate No.:

Previous Revision No.:

Previous Total Approved Advance:

\$ 00.00

Increase (Decrease) Determined By This Certificate:

\$ 46,450.00

Total Approved Advance:

\$ 46,450.00

Expiry Date: DECEMBER 31, 2011

## GOVERNMENT BODY ACCOUNT

Financial Institution:

Transit No.:

Account No.:

## TERMS OF APPROVAL

1. The Total Approved Advance approved by this Certificate represents the maximum that may be advanced for the Project.
2. This Certificate is valid only until the Expiry Date or until cancelled by the Sponsoring Ministry. This Certificate is not transferable.
3. Additional terms specific to the Project made between the Sponsoring Ministry and the Government Body are set out below or in the attached Appendix.

AUTHORITY GRANTED TO PROCEED

SIGNATURE OF RESPONSIBLE MINISTER OR DESIGNATE

EFFECTIVE DATE

MAR 14 2011

ORIGINAL: MINISTRY OF FINANCE

COPIES: 1) GOVERNMENT BODY 2) SPONSORING MINISTRY

Ministry of Advanced Education and  
Labour Market Development

BCKDF PROJECT SUMMARY	
Institution	Vancouver Island University
Project Number	RESO #804564; BCKDF #518; CFI #22709
Project Title	Estimating the Carbon Sequestration, Thermal Insulation and Water Management Benefits of Green Roofs in British Columbia
Project Status	Approved; In Process
Anticipated Completion	June 2011
Date	February 22, 2011

	Total Approved Project			
	Total Costs (Eligible+Ineligible)	Total Ineligible Costs	Total Eligible Costs	BCKDF Costs
<b>Construction/Renovation (CFI Item 20)</b>				
Planning & Design fees				
Project Management fees				
New Construction Costs				
Renovation Costs				
Site Costs				
Contingency				
DCCs/legal costs				
Commissioning				
Other (specify)				
<b>Equipment/Other Costs (CFI Items 13-19, 21-22)</b>				
Purchase Research Equipment	\$ 127,901		\$ 127,901	\$ 46,450
Lease Research Equipment				
Personnel Costs				
Components				
Travel/communications				
Software				ineligible for BCKDF
Extended warranty				ineligible for BCKDF
Infrastructure personnel training				
Other (specify)				
<b>Total Cost (Incl. HST)</b>	<b>\$ 127,901</b>	<b>\$ -</b>	<b>\$ 127,901</b>	<b>\$ 46,450</b>

SPACE SUMMARY	New Construction	Renovations	Eligible	Total
Approved Net m <sup>2</sup>				
Approved Gross m <sup>2</sup>				
Current Net m <sup>2</sup>				
Current Gross m <sup>2</sup>				
FUNDING SUMMARY	Ineligible	Eligible	Total	
BCKDF Funding		\$ 46,450	\$ 46,450	
CFI Funding		\$ 46,451	\$ 46,451	
Institution Funding			\$ -	
Third Party Funding		\$ 35,000	\$ 35,000	
<b>TOTAL</b>		<b>\$ 127,901</b>	<b>\$ 127,901</b>	
CASHFLOW	FY 2010/11	FY 2011/12	FY 2012/13	Total
BCKDF		\$ 46,450		\$ 46,450
CFI		\$ 46,451		\$ 46,451
Institution				\$ -
Third Party		\$ 35,000		\$ 35,000
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 127,901</b>	<b>\$ -</b>	<b>\$ 127,901</b>
ISSUED COAS	Amount	Issued Date	Expiry Date	Project Phase
062-804564-1	\$ 46,450	March 8, 2011	December 31, 2011	Completion

BRANCH CORRESPONDENCE

- BRANCH DAY COPY
- CIRCULATION COPY
- BRANCH FILE (+BACKUP, ETC.)
- EXECUTIVE DIRECTOR COPY



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COLUMBIA

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VIA COURIER

File No.: 64300-20/VIU/KIP  
Fiscal Year: 2009/10 - 804432

**MAR 23 2011**

Ms. Pat Eagar  
Vice-President, Administration and Finance  
Vancouver Island University  
900 Fifth St  
Nanaimo BC V9R 5S5

Dear Ms. Eagar:

This is notification that a federal funding payment of \$2,085,100 was issued through the Electronic Fund Transfer (EFT) system into Vancouver Island University's bank account on March 7, 2011, for the Knowledge Infrastructure Program (KIP) project number 804432.

This is federal KIP funding and should be identified and kept for expenditures related to this KIP project. Please identify the cashflow of this funding as part of the *Total* and *Cashflow* projections in the quarterly cashflow updates.

This payment will bring the provincial and federal funding provided to date up to the designated holdback funding. Details of the provincial and federal funding provided are as follows:

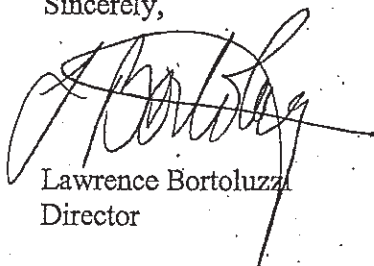
<i>Project No.:</i>	804432
<i>Project Description:</i>	Cowichan Campus Replacement Project
<i>Total Project Budget:</i>	\$ 26,662,500
<i>Total Provincial Budget:</i>	\$ 12,500,000
<i>Total Federal KIP Budget:</i>	\$ 11,868,721
<i>EFT Amount:</i>	\$ 2,085,100

... /2

Also note any other special terms and conditions outlined in the project approval letter. The KIP BC Project Close-out Report documentation is available on our website. Further details, including reporting submission deadlines, may be found in the *Knowledge Infrastructure Program – Project Reporting and Approval Requirements (March 2011)* available on our website at [www.aved.gov.bc.ca/cppm](http://www.aved.gov.bc.ca/cppm).

If you have any questions regarding your KIP project please contact Ms. Geri Anderson at 250-356-9097. Please continue to provide quarterly cash flow projections for this project to Mr. Inder Gill, Research Officer, at [inder.gill@gov.bc.ca](mailto:inder.gill@gov.bc.ca).

Sincerely,



Lawrence Bortoluzzi  
Director

pc: Mr. Joe Thompson, Executive Director and Chief Financial Officer  
Ministry of Advanced Education

Mr. Ric Kelm, Executive Director  
Facilities Services and Campus Development  
Vancouver Island University

Ms. Geri Anderson, Manager, Universities, Colleges and Institutes  
Finance and Accountability Branch – Capital Planning  
Ministry of Advanced Education



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BRANCH CORRESPONDENCE

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- > EXECUTIVE DIRECTOR COPY

10922159

Our Ref. 88184

May 2, 2011

Ms. Pat Eagar  
Vice-President, Administration and Finance  
Vancouver Island University  
900 Fifth St  
Nanaimo BC V9R 5S5

Dear Ms. Eagar:

The intent of this letter is to notify you of a funding policy change regarding the British Columbia Knowledge Development Fund (BCKDF) program.

As of April 1, 2011, the Ministry of Advanced Education (AVED) funding for all BCKDF projects will be subject to a 10 percent holdback. This will apply to all future projects, as well as any currently underway which have drawn down less than 90 percent of their total AVED funding to date. The final 10 percent of AVED funding will be released upon project completion and once a Project Closure Form has been submitted to and approved by AVED. Project completion is defined as *the date at which the infrastructure has been acquired or developed and is operational and all expenditures have been incurred.*

The purpose of the holdback is to align BCKDF processes more closely to those of the Canada Foundation for Innovation. It will also help ensure AVED's contribution does not exceed the agreed share of the actual eligible costs or the maximum BCKDF amount, whichever is lower. If the total actual eligible costs are less than the approved finalized budget, BCKDF's contribution will be limited to the agreed share (typically a maximum of 40 percent) of the actual total eligible costs of the project.

A template of the BCKDF Project Closure Form may be found on our website at:

[http://www.aved.gov.bc.ca/cppm/related\\_documents.htm](http://www.aved.gov.bc.ca/cppm/related_documents.htm)

.../2

Ministry of  
Advanced Education

Post-Secondary Funding and  
Corporate Finance Branch

Capital Unit

Mailing Address:  
PO Box 9147 Stn Prov Govt  
Victoria BC V8W 9H1

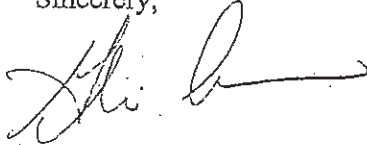
Location:  
1<sup>st</sup> Floor, 835 Humboldt Street  
Victoria BC V8W 9H8

Telephone: (250) 356-9393  
Facsimile: (250) 356-7922



Completed Project Closure Forms are to be submitted within 90 calendar days after project completion. Please note the form must be signed by the Vice-President Finance of your institution.

Sincerely,



Geri Anderson  
Acting Director

pc: Mr. Joe Thompson, Executive Director and Chief Financial Officer  
Ministry of Advanced Education

Ms. Melanie Friesen, Acting Executive Director  
Research and Innovation Branch  
Ministry of Jobs, Tourism and Innovation

Ms. Liz Hammond-Kaarremaa, Director, Research Services  
Vancouver Island University

Ms. Cathy Aitken, Acting Manager, Universities, Colleges and Institutes  
Post-Secondary Funding and Corporate Finance Branch  
Ministry of Advanced Education



FAB Project File Copy + back-up  
FAB Day File  
COA File Copy # 66240-30

#11134856

VIA COURIER

File No. 64300-03/VIU/BCKDF  
Fiscal Year 10/11 - 804591

MAY 11 2011

Ms. Pat Eagar  
Vice-President, Administration and Finance  
Vancouver Island University  
900 Fifth St  
Nanaimo BC V9R 5S5

Dear Ms. Eagar:

I am pleased to confirm that the Ministry of Advanced Education (AVED) has approved issuance of a Certificate of Approval (COA) for the following project, in accordance with the terms and conditions of the British Columbia Knowledge Development Fund (BCKDF):

<i>Project No.:</i>	804591
<i>Certificate No.:</i>	162-804591-1
<i>Project Description:</i>	Shellfish Aquaculture in an Ecosystem Context
<i>Project Scope:</i>	100% Equipment
<i>Total Project Budget:</i>	\$310,782
<i>Total BCKDF Project Budget:</i>	\$124,312
<i>COA Amount:</i>	\$111,881
<i>COA Expiry:</i>	March 31, 2012

Please find a COA and a Project Summary enclosed. This COA represents 90 percent of the full AVED funding. As noted in a May 2, 2011 letter to Ms. Pat Eagar, effective April 1, 2011, the AVED funding for all BCKDF projects will be subject to a ten percent holdback. The final ten percent of AVED funding will be released upon project completion and once a Project Closure Form has been submitted to and approved by AVED.

... /2

Ministry of  
Advanced Education

Post-Secondary Funding and  
Corporate Finance Branch

Capital Unit

Mailing Address:  
PO Box 9147 Stn Prov Govt  
Victoria BC V8W 9H1

Location:  
1<sup>st</sup> Floor, 835 Humboldt Street  
Victoria BC V8W 9H8

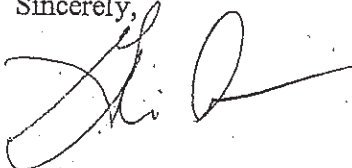
Telephone: (250) 356-9393  
Facsimile: (250) 356-7922

Page 63  
AED-2011-00064

Please continue to provide cashflow projections, updated quarterly, for this project to Mr. Inder Gill, Research Officer, at [inder.gill@gov.bc.ca](mailto:inder.gill@gov.bc.ca). Diligent monitoring of cashflow for this and all capital projects is expected.

Upon completion of the project, please submit a Project Closure form to Ms. Cathy Aitken, Manager, Universities, Colleges and Institutes, at [cathy.aitken@gov.bc.ca](mailto:cathy.aitken@gov.bc.ca). A template of this form may be found at: [http://www.aved.gov.bc.ca/cppmi/related\\_documents.htm](http://www.aved.gov.bc.ca/cppmi/related_documents.htm).

Sincerely,



Geri Anderson  
Acting Director

Enclosures

pc: Dr. Sarah Dudás  
Canada Research Chair in Sustainable Aquaculture Ecosystems Interactions  
Vancouver Island University

Mr. Joe Thompson, Executive Director and Chief Financial Officer  
Ministry of Advanced Education

Ms. Melanie Friesen, A/Executive Director  
Innovation and Business Development Branch  
Ministry of Jobs, Tourism and Innovation

Ms. Liz Hammond-Kaarremaa, Director, Research Services  
Vancouver Island University





BRITISH  
COLUMBIA  
The Best Place on Earth

## CAPITAL PROJECT CERTIFICATE OF APPROVAL

Sponsoring Ministry: Advanced Education and Labour  
Market Development

Division: 01 UNIVERSITIES

Government Body: 0012 VANCOUVER ISLAND UNIVERSITY

Certificate Number: 162-804591

Revision No.: 1

This Certificate is issued pursuant to the Treasury Board approval for the Capital Project described below (the "Project") and a Memorandum of Understanding (the "COA-MOU") between Provincial Treasury and the Sponsoring Ministry. This Certificate constitutes an approval by the Province for the Government Body to request Capital Funding (Advance) from the Province in accordance with the COA-MOU for the purpose of facilitating approved Project expenditures.

### APPROVED CAPITAL PROJECT

Project No.: 804591

Project Location: NANAIMO

Facility Name: BRITISH COLUMBIA KNOWLEDGE DEVELOPMENT FUND

Project Description: SHELLFISH AQUACULTURE IN AN ECOSYSTEM CONTEXT

Total Estimated Project Costs: \$ 310,782.00

Total Provincial Contribution: \$ 124,312.00

Treasury Board Approval Stage: 1. ☐ Site 2. ☐ Planning 3. ☒ Completion

Funding Detail (this certificate cancels and replaces all previous certificates issued for the Project):

Previous Certificate No.:

Previous Revision No.:

Previous Total Approved Advance:

\$ 00.00

Increase (Decrease) Determined By This Certificate:

\$ 111,881.00

Total Approved Advance:

\$ 111,881.00

Expiry Date: MARCH 31, 2012

### GOVERNMENT BODY ACCOUNT

Financial Institution:

Transit No.:

Account No.:

### TERMS OF APPROVAL

1. The Total Approved Advance approved by this Certificate represents the maximum that may be advanced for the Project.
2. This Certificate is valid only until the Expiry Date or until cancelled by the Sponsoring Ministry. This Certificate is not transferable.
3. Additional terms specific to the Project made between the Sponsoring Ministry and the Government Body are set out below or in the attached Appendix.

AUTHORITY GRANTED TO PROCEED

SIGNATURE OF RESPONSIBLE MINISTER OR DESIGNATE

EFFECTIVE DATE

May 11, 2011

ORIGINAL: MINISTRY OF FINANCE

COPIES: 1) GOVERNMENT BODY 2) SPONSORING MINISTRY





BRITISH  
COLUMBIA

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BRANCH CORRESPONDENCE

- > BRANCH DAY COPY
- > CIRCULATION COPY
- > BRANCH FILE (+BACKUP, ETC.)
- > EXECUTIVE DIRECTOR COPY

*sent electronically*

66200-20

June 3, 2010

Vice-President of Finance  
All Post-Secondary Institutions

At the last Senior Financial Administrative Officers' (SFAO) meeting, we discussed the above subject initiative which the Ministry of Advanced Education and Labour Market Development (the Ministry) intends to implement this fall or late summer.

Further to SFAO's request to be more involved in the implementation of the Facility Assessment Initiative, attached please find the Terms of Reference for the Facility Assessment Initiative and the Request template.

The attached Terms of Reference document references the commencement of the facility audit process with a call for submissions to public post-secondary institutions to submit building audits for provincial approval.

Would you please submit up to two building candidates for the facility audit to the Capital Planning Unit before July 2, 2010 in the format provided on the attached template. As stated in the attached document, the Ministry will review these submissions and where appropriate, refer this information to the service agency currently being considered for undertaking the FAI project.

During this process, we will work directly with the Facility Directors from your institutions.  
Sincerely,

Lawrence Bortoluzzi  
Director, Capital Unit

Attachments

pc: Mr. Joe Thompson, Executive Director, Funding and Analysis Branch  
Ministry of Advanced Education and Labour Market Development

Mr. Mark Brown, Manager, Universities Sector, Funding and Analysis Branch  
Ministry of Advanced Education and Labour Market Development

.../2

Ms. Geri Anderson, Manager, University, Colleges and Institutes  
Funding and Analysis Branch  
Ministry of Advanced Education and Labour Market Development

Facility Directors

# **Facility Assessment Initiative**

## **Introduction**

The Ministry of Advanced Education and Labour Market Development is about to enter into a service agreement with a national firm specializing in Facility Assessment. The expectation is that this multi-year agreement will allow for the review, analysis and evaluation of the majority of academic buildings in BC's public post secondary sector. A primary outcome expected is that the Ministry and the institutions where the buildings are situated will have a planning level evaluation of the overall condition, the state of deferred maintenance and an estimated cost of addressing targeted improvements in the building inventory.

It should be noted that specific programs to address deferred maintenance, upgrades or improvements are not at this time included in the capital plan. As capital projects that are submitted through the Ministry's capital planning process continue to be reviewed by the centralized Capital Planning Secretariat, it is deemed prudent for our sector to undertake the planning action now towards the development of future capital renewal programs, based on a standardized assessment process.

## **Objectives**

Ministry objectives of the Facility Assessment Initiative (FAI) are:

- To obtain building condition information that will guide the development of programs and plans for future building renewal projects;
- To integrate information previously gathered by public post secondary institutions in energy audits, hazardous materials investigations, building code reviews, and seismic mitigation studies with current facility condition assessments, in order to consider the impact of these elements in any future scope of work;

## **Description**

The initiative requests information from institutions on major buildings that:

- have good potential for extending the useful life of selected buildings,
- have current deferred maintenance cost estimates of at least \$2.0 million, and
- fulfill post secondary education program needs in accordance with approved institutional plans.

Priority buildings selected by the institution for a facility audit will be ones that need deferred maintenance work, or require replacement of one or more systems (mechanical, structural, architectural etc.). A priority building may be one where the deferred

maintenance work can be effectively combined with component replacement projects that will reduce GHG emissions according to an existing energy conservation study or plan.

Universities, Colleges and Institutes are to submit two priority buildings for building condition assessment reports. ALMD will fund the basic cost of each building's condition assessment. It is anticipated that in the first year, approximately 100 buildings will be assessed. It is anticipated that institutions with buildings over 25 years old will have at least one candidate for condition assessment in the first year.

The building condition assessment will be conducted by the aforementioned service organization using professional expertise including architects, engineers and technicians as necessary to produce a management report with cost estimates of all identified deferred maintenance, renewal and upgrading needs. The building assessment undertaken for the Ministry will not address structural condition and especially evaluation of seismic resistance although this work may be commissioned by the institution. The service organization will also offer to evaluate facilities for non-structural seismic conditions and "green building" analysis. Neither of these services will be funded by the Ministry, however individual institutions are welcome to arrange these analyses on a supplementary basis, at the institutions' cost.

## **Reporting**

The audit report will provide a Facilities Condition Index that identifies deferred maintenance needs (costs) divided by Current Replacement Value (CRV).

## **Schedule**

The Ministry anticipates that the program will commence in early fall of fiscal year 2010/11. It is expected that the FCI will be completed by end of year 3.

## **Criteria for Building Selection**

Buildings selected for detailed building condition assessment should meet the following criteria:

- justifiable potential for comprehensive building renewal,
- good potential for continuation of educational program delivery or operational and administrative functions for the extension period of the building design lifecycle,
- suitable location or context on campus for continued use within the recommendations of the campus plan.

Availability of seismic mitigation, building code and energy audit information, if available, will be particularly useful in determining priority for detailed assessment.

## **Report Format**

The service consultant organization has a detailed building inventory process that is entered into its database, a variety of reports and summaries may be prepared. The Ministry will be negotiating specific report detail requirements prior to finalizing the service agreement.

## **Submissions from Institutions**

Public post secondary institutions will submit facility information for a building of their choosing for Ministry approval to proceed with commissioning the initial audits. At the end of the first year of the project the Ministry will have a representative data set upon which to develop a facility renewal program. In the following years of the project it is the intension of Ministry to commission the service agent to complete audits for all relevant facilities owned and operated by public post secondary institutions.

## **Licensing Agreement**

The overall purpose of the FAI is to understand the current deferred maintenance backlog components and costs, and short-term and long-term funding needs of public post secondary institutions across the province. The core solution will result in facility condition assessments being conducted on all relevant facilities and the capability to access this information through a capital planning and management software solution. Training of institutional staff and licensing of sites are integral components of the FAI. It is proposed that PSI's will receive training and access to the web-based application for 1-2 users per institution. The web based facility capital planning software application will enable the Ministry and institutions to manage the detailed asset and facility condition survey data and use that data in multi-year asset management investment plans.



**INSTITUTION'S SUBMISSION FOR BUILDING AUDIT**

	Information Requested	Value	Description/Comments
<b>Institution Name</b>			
<b>Campus</b>			
<b>Building Name</b>			
<b>Facility Description:</b>	Gross Square Metres		
	Year Built		
	Construction Type		
<b>Main Current Use</b>	Type of Programs		
	Administration		
	Other (specify main use)		
<b>Future Potential Use</b>	Type of Programs		
	Administration		
	Other (specify main use)		
<b>Estimated Deferred Maintenance Backlog</b>	Estimated costs if available		
<b>Investments to Date</b>	(Construction related)		



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- > EXECUTIVE DIRECTOR COPY

JUN 10 2010

VIA COURIER

File No.: 64300-20/VIU-804432

Fiscal Year: 2009/10 VIU

Courier # 353894)

KIP

Ms. Pat Eagar  
Vice-President, Administration and Finance  
Vancouver Island University  
900 Fifth St  
Nanaimo BC V9R 5S5

Dear Ms. Eagar:

This letter is to confirm that the Ministry of Advanced Education and Labour Market Development (the Ministry) has selected your Knowledge Infrastructure Project for a procurement audit. The Vancouver Island University New Cowichan Campus project is scheduled to be completed prior to March 31, 2011. Stantec Consulting will be performing the audit on behalf of the Ministry and will be contacting you directly in the upcoming weeks to schedule a convenient time to meet with relevant staff and conduct the audit.

The purpose of the audit is to check for compliance with government policy, Capital Asset Management Framework (CAMF) and industry best practices. In particular, the procurement audit will utilize the CAMF checklist to aid in reviewing:

- How the optimum procurement method is determined and whether it is appropriate for the project;
- Whether fair and open solicitation practices are followed;
- Whether standard document and contract provisions are used in accordance with policy and examine the underlying reasons if not used; and
- How pre-qualification lists for contractors are established and accessed.

The contracts selected for procurement review will include all major consultant and contractor contracts for this project.

You should expect the process to take from 3 – 5 days of on campus interviews and document review. Stantec will require an office or small meeting room with access to the internet for the duration. To assist this process, all documentation regarding the procurement process from prequalification (if applicable) through tendering, evaluation, and award should be readily available for review during the audit.

.../2

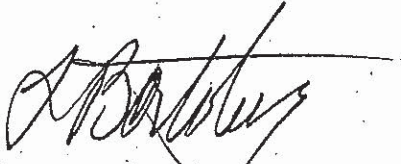
Ministry of  
Advanced Education  
and Labour Market  
Development

Funding and Accountability Branch - Capital  
Post Secondary Education Division  
1st Floor - 835 Humboldt Street  
PO Box 9147, Stn Prov Govt  
Victoria BC V8W 9H1

Telephone: (250) 356-9393  
Facsimile: (250) 356-7922

Please advise Mr. Gerry Devine, Project Leader at Stantec, directly regarding a contact to finalize details and requirements for their review. Gerry may be reached by phone at (780) 917-7036 or cell (780) 995-2992.

Sincerely,



Lawrence Bortoluzzi  
Director, Capital Unit

pc: Mr. Joe Thompson, Executive Director, Funding and Accountability Branch  
Ministry of Advanced Education and Labour Market Development

Mr. Ric Kelm, Executive Director, Facilities Services and Campus Development  
Vancouver Island University

Ms. Geri Anderson, Manager, Universities, Colleges and Institutes,  
Funding and Accountability Branch  
Ministry of Advanced Education and Labour Market Development

**VIA COURIER**

File No. 64300-03/VIU/BCKDF  
Fiscal Year 05/06 – 803902  
Fiscal Year 05/06 – 804021  
Courier # 447879  
Prov Tr # 4148087

**JUL 06 2010**

Ms. Pat Eagar  
Vice-President, Administration and Finance  
Vancouver Island University  
900 Fifth St  
Nanaimo BC V9R 5S5

Dear Ms. Eagar:

I am pleased to confirm that the Ministry of Advanced Education and Labour Market Development (ALMD) has extended the Certificates of Approval (COAs) for the following projects, in accordance with the terms and conditions of the British Columbia Knowledge Development Fund:

<i>Project No.:</i>	803902
<i>Certificate No.:</i>	662-803902-3
<i>Project Description:</i>	International Centre for Sturgeon Studies
<i>Project Scope:</i>	18% Equipment and Construction of a building to accommodate a research base for wild sturgeon conservation and restoration activities.
<i>Total Project Budget:</i>	\$4,491,614
<i>Total BCKDF Project Budget:</i>	\$1,600,000
<i>COA Amount:</i>	\$1,600,000
<i>COA Expiry:</i>	March 31, 2011

.../2

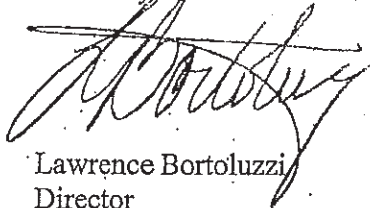
Project No.: 804021  
Certificate No.: 662-804021-4  
Project Description: Integrating Human and Animal Health  
Project Scope: 21% Equipment, 79% Construction  
Total Project Budget: \$333,627  
Total BCKDF Project Budget: \$125,000  
COA Amount: \$125,000  
COA Expiry: March 31, 2011

Enclosed, please find a revised COA and a Project Summary for each project. 0105 20 JUL

Please continue to provide cashflow projections, updated quarterly, for these projects to Mr. Inder Gill, Research Officer, at [inder.gill@gov.bc.ca](mailto:inder.gill@gov.bc.ca). Diligent monitoring of cashflow for these and all capital projects is expected.

Please continue to work with Ms. Cathy Aitken, Senior Planning Officer, regarding these projects.

Sincerely,



Lawrence Bortoluzzi  
Director

Enclosures

pc: Mr. David M. Thomas, Vice-President, Instruction and Research  
Vancouver Island University

Mr. Ric Kelm, Executive Director, Facilities Services and Campus Development  
Vancouver Island University

Mr. Joe Thompson, Executive Director, Funding and Accountability Branch  
Ministry of Advanced Education and Labour Market Development

Mr. Ken Armour, Executive Director, Research and Innovation Branch  
Ministry of Small Business, Trade and Economic Development

Ms. Geri Anderson, Manager, Universities, Colleges and Institutes  
Funding and Accountability Branch – Capital Unit  
Ministry of Advanced Education and Labour Market Development



Ministry of Advanced Education and Labour Market Development

PROJECT SUMMARY	
Institution	Vancouver Island University
Project Number	803902
Project Title	International Centre for Sturgeon Studies
Project Status	Completion
Anticipated Completion	August 01, 2010
Date	June 25, 2010

Total Approved Project - December 2005 Revised - April 2010				
	Total Costs (Eligible+ Ineligible)	Total Ineligible Costs	Total Eligible Costs	BCKDF Costs
<b>Construction/Renovation (CFI Item 20)</b>				
Planning & Design fees	\$ 295,259		\$ 295,259	\$ 116,243
Project Management fees				
New Construction Costs	\$ 2,958,212	\$ 441,800	\$ 2,516,412	\$ 890,711
Renovation Costs				
Site Costs	\$ 250,000		\$ 250,000	\$ 98,425
Contingency	\$ 114,059		\$ 114,059	\$ 44,905
DCCs/legal costs	\$ 88,516		\$ 88,516	\$ 34,849
Commissioning				
Other (Project Coordinator)	\$ 100,000		\$ 100,000	\$ 39,370
<b>Equipment/Other Costs (CFI Items 13-19; 21-22)</b>				
Purchase Research Equipment	\$ 624,500		\$ 624,500	\$ 245,866
Lease Research Equipment				
Personnel Costs				
Components				
Travel/communications				
Software				
Extended warranty				Ineligible for BCKDF
Infrastructure personnel training				Ineligible for BCKDF
Other (specify)				
Sub Total	\$ 4,430,546			\$ 1,570,369
Payable GST 1.67%	\$ 61,891	Incl.	Incl.	\$ 21,462
<b>Total Cost</b>	<b>\$ 4,492,437</b>			<b>\$ 1,591,831</b>

SPACE SUMMARY	New Construction	Renovations	Eligible	Total
Approved NASM				
Approved GSM				
Current NASM				
Current GSM				

FUNDING SUMMARY	Ineligible	Eligible	Total
BCKDF Funding		\$ 1,600,000	\$ 1,600,000
CFI Funding		\$ 1,600,000	\$ 1,600,000
Third Party Funding	\$ 428,285	\$ 864,160	\$ 1,292,435
<b>TOTAL</b>	<b>\$ 428,285</b>	<b>\$ 4,064,160</b>	<b>\$ 4,492,435</b>

Additional funding approved by University Board

CASHFLOW	FY 2006/06	FY 2007/07	FY 2008/08	FY 2009/09	FY 2010/10	FY 2011/11	Total
BCKDF	\$ 200,000	\$ 45,850	\$ -	\$ 336,000	\$ 450,000	\$ 568,150	\$ 1,600,000
CFI				\$ 256,702	\$ 607,504	\$ 835,794	\$ 1,600,000
Third Party					\$ 109,194	\$ 1,183,241	\$ 1,292,435
<b>TOTAL</b>	<b>\$ 200,000</b>	<b>\$ 45,850</b>	<b>\$ -</b>	<b>\$ 592,702</b>	<b>\$ 1,066,698</b>	<b>\$ 2,587,185</b>	<b>\$ 4,492,435</b>

ISSUED COAS	Amount	Issued Date	Expiry Date	Project Phase
662-803902-1	\$ 245,850	December 2005	Sept 30, 2006	Equipment
662-803902-2	\$ 1,600,000	December 2008	March 31, 2011	Completion
663-803902-3	\$ 1,600,000	June 28, 2010	2011	Completion



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## CAPITAL PROJECT CERTIFICATE OF APPROVAL

Sponsoring Ministry: Advanced Education and Labour  
Market Development

Division: 01 UNIVERSITIES

Government Body: 0012 VANCOUVER ISLAND UNIVERSITY

Certificate Number: 662-803902

Revision No.: 3

This Certificate is issued pursuant to the Treasury Board approval for the Capital Project described below (the "Project") and a Memorandum of Understanding (the "COA-MOU") between Provincial Treasury and the Sponsoring Ministry. This Certificate constitutes an approval by the Province for the Government Body to request a prepaid Capital Advance (Advance) from the Province in accordance with the COA-MOU for the purpose of facilitating approved Project expenditures.

### APPROVED CAPITAL PROJECT

Project No.: 803902

Project Location: NANAIMO

Facility Name: BRITISH COLUMBIA KNOWLEDGE DEVELOPMENT FUND

Project Description: INTERNATIONAL CENTRE FOR STUGEON STUDIES: AN INTEGRATED APPROACH FOR CONSERVATION AND AQUACULTURE

Total Estimated Project Costs: \$ 4,491,614.00

Total Provincial Funding: \$1,600,000.00

Treasury Board Approval Stage: 1. ☐ Site 2. ☐ Planning 3. ☒ Completion

Funding Detail (this certificate cancels and replaces all previous certificates issued for the Project):

Previous Certificate No.: 662-803092

Previous Revision No.: 2

Previous Total Approved Advance:

\$ 1,600,000.00

Increase (Decrease) Determined By This Certificate:

\$ 00.00

Total Approved Advance:

\$ 1,600,000.00

Expiry Date: MARCH 31, 2011

### GOVERNMENT BODY ACCOUNT

Financial Institution:

Transit No.:

Account No.:

### TERMS OF APPROVAL

1. The Total Approved Advance approved by this Certificate represents the maximum that may be advanced for the Project.
2. This Certificate is valid only until the Expiry Date or until cancelled by the Sponsoring Ministry. This Certificate is not transferable.
3. Additional terms specific to the Project made between the Sponsoring Ministry and the Government Body are set out below or in the attached Appendix.

SIGNATURE OF RESPONSIBLE MINISTER OR DESIGNATE

EFFECTIVE DATE

JUL 07 2010

ORIGINAL: MINISTRY OF FINANCE

COPIES: 1) GOVERNMENT BODY 2) SPONSORING MINISTRY

Ministry of Advanced Education and Labour Market Development

PROJECT SUMMARY				
Institution	Vancouver Island University			
Project Number	804021			
Project Title	Integrating Human and Animal Health			
Project Status	Completion			
Anticipated Completion	August 01, 2010			
Date	June 25, 2010			
Total Approved Project - December 2005 Revised - April 2010				
	Total Costs (Eligible+Ineligible)	Total Ineligible Costs	Total Eligible Costs	BCKDF Costs
<b>Construction/Renovation (CFI Item 20)</b>				
Planning & Design fees				
Project Management fees				
New Construction Costs	\$ 248,763		\$ 248,763	\$ 93,211
Renovation Costs				
Site Costs				
Contingency				
DCCs/legal costs				
Commissioning				
Other (specify)				
<b>Equipment/Other Costs (CFI Items 13-19; 21-22)</b>				
Purchase Research Equipment	\$ 80,130		\$ 80,130	\$ 30,025
Lease Research Equipment				
Personnel Costs				
Components				
Travel/communications				
Software				
Extended warranty				Ineligible for BCKDF
Infrastructure personnel training				Ineligible for BCKDF
Other (specify)				
Sub Total	\$ 328,893			\$ 123,236
Payable GST 1.67%	\$ 4,154	Incl.	Incl.	\$ 1,557
Total Cost	\$ 333,047			\$ 124,793
<b>SPACE SUMMARY</b>				
	New Construction	Renovations	Eligible	Total
Approved NASM				
Approved GSM				
Current NASM				
Current GSM				
<b>FUNDING SUMMARY</b>				
	Ineligible	Eligible	Total	
BCKDF Funding		\$ 125,000	\$ 125,000	
CFI Funding		\$ 125,000	\$ 125,000	
Third Party Funding		\$83,047	\$ 83,047	Lease revenue
TOTAL	\$ -	\$ 333,047	\$ 333,047	
<b>CASH FLOW</b>				
	FY 2008/09	FY 2009/10	FY 2010/11	Total
BCKDF	\$ 25,000	\$ -	\$ 100,000	\$ 125,000
CFI	\$ 19,018	\$ 93,482	\$ 12,500	\$ 125,000
Third Party	\$ 51,200	\$ 10,600	\$ 21,247	\$ 83,047
TOTAL	\$ 95,218	\$ 104,082	\$ 133,747	\$ 333,047
<b>ISSUED GOA'S</b>				
	Amount	Issued Date	Expiry Date	Project Phase
662-804021-3	\$ 125,000	Dec 19, 2008	March 31, 2010	Completion
662-804021-2	\$ 125,000	April 2, 2008	March 31, 2009	Completion
662-804021-4	\$ 125,000	June 28, 2010	March 31, 2011	Completion

\*Integrated Human and Animal Health space is included within the International Centre for Surgeon Studies - area to be confirmed.



# CAPITAL PROJECT CERTIFICATE OF APPROVAL

Sponsoring Ministry: Advanced Education and Labour  
Market Development

Division: 01 UNIVERSITIES

Government Body: 0012 VANCOUVER ISLAND UNIVERSITY

Certificate Number: 662-804021

Revision No.: 4

This Certificate is issued pursuant to the Treasury Board approval for the Capital Project described below (the "Project") and a Memorandum of Understanding (the "COA-MOU") between Provincial Treasury and the Sponsoring Ministry. This Certificate constitutes an approval by the Province for the Government Body to request a prepaid Capital Advance (Advance) from the Province in accordance with the COA-MOU for the purpose of facilitating approved Project expenditures.

## APPROVED CAPITAL PROJECT

Project No.: 804021

Project Location: NANAIMO

Facility Name: BRITISH COLUMBIA KNOWLEDGE DEVELOPMENT FUND

Project Description: INTEGRATING HUMAN AND ANIMAL HEALTH

Total Estimated Project Costs: \$ 333,627.00

Total Provincial Contribution: \$ 125,000.00

Treasury Board Approval Stage: 1. ☐ Site 2. ☐ Planning 3. ☒ Completion

Funding Detail (this certificate cancels and replaces all previous certificates issued for the Project):

Previous Certificate No.: 662-804021

Previous Revision No.: 3

Previous Total Approved Advance:

\$ 125,000.00

Increase (Decrease) Determined By This Certificate:

\$ 00.00

Total Approved Advance:

\$ 125,000.00

Expiry Date: MARCH 31, 2011

## GOVERNMENT BODY ACCOUNT

Financial Institution:

Transit No.:

Account No.:

## TERMS OF APPROVAL

1. The Total Approved Advance approved by this Certificate represents the maximum that may be advanced for the Project.
2. This Certificate is valid only until the Expiry Date or until cancelled by the Sponsoring Ministry. This Certificate is not transferable.
3. Additional terms specific to the Project made between the Sponsoring Ministry and the Government Body are set out below or in the attached Appendix.

SIGNATURE OF RESPONSIBLE MINISTER OR DESIGNATE

EFFECTIVE DATE

JUL 07 2010

ORIGINAL: MINISTRY OF FINANCE

COPIES: 1) GOVERNMENT BODY 2) SPONSORING MINISTRY



JUL 07 2010

VIA COURIER

File No.: 64300-20/VIU/KIP

Fiscal Year: 2009/10 VIU

Carrier # 4110749

Prov Tr. 4110701

Dr. Ralph Nilson  
President and Vice-Chancellor  
Vancouver Island University  
900 Fifth St  
Nanaimo BC V9R 5S5

Dear Dr. Nilson:

I am pleased to confirm that the Ministry of Advanced Education and Labour Market Development (ALMD) has revised and extended the Certificate of Approval (COA) for the Powell River Trades Facility Knowledge Infrastructure Program (KIP) project as noted below:

<i>Project No.:</i>	804446
<i>Certificate No.:</i>	062-804446-3
<i>Total Project Budget:</i>	\$976,000
<i>Total ALMD Project Budget</i>	\$501,000
<i>Total Federal KIP Budget:</i>	\$475,000
<i>COA Amount.:</i>	\$450,900
<i>COA Expiry:</i>	November 30, 2010

Please find enclosed the COA and a Project Summary. This COA has been reduced to bring the Provincial funding to 90 percent of the ALMD contribution. The final 10 percent funding will be issued once the following KIP Project Close out Report documentation has been completed and submitted to ALMD and approved by both ALMD and the Federal government:

- Solemn Declaration of Substantial Completion
- Project Close-out Report
- Financial and Compliance Audit Report
- KIP Project Closure Summary
- Space Summary report
- Wood First Report
- Confirmation of LEED registration/certification

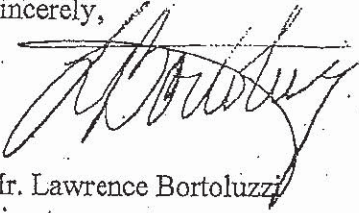
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The KIP Project Close out Report documentation is now available on our website. Further details may be found in the *Knowledge Infrastructure Program -- Project Reporting and Approval Requirements (January 2010)* available on our website at [www.aved.gov.bc.ca/cppm](http://www.aved.gov.bc.ca/cppm). Also note any other special terms and conditions noted in the project COA approval letter.

Please continue to provide quarterly cash flow projections (both Provincial and Total funding) for this project to Mr. Inder Gill, Research Officer, at [inder.gill@gov.bc.ca](mailto:inder.gill@gov.bc.ca). Diligent monitoring of cashflow for this and all capital projects is expected.

Sincerely,



Mr. Lawrence Bortoluzzi  
Director

Enclosures

pc: Mr. Joe Thompson, Executive Director, Funding and Accountability Branch  
Ministry of Advanced Education and Labour Market Development

Mr. Ric Kelm, Executive Director, Facilities Services and Campus Development  
Vancouver Island University

Ms. Geri Anderson, Manager, Universities, Colleges and Institutes  
Funding and Accountability Branch - Capital Unit  
Ministry of Advanced Education and Labour Market Development

This form is to be provided as part of the quarterly reporting and also with any COA increase request.

Federal Knowledge Infrastructure Program PROJECT SUMMARY		
Institution	Vancouver Island University	DATE:
Campus/Location	Powell River Campus, Powell River, BC	June 29, 2010
Project Name	Powell River Trades Facility	Project Number:
Project Status	Sale of existing facilities finalized, in design	360
Scheduled Construction Start Date	April 30, 2010	Report Number:
Anticipated Project Completion Date	December 31, 2010	

Total Approved Project					
	Total Federal KIP Costs	Provincial Costs		Other	Total Costs (Eligible+Ineligible)
		Provincial Costs (Exclude Ineligible Federal Cost)	Ineligible Federal Costs		
Approved Budget	\$475,000	\$475,000	\$26,000		\$976,000
Project Cost Details					
Construction/Renovation Costs					
Planning & Design fees	\$ 57,869	\$ 47,347			\$ 105,216
Project Management fees					\$ 754,351
New Construction Costs	\$ 409,198	\$ 345,153			
Renovation Costs					
Site Costs					
Contingency					
DCCs/legal costs					
Commissioning					
Insurance					
Equipment Moving / Misc.					
Equipment/Other Costs					
Furniture and Equipment		\$ 74,000	\$ 26,000		\$ 100,000
Research Specific Equipment					
Trades Specific Equipment					
Sub Total	\$ 467,067	\$ 468,500	\$ 26,000		\$ 959,567
Payable GST 1.67%	\$ 7,800	\$ 7,791	\$ 434		\$ 16,025
Total Cost	\$ 474,867	\$ 474,291	\$ 26,434		\$ 975,591
Variance	\$ 133	\$ 709	\$ (434)		\$ 409

SPACE SUMMARY	New Construction	Renovations	Total	
Approved NASM		365	365	
Approved GSM		420	420	
Current NASM		363.5	364	
Current GSM		420	420	
FTEs 20				
CASH FLOW	FY 2009/10	FY 2010/11	FY 2011/12	Total
Provincial	\$ 100,000	\$ 401,000		\$ 501,000
Federal KIP		\$ 475,000		\$ 475,000
Other	\$ -	\$ -		\$ -
Other				\$ -
TOTAL	\$ 100,000	\$ 876,000	\$ -	\$ 976,000
ISSUED COA'S	Amount	Issued Date	Expiry Date	Project Phase
062-804446-1	\$ 250,000	November 4, 2009	January 31, 2010	Design
062-804446-2	\$ 600,000	February 9, 2010	June 30, 2010	Planning
062-804446-3	\$ 450,900	June 29, 2010	November 30, 2010	Planning and Completion



# CAPITAL PROJECT CERTIFICATE OF APPROVAL

Sponsoring Ministry: Advanced Education and Labour  
Market Development

Division: 01 UNIVERSITIES

Government Body: 0012 VANCOUVER ISLAND UNIVERSITY

Certificate Number: 062-804446

Revision No.: 3

This Certificate is issued pursuant to the Treasury Board approval for the Capital Project described below (the "Project") and a Memorandum of Understanding (the "COA-MOU") between Provincial Treasury and the Sponsoring Ministry. This Certificate constitutes an approval by the Province for the Government Body to request a prepaid Capital Advance (Advance) from the Province in accordance with the COA-MOU for the purpose of facilitating approved Project expenditures.

## APPROVED CAPITAL PROJECT

Project No.: 804446

Project Location: POWELL RIVER REGIONAL CAMPUS

Facility Name: VANCOUVER ISLAND UNIVERSITY

Project Description: POWELL RIVER TRADES FACILITY

Total Federal Contribution: \$ 475,000.00

Total Estimated Project Costs: \$ 976,000.00

Total Provincial Contribution: \$ 501,000.00

Treasury Board Approval Stage: 1. ☐ Site 2. ☐ Planning 3. ☒ Completion

Funding Detail (this certificate cancels and replaces all previous certificates issued for the Project):

Previous Certificate No.: 062-804446

Previous Revision No.: 2

Previous Total Approved Advance:

\$ 500,000.00

Increase (Decrease) Determined By This Certificate:

\$ (49,100.00)

Total Approved Advance:

\$ 450,900.00

Expiry Date: November 30, 2010

## GOVERNMENT BODY ACCOUNT

Financial Institution:

Transit No.:

Account No.:

## TERMS OF APPROVAL

1. The Total Approved Advance approved by this Certificate represents the maximum that may be advanced for the Project.
2. This Certificate is valid only until the Expiry Date or until cancelled by the Sponsoring Ministry. This Certificate is not transferable.
3. Additional terms specific to the Project made between the Sponsoring Ministry and the Government Body are set out below or in the attached Appendix.

AUTHORITY GRANTED TO PROCEED

SIGNATURE OF RESPONSIBLE MINISTER OR DESIGNATE

EFFECTIVE DATE

JUL 07 2010

ORIGINAL: MINISTRY OF FINANCE

COPIES: 1) GOVERNMENT BODY 2) SPONSORING MINISTRY



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JUL 19 2010

File No.: 64300-20/VIU/KIP  
Fiscal Year: 2009/10 - 804431

Ms. Pat Eagar  
Vice President, Administration and Finance  
Vancouver Island University  
900 Fifth St  
Nanaimo BC V9R 5S5

Dear Ms. Eagar:

Further to the July 5, 2010 letter regarding the latest federal funding payment sent to Vancouver Island University (VIU) for Knowledge Infrastructure Program (KIP) project #804431, an Electronic Funds Transfer (EFT) payment in the amount of \$382,500 was deposited to VIU'S bank account. This payment brings the provincial and federal KIP funding provided to date up to 90 percent of the combined contributions. Details of the provincial and federal funding provided as of today's date are as follows:

Project Description	Project Number	Federal Funding	Provincial Funding	Provincial and Federal Funds Remaining (10% Holdback)
Deep Bay Field Centre	804431	\$1,671,625	\$2,150,000	\$424,625

The final 10 percent of funding will be issued once the following KIP Project Close-out documentation has been submitted to the Ministry of Advanced Education and Labour Market Development (the Ministry) and approved by both the Ministry and the Federal government:

- Solemn Declaration of Substantial Completion;
- BC Project Close-out Report;
- Financial and Compliance Audit Report;
- Completed KIP Project Closure Summary;
- Space Summary report;
- Wood First Report; and
- Confirmation of LEED Gold registration/certification.

.../2

Ministry of  
Advanced Education  
and Labour Market  
Development

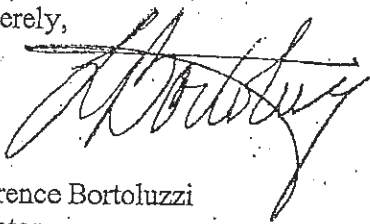
Funding and Accountability Branch - Capital  
Post Secondary Education Division  
1st Floor - 835 Humboldt Street  
PO Box 9147, Stn Prov Govt  
Victoria BC V8W 9H1

Telephone: (250) 356-9393  
Facsimile: (250) 356-7922

The KIP Project Close-out documentation is now available on our website at [www.aved.gov.bc.ca/cppim](http://www.aved.gov.bc.ca/cppim). Further reporting details may be found on our website under *Knowledge Infrastructure Program – Project Reporting and Approval Requirements (July 2010)*. Also note any other special terms and conditions noted in the project approval letter. 0165 21 JUL

Please continue to provide quarterly cash flow projections (both Provincial and Total funding) for this project to Mr. Inder Gill, Research Officer, at [inder.gill@gov.bc.ca](mailto:inder.gill@gov.bc.ca). Diligent monitoring of cashflow for this and all capital projects is expected.

Sincerely,



Lawrence Bortoluzzi  
Director

pc: Mr. Ric Kelm, Executive Director, Facilities Services and Campus Development  
Vancouver Island University

Mr. Joe Thompson, Executive Director, Funding and Accountability Branch  
Ministry of Advanced Education and Labour Market Development

Ms. Geri Anderson, Manager, Universities, Colleges and Institutes  
Funding and Accountability Branch - Capital Unit  
Ministry of Advanced Education and Labour Market Development





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AUG 09 2010

File No.: 64300-20/VIU/KIP  
Fiscal Year: 2009/10 - 804431

Ms. Pat Eagar  
Vice President, Administration and Finance  
Vancouver Island University  
900 Fifth St  
Nanaimo BC V9R 5S5

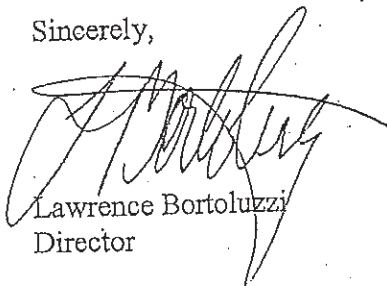
Dear Ms. Eagar:

This letter is to provide a correction to the letter sent July 19, 2010 regarding the latest federal funding payment sent to Vancouver Island University (VIU) for Knowledge Infrastructure Program (KIP) project # 804431. The July 19, 2010 letter incorrectly stated that an Electronic Funds Transfer (EFT) payment in the amount of \$382,500 was deposited to VIU's bank account for project # 804431. Please be advised that the correct EFT payment amount deposited to VIU's bank account for this project is \$871,625 as stated in the July 5, 2010 letter.

All other information provided in the July 19, 2010 letter is correct.

My apologies for any confusion this error may have caused.

Sincerely,



Lawrence Bortoluzzi  
Director

pc; Mr. Ric Kelm, Executive Director, Facilities Services and Campus Development  
Vancouver Island University

Mr. Joe Thompson, Executive Director, Funding and Accountability Branch  
Ministry of Advanced Education and Labour Market Development

Ms. Geri Anderson, Manager, Universities, Colleges and Institutes  
Funding and Accountability Branch - Capital Unit  
Ministry of Advanced Education and Labour Market Development

Ministry of  
Advanced Education  
and Labour Market  
Development

Funding and Accountability Branch - Capital  
Post Secondary Education Division  
1st Floor - 835 Humboldt Street  
PO Box 9147, Stn Prov Govt  
Victoria BC V8W 9H1

Telephone: (250) 356-9393  
Facsimile: (250) 356-7922

SEP 23 2010

Pearson, Lorraine ALMD:EX

Sent: Monday, September 20, 2010 3:16 PM  
To: 'lorcan\_o'melinn@bcit.ca'; XT:Lockie, Peter FIN:IN; 'cturner@capilanou.ca'; XT:Fahlman, Penny FIN:IN; 'teslak@cotr.bc.ca'; XT:Maynes, Karen FIN:IN; 'mclifford@ecuaad.ca'; 'tternoway@jibc.ca'; 'gordon.lee@kwantlen.ca'; XT:Douglas, Deanna FIN:IN; 'ccarson@nvit.bc.ca'; 'Carol.Baert@nic.bc.ca'; 'dhart@nic.bc.ca'; 'csousa@nwcc.bc.ca'; 'rleby@okanagan.bc.ca'; XT:Tulip, Dan PAB:IN; 'mdion@selkirk.ca'; 'pat\_hibbitts@sfu.ca'; 'cneufeld@tru.ca'; 'pierre.ouillet@ubc.ca'; 'jackie.hogan@ufv.ca'; 'braye@unbc.ca'; 'VPFO@uvic.ca'; 'plegg@vcc.ca'; 'pat.eagar@viu.ca'; 'Sharon\_Urquhart@bcit.ca'; 'john\_wong@bcit.ca'; 'miszkielm@camosun.bc.ca'; 'mclifford@capilanou.ca'; 'hoyer@cnc.bc.ca'; 'lacroix@cotr.bc.ca'; 'leonardt@douglas.bc.ca'; 'jwong@ecuaad.ca'; 'repp@jibc.ca'; 'karen.hearn@kwantlen.ca'; 'jstrachan@langara.bc.ca'; XT:Tourand, Ken FIN:IN; 'bob.orth@nic.bc.ca'; 'armstrong@nic.bc.ca'; XT:Harmel, Cindy LCS:IN; 'swrobinson@okanagan.bc.ca'; XT:Whitmore, Bob FIN:IN; 'lee\_gavel@sfu.ca'; 'suzanne.poohkay@ubc.ca'; 'john.metras@ubc.ca'; 'rennick@unbc.ca'; 'craig.toews@ufv.ca'; 'tomfmgt@uvic.ca'; 'dcrowe@vcc.ca'; 'ric.kelm@viu.ca'; Anderson, Geri ALMD:EX; Brown, Mark ALMD:EX; Thompson, Joseph ALMD:EX; rzaitsoff@selkirk.ca; Itabata@tru.ca  
Cc:  
Subject: VFA Canada Corporation  
Importance: High

Over the past several years, the Ministry of Advanced Education and Labour Market Development has been working with institutions to develop a Facility Management Information System that reports the condition and scope of the deferred maintenance backlog in the Public Post-Secondary Education Sector teaching and learning facilities on a consistent basis. The Ministry has recently signed a contract with VFA Canada Corporation to conduct facility audits throughout the province based upon the list of projects submitted by PSI Facility Directors this past summer. VFA is expected to commence the fieldwork required to complete these audits in early October with an emphasis on completing the northern campus audits before cold weather sets in. As discussed at both SFAO and Facility Directors recent meetings, the province will assume costs for the base information needed to support a facility condition index, facility management system and software licensing/system setup at institutions. Institutions are encouraged to negotiate any additional services they wish VFA to undertake to support their capital planning function such as green building assessments and non-structural seismic assessments, additional scope, infrastructure etc. when they are contacted by VFA regarding fieldwork on their campus.

VFA will contact each institution to arrange site visits over the next few weeks as the facility audit schedule is finalized.

*Lawrence Bortoluzzi*

Director, Capital Planning  
Funding and Accountability Branch  
Ministry of Advanced Education and Labour Market Development  
Office 250-356-7896  
Cell 250-893-7896

## Pearson, Lorraine ALMD:EX

**From:** Pearson, Lorraine ALMD:EX  
**Sent:** Thursday, December 2, 2010 1:12 PM  
**To:** 'lorcan\_o'melinn@bcit.ca'; XT:Lockie, Peter FIN:IN; XT:Fahlman, Penny FIN:IN; 'teslak@cotr.bc.ca'; XT:Maynes, Karen FIN:IN; 'tternoway@jibc.ca'; XT:Douglas, Deanna FIN:IN; 'ccarson@nvit.bc.ca'; 'Carol.Baert@nic.bc.ca'; 'dhart@nbc.bc.ca'; 'csousa@nwcc.bc.ca'; 'rieby@okanagan.bc.ca'; 'mdion@selkirk.ca'; 'plegg@vcc.ca'; 'lomelinn@bcit.ca'; 'cturner@capilano.ca'; 'mclifford@ecuad.ca'; 'gordon.lee@kwantlen.ca'; XT:Tulip, Dan PAB:IN; 'pat\_hibbitts@sfu.ca'; 'cneufeld@tru.ca'; 'pierre.ouillet@ubc.ca'; 'jackie.hogan@ufv.ca'; 'braye@unbc.ca'; 'VPFO@uvic.ca'; 'pat.eagar@viu.ca'; 'john\_wong@bcit.ca'; 'miszkielm@camosun.bc.ca'; 'hoyer@cnc.bc.ca'; 'lacroix@cotr.bc.ca'; 'leonardt@douglas.bc.ca'; 'repp@jibc.ca'; 'jstrachan@langara.bc.ca'; XT:Tourand, Ken FIN:IN; 'bob.orth@nic.bc.ca'; 'armstrong@nbc.bc.ca'; XT:Harmel, Cindy LCS:IN; 'swrobinson@okanagan.bc.ca'; 'rzaitsoff@selkirk.ca'; 'dcrowe@vcc.ca'; Thompson, Joseph ALMD:EX; Anderson, Geri ALMD:EX; Brown, Mark ALMD:EX; 'mcliffor@capilano.ca'; 'jwong@ecuad.ca'; 'karen.hearn@kwantlen.ca'; XT:Whitmore, Bob FIN:IN; 'lee\_gavel@sfu.ca'; 'ltabata@tru.ca'; 'suzanne.poohkay@ubc.ca'; 'john.metras@ubc.ca'; 'rennick@unbc.ca'; 'craig.toews@ufv.ca'; 'tomfmg@uvic.ca'; 'ric.kelm@viu.ca'  
**Cc:**  
**Subject:** Extension for Economic Action Plan to October 31 Announced  
**Importance:** High

As the correspondence below indicated the Fed has confirmed that the KIP March 41, 2011 deadline has been extended. As soon as we get further details on the implications of this announcement we will advise. Industry Canada indicated they are currently working out many of the process issues.

### Canada's Economic Action Plan

#### PM highlights the success of Canada's Economic Action Plan

December 2, 2010  
Mississauga, Ontario

Prime Minister Stephen Harper today highlighted the success of Canada's Economic Action plan in creating jobs and economic growth during the global recession. The Prime Minister was joined at the announcement by Chuck Strahl, Minister of Transport, Infrastructure and Communities; and Tony Clement, Minister of Industry.

"Canada's Economic Action Plan is working," said Prime Minister Harper. "Our Government expects that nearly 90 per cent of infrastructure projects will be done by the ambitious deadline that we set out."

Since July 2009, more than 420,000 net new jobs have been created across Canada and about 23,000 projects are underway or completed. The Government has provided \$16 billion to modernize public infrastructure, including roads, bridges, water, parks, transit and recreational facilities.

While the vast majority of infrastructure projects are expected to be completed by the ambitious two-year deadline (March 31, 2011) set out by the Government, a small percentage of projects have been delayed for a variety of reasons.

Today, we have extended the deadline for completion of Economic Action Plan infrastructure projects by one full construction season, to October 31, 2011," said the Prime Minister. "This will allow sufficient time for completion of the remaining projects."

The one-time extension is expected to allow sufficient time for virtually all the remaining projects to be completed, at no additional cost to the Federal Government. In order to qualify for this extension, work must have begun on the project and it must have incurred eligible costs before March 31, 2011. The extension applies to projects funded under the Infrastructure Stimulus Fund, the Building Canada Fund, Communities Component Top-Up, the Recreational Infrastructure Canada Program or the Knowledge Infrastructure Program.

The Prime Minister's Office - Communications

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*Lawrence Bortoluzzi,*

**Director, Capital Planning**

Ministry of Regional Economic and Skills Development  
and Ministry of Science and Universities  
Office 250-356-7896  
Cell 250-893-7896



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DEC 15 2010

**VIA COURIER**

File No.: 64300-20/VIU/KIP

Fiscal Year: 2009/10 VIU

Courier # 7770046

Prov Tr. 7770057

Ms. Pat Eager  
Vice President, Administration and Finance  
Vancouver Island University  
900 Fifth St  
Nanaimo BC V9R 5S5

Dear Ms. Eager:

I am pleased to confirm the Certificate of Approval (COA) for the Powell River Trades Facility Knowledge Infrastructure Program (KIP) project has been extended as noted below:

Project No.:	804446
Certificate No.:	062-804446-4
Total Project Budget:	\$976,000
Total Provincial Budget	\$501,000
Total Federal KIP Budget:	\$475,000
COA Amount.:	\$450,900
COA Expiry:	March 31, 2011

As noted in the letter dated July 7, 2010, the final 10 percent of funding will be issued once the following KIP Project Close out Report documentation has been completed and submitted to the Finance and Accountability Branch and approved by the Ministry and the Federal government:

- Solemn Declaration of Substantial Completion (Schedule D);
- BC Project Close-out Report;
- Financial and Compliance Audit Report;
- KIP Project Closure Summary;
- Space Summary report
- Wood First Report if applicable; and
- Confirmation of LEED registration/certification.

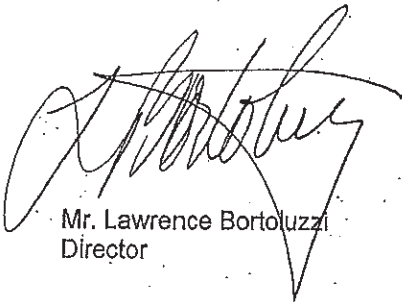
.../2



Please note any other special terms and conditions noted in the project approval letter. Also, please continue to adhere to the terms and conditions and reporting requirements, as outlined in the *Knowledge Infrastructure Program - Project Reporting and Approval Requirements (July 2010)* available on our website at [www.aved.gov.bc.ca/cppm](http://www.aved.gov.bc.ca/cppm).

Enclosed is the revised COA and an updated Project Summary. Please continue to provide quarterly cash flow projections (both Provincial and Total) for this project to Mr. Inder Gill, Research Officer, at [inder.gill@gov.bc.ca](mailto:inder.gill@gov.bc.ca). Diligent monitoring of cashflow for this and all capital projects is expected.

Sincerely,



Mr. Lawrence Bortoluzzi  
Director

Enclosures

pc: Mr. Ric Kelm, Executive Director  
Facilities Services and Campus Development  
Vancouver Island University

Mr. Joe Thompson, Executive Director and Chief Financial Officer  
Ministry of Regional Economic and Skills Development  
and Ministry of Science and Universities

Ms. Geri Anderson, Manager, Universities, Colleges and Institutes  
Finance and Accountability Branch – Capital Planning  
Ministry of Regional Economic and Skills Development



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## CAPITAL PROJECT CERTIFICATE OF APPROVAL

Sponsoring Ministry: Advanced Education and Labour  
Market Development

Division: 01 UNIVERSITIES

Government Body: 0012 VANCOUVER ISLAND UNIVERSITY

Certificate Number: 062-804446

Revision No.: 4

This Certificate is Issued pursuant to the Treasury Board approval for the Capital Project described below (the "Project") and a Memorandum of Understanding (the "COA-MOU") between Provincial Treasury and the Sponsoring Ministry. This Certificate constitutes an approval by the Province for the Government Body to request a prepaid Capital Advance (Advance) from the Province in accordance with the COA-MOU for the purpose of facilitating approved Project expenditures.

### APPROVED CAPITAL PROJECT

Project No.: 804446

Project Location: POWELL RIVER REGIONAL CAMPUS

Facility Name: VANCOUVER ISLAND UNIVERSITY

Project Description: POWELL RIVER TRADES FACILITY

Total Federal Contribution: \$ 475,000.00

Total Estimated Project Costs: \$ 976,000.00

Total Provincial Contribution: \$ 501,000.00

Treasury Board Approval Stage: 1. ☐ Site 2. ☐ Planning 3. ☒ Completion

Funding Detail (this certificate cancels and replaces all previous certificates issued for the Project):

Previous Certificate No.: 062-804446

Previous Revision No.: 3

Previous Total Approved Advance:

\$ 450,900.00

Increase (Decrease) Determined By This Certificate:

\$ 00.00

Total Approved Advance:

\$ 450,900.00

Expiry Date: MARCH 31, 2011

### GOVERNMENT BODY ACCOUNT

Financial Institution:

Transit No.:

Account No.:

### TERMS OF APPROVAL

1. The Total Approved Advance approved by this Certificate represents the maximum that may be advanced for the Project.
2. This Certificate is valid only until the Expiry Date or until cancelled by the Sponsoring Ministry. This Certificate is not transferable.
3. Additional terms specific to the Project made between the Sponsoring Ministry and the Government Body are set out below or in the attached Appendix.

AUTHORITY GRANTED TO PROCEED

SIGNATURE OF RESPONSIBLE MINISTER OR DESIGNATE

EFFECTIVE DATE

DEC 15 2010

ORIGINAL: MINISTRY OF FINANCE

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Ministry of Advanced Education  
and Labour Market Development

This form is to be provided as part of the quarterly reporting and also with any COA increase request.

Federal Knowledge Infrastructure Program PROJECT SUMMARY		
Institution	Vancouver Island University	DATE:
Campus/Location	Powell River Campus, Powell River, BC	December 7, 2010
Project Name	Powell River Trades Facility	Project Number:
Project Status	Pre-fabricated steel building sourced	
Scheduled Construction Start Date	April 30, 2010	
Anticipated Project Completion Date	December 31, 2010	Report Number: COA 804446-4

Total Approved Project					
	Total Federal KIP Costs	Provincial Costs		Other	Total Costs (Eligible+Ineligible)
		Provincial Costs (Exclude Ineligible Federal Cost)	Ineligible Federal Costs		
Approved Budget	\$475,000	\$475,000	\$26,000		\$976,000
Project Cost Details					
Construction/Renovation Costs					
Planning & Design fees	\$ 74,073	\$ 74,073			\$ 148,146
Project Management fees					
New Construction Costs	\$ 382,000	\$ 382,000			\$ 764,000
Renovation Costs					
Site Costs	\$ 1,895	\$ 1,895			\$ 3,790
Contingency					
DCCs/legal costs					
Commissioning					
Insurance					
Equipment Moving / Misc.	\$ 2,500	\$ 2,500			\$ 5,000
Equipment/Other Costs					
Furniture and Equipment	\$ 6,000	\$ 6,000	\$ 26,000		\$ 38,000
Research Specific Equipment					
Trades Specific Equipment					
Sub Total	\$ 466,468	\$ 466,468	\$ 26,000		\$ 958,936
Payable GST 1.67%	\$ 7,790	\$ 7,790			\$ 15,580
Total Cost	\$ 474,258	\$ 474,258	\$ 26,000		\$ 974,516
Variance	\$742	\$742	\$0		\$1,484

SPACE SUMMARY	New Construction	Renovations	Total
Approved NASM		365	365
Approved GSM		420	420
Current NASM		363.5	364
Current GSM		420	420

CASH FLOW	FY 2009/10	FY 2010/11	FY 2011/12	Total
Provincial	\$ 100,000	\$ 375,000		\$ 475,000
Federal KIP	\$ 45,000	\$ 430,000		\$ 475,000
Other	\$ -	\$ 26,000		\$ 26,000
Other				\$ -
TOTAL	\$ 145,000	\$ 831,000	\$ -	\$ 976,000
ISSUED COA'S	Amount	Issued Date	Expiry Date	Project Phase
062-804446-1	\$ 250,000	Nov. 4, 2009	Jan. 31, 2010	Design
062-804446-2	\$ 500,000	Feb. 9, 2010	Jun. 30, 2010	Planning
062-804446-3	\$ 450,000	Jul. 7, 2010	Nov. 30, 2010	Planning/Completion



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DEC 23 2010

**VIA COURIER**  
File No.: 64300-20/VIU/KIP  
Fiscal Year: 2009/10 - 804432  
Courier # 7973986

Ms. Pat Eagar  
Vice-President, Administration and Finance  
Vancouver Island University  
900 Fifth St  
Nanaimo BC V9R 5S5

Dear Ms. Eagar:

As you are aware, funding for the Knowledge Infrastructure Program (KIP) is from both provincial and federal sources. The federal funding will be issued through the Electronic Fund Transfer (EFT) system at various times throughout the year until the federal funding threshold has been obtained.

An EFT payment in the amount noted below will be deposited into Vancouver Island University's bank account in the next transfer through the EFT system. These funds are to be allocated to the KIP project noted below:

<i>Project No.:</i>	804432
<i>Project Description:</i>	Cowichan Campus Replacement Project
<i>Total Project Budget:</i>	\$ 26,662,500
<i>Total Federal KIP Budget:</i>	\$ 13,162,500
<i>EFT Amount:</i>	\$ 2,000,000

This is federal KIP funding and should be identified and kept for expenditures related to this KIP project. Please identify the cashflow of this funding as part of the *Total Cashflow* projections in the quarterly cashflow updates.

.../2

Ministry of Regional Economic and  
Skills Development

Corporate Services Division  
Finance and Accountability Branch  
Capital Planning

Mailing Address:  
PO Box 9147 Stn Prov Govt  
Victoria BC V8W 9H1

Location:  
1<sup>st</sup> floor, 835 Humboldt Street  
Victoria BC V8W 9H8

Telephone: 250 356-9393  
Facsimile: 250 356-7922

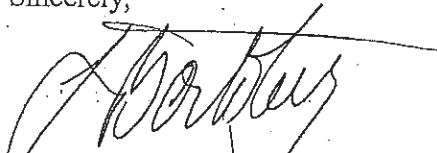
Ministry of Science and Universities

Web-site addresses:  
<http://www.gov.bc.ca/resd/>  
<http://www.gov.bc.ca/su/>

Page 95  
AED-2011-00064

If you have any questions regarding your KIP projects please contact Ms. Geri Anderson at 250-356-9097. Please continue to provide quarterly cash flow projections for this project to Mr. Inder Gill, Research Officer, at [inder.gill@gov.bc.ca](mailto:inder.gill@gov.bc.ca).

Sincerely,



Lawrence Bortoluzzi  
Director, Capital Planning  
Ministry of Science and Universities

pc: Mr. Joe Thompson, Executive Director and Chief Financial Officer  
Ministry of Regional Economic and Skills Development  
and Ministry of Science and Universities

Mr. Ric Kelm, Executive Director  
Facilities Services and Campus Development  
Vancouver Island University

Ms. Geri Anderson, Manager, Universities, Colleges and Institutes  
Finance and Accountability Branch – Capital Unit  
Ministry of Regional Economic and Skills Development





ADM'S CORRESPONDENCE

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- > EXECUTIVE DIRECTOR COPY
- > ADMO EMAIL COPY

# 4649454  
Our Ref: 78137

JUL 30 2010

Ms. Pat Eagar  
Vice-President, Administration and Finance  
Vancouver Island University  
900 Fifth St  
Nanaimo BC V9R 5S5

Dear Ms. Eagar:

Industry Canada has recently provided clarification on the project close-out process for the Knowledge Infrastructure Program (KIP).

According to Industry Canada, costs incurred after March 31, 2011 for work that was not completed prior to March 31, 2011, are considered ineligible costs, including seasonal deficiencies. This applies to all contracts including those which are independent of the prime construction contract, such as separate contracts for move-ins or furniture, fixtures and equipment work.

However, provided that the approved project is declared Substantially Complete prior to March 31, 2011, any costs incurred related to workmanship deficiencies will be considered eligible (because the original work was completed prior to the March 31, 2011 deadline).

In addition, costs incurred for purchases of materials, including but not limited to furniture, fixtures and equipment, will only be eligible for federal funding if the materials are in the legal possession of the institution, including the labour to install such materials, prior to March 31, 2011. These contracts may represent significant project costs which will not be funded.

In order to maximize eligible federal funding, the Ministry of Advanced Education and Labour Market Development (the Ministry) is requesting all institutions with Substantial Completion scheduled between January 1, 2011 and March 31, 2011 ensure that all eligible costs are incurred prior to March 31, 2011 by implementing appropriate actions. This should include compressing the schedule wherever possible, and if necessary, using contingency funds and advising the Ministry if the project's contingency funds are insufficient.

.../2

Strategies that might be considered to ensure eligible costs are incurred prior to March 31, 2011 and are funded by the Federal Government may include the following:

- Scope revisions to complete the work as designed/approved, but with a revised scope and reduced schedule;
- Increased workforce utilization, with additional shifts, longer shifts, 7 day work weeks, etc;
- Scope deferral beyond March 31, 2011 for work not funded by the KIP program;
- Resident architectural and/or engineering services to enhance timely decision making and site work; and
- Pre-order and deliver furniture, fixtures, and equipment to the site, etc.

For specific details regarding ineligible costs, please consult the Ministry website at <http://www.aved.gov.bc.ca/cppm/kip.htm> and refer to the document "Project Reporting and Approval Requirements July 2010".

Please contact Geri Anderson in the Ministry's Capital Unit with any questions.

Sincerely,



Mark Zacharias, PhD  
Assistant Deputy Minister

pc: Mr. Joe Thompson, Executive Director, Funding and Accountability Branch  
Ministry of Advanced Education and Labour Market Development

Mr. Lawrence Bortoluzzi, Director, Capital Unit, Funding and Accountability Branch  
Ministry of Advanced Education and Labour Market Development

Mr. Ric Kelm, Executive Director, Facilities Services and Campus Development  
Vancouver Island University

Ms. Geri Anderson, Manager, Universities, Colleges and Institutes  
Funding and Accountability Branch - Capital Unit  
Ministry of Advanced Education and Labour Market Development



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JAN 11 2010

VIA COURIER  
64200-35/VIU/VTCP  
Courier 197015

Ms. Pat Eagar  
Vice-President, Finance and Administration  
Vancouver Island University  
900 Fifth Street  
Nanaimo, BC V9R 5S5

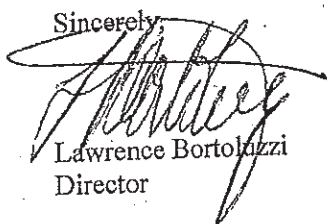
Dear Ms. Eagar:

Your request to dispose of the Vocational Training Centre in Powell River by a sales agreement with 696591 B.C. Ltd. has been approved. The Legal Description for the property is PID: 009-574-921, Lot B of Lots 1 and 2, BID, DL1424, Plan 10209 and PID: 009-574-930, Lot C of Lots 1 and 2, BID, DL1424, Plan 10209.

It is understood that Vancouver Island University will be using the proceeds of this sale to complete the construction compound and purchase equipment for the new Powell River Trades Facility.

Enclosed is the signed Ministerial Order that may be required in order to register the lease against the title of the property.

Sincerely,



Lawrence Bortoluzzi  
Director

Enclosure: Ministerial Order

pc: Mr. Ric Kelm, Director Facility Services & Campus Development  
Vancouver Island University

Ms. Geri Anderson, Manager, University, Colleges and Institutes, Funding and Analysis Branch  
Ministry of Advanced Education and Labour Market Development

Ministry of Advanced  
Education and Labour Market  
Development

Funding and Analysis Branch – Capital Unit  
Post Secondary Education Division  
1st Floor - 835 Humboldt Street  
PO Box 9147, Stn Prov Govt  
Victoria BC V8W 9H1

Telephone: (250) 356-9393  
Facsimile: (250) 356-7922

PROVINCE OF BRITISH COLUMBIA  
ORDER OF THE MINISTER OF ADVANCED EDUCATION AND  
LABOUR MARKET DEVELOPMENT

Ministerial Order No.

M 005

I, Moira Stilwell, Minister of Advanced Education and Labour Market Development, hereby order that, in this Order:

(a) The following definitions will apply:

(i) "Buyer" means 0696591 B.C. Ltd.;

(ii) "Property" means:

Parcel Identifier: 009-574-921

Lot B of Lots 1 and 2 Block D District Lot 1424 Plan 10209

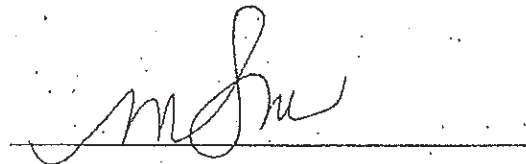
and

Parcel Identifier: 009-574-930

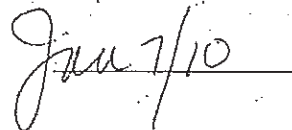
Lot C of Lots 1 and 2 Block D District Lot 1424 Plan 10209;

(iii) "Contract of Purchase and Sale" means the Contract of Purchase and Sale dated October 28, 2009 attached as Appendix 1 to this Order;

(b) Approval is given to Vancouver Island University to sell the Property to the Buyer for a purchase price of \$468,000.00 on the terms and subject to the conditions of the Contract of Purchase and Sale.



Minister of Advanced Education and  
Labour Market Development



Date

*(This part is for administrative purposes only and is not part of the Order.)*

Authority under which Order is made:  
Act and section: *University Act, section 50(2)*  
Other (specify):



BRANCH CORRESPONDENCE  
> BRANCH DAY COPY  
> CIRCULATION COPY  
> BRANCH FILE (+BACKUP, ETC.)  
> EXECUTIVE DIRECTOR COPY

# 370646

VIA COURIER

File No.: 64300-20/VIU-804432

Fiscal Year: 2009/10 VIU

**JAN 18 2010**

Ms. Pat Eagar  
Vice-President, Administration and Finance  
Vancouver Island University  
900 Fifth St  
Nanaimo BC V9R 5S5

Dear Ms. Eagar:

The request to increase the scope of work for the Cowichan Campus Replacement Project (the project) at the Duncan campus has been reviewed.

The project was approved with a program and support area of 3,970 gross square metres ( $m^2$ ) as indicated in the business case, the Ministry approval letter in July incorrectly stated the gross square metres at 3,784  $m^2$ . This request consists of increasing the program and support area approved for the project by 944 gross square metres which would result in a building that is 4,914  $m^2$ . The increase consists of adding overall to the educational program space. This scope change is not approved as it represents an increase of just under 24 percent of the approved building area.

The Ministry of Advanced Education and Labour Market Development (the Ministry) will notionally approve an increase of up to 10 percent approved for your building area pending submission of the area changes for our review. Please provide the details of the space program changes that will be incorporated through this notional approval.

It is the expectation that Vancouver Island University will continue to meet the following approval conditions:

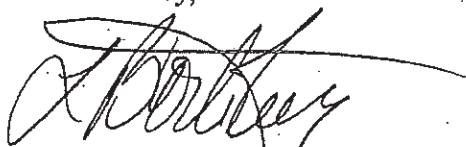
- The project must remain within the approved budget;
- The educational program space must be maintained as indicated in the business case approved; and
- The project should continue to meet LEED Gold certification and 'Wood First' priority.

... /2



I wish you every success in proceeding with the planning and implementation of this project and look forward to the completion of the Cowichan Campus Replacement.

Sincerely,



Lawrence Bortoluzzi  
Director, Capital Unit

pc:

Ms. Susan Brown, A/Assistant Deputy Minister, Post Secondary Education Division  
Ministry of Advanced Education and Labour Market Development

Mr. Shane Williamson, Director General, Policy Branch  
Industry Canada

Mr. Joe Thompson, Executive Director, Funding and Analysis Branch  
Ministry of Advanced Education and Labour Market Development

Ms. Dawn Minty, Executive Director, Colleges and Universities Branch  
Ministry of Advanced Education and Labour Market Development

Mr. Ric Kelm, Executive Director, Facilities Services and Campus Development  
Vancouver Island University

Ms. Geri Anderson, Manager, Universities, Colleges and Institutes, Funding and Analysis  
Branch  
Ministry of Advanced Education and Labour Market Development



FAB Project File Copy (pink COA)  
FAB Day File (with original COA)  
COA File Copy # 66240-30 (yellow COA)

FEB 09 2010

Ms. Pat Eagar  
Vice-President, Administration and Finance  
Vancouver Island University  
900 Fifth St  
Nanaimo BC V9R 5S5

Dear Ms. Eagar:

I am pleased to confirm that the Ministry of Advanced Education and Labour Market Development (ALMD) has increased and extended the Certificates of Approval (COA) for the following projects:

Project No.: 804432  
Certificate No.: 062-804432-3  
Project Description: Cowichan Campus Replacement  
Project Scope: 100% Construction  
Total Project Budget: \$26,663,000  
Total ALMD Project Budget: \$12,500,000  
Total Federal KIP Project Budget: \$13,163,000  
COA Amount: \$13,000,000  
COA Expiry: June 30, 2010

Project No.: 804446  
Certificate No.: 062-804446-2  
Project Description: Powell River Trades Facility  
Project Scope: 100% Construction  
Total Project Budget: \$976,000  
Total ALMD Project Budget: \$501,000  
Total Federal KIP Project Budget: \$475,000  
COA Amount: \$500,000  
COA Expiry: June 30, 2010

.../2

Ministry of Advanced  
Education and Labour Market  
Development

Funding and Analysis Branch – Capital Unit  
Post Secondary Education Division  
1st Floor - 835 Humboldt Street  
PO Box 9147, Stn Prov Govt  
Victoria BC V8W 9H1

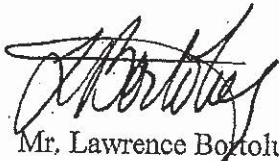
Telephone: (250) 356-9393  
Facsimile: (250) 356-7922

Please continue to adhere to the terms and conditions and project approval and documentation requirements, as outlined in the *Knowledge Infrastructure Program – Project Reporting and Approval Requirements (February 2010)* document available on our website at [www.aved.gov.bc.ca/cppm](http://www.aved.gov.bc.ca/cppm). Also note other special conditions under the terms of approval.

Enclosed, please find the revised COA's as noted. Please continue to provide cashflow projections, updated quarterly, for these projects to Mr. Inder Gill, Research Officer, at [inder.gill@gov.bc.ca](mailto:inder.gill@gov.bc.ca). Diligent monitoring of cashflow for these and all capital projects is expected.

Should you have any questions regarding these projects or the reporting requirements, please contact Ms. Cathy Aitken, Senior Planning Officer, at [cathy.aitken@gov.bc.ca](mailto:cathy.aitken@gov.bc.ca).

Sincerely,



Mr. Lawrence Bortoluzzi  
Director, Capital Unit

Enclosures

pc: Mr. Joe Thompson, Executive Director, Funding and Analysis Branch  
Ministry of Advanced Education and Labour Market Development

Mr. Ric Kelm, Executive Director, Facilities Services and Campus Development  
Vancouver Island University

Ms. Geri Anderson, Manager, Universities, Colleges and Institutes,  
Funding and Analysis Branch  
Ministry of Advanced Education and Labour Market Development



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## CAPITAL PROJECT CERTIFICATE OF APPROVAL

Sponsoring Ministry: Advanced Education and Labour  
Market Development

Division: 01 UNIVERSITIES

Government Body: 0012 VANCOUVER ISLAND UNIVERSITY

Certificate Number: 062-804432

Revision No.: 3

This Certificate is issued pursuant to the Treasury Board approval for the Capital Project described below (the "Project") and a Memorandum of Understanding (the "COA-MOU") between Provincial Treasury and the Sponsoring Ministry. This Certificate constitutes an approval by the Province for the Government Body to request a prepaid Capital Advance (Advance) from the Province in accordance with the COA-MOU for the purpose of facilitating approved Project expenditures.

### APPROVED CAPITAL PROJECT

Project No.: 804432

Project Location: COWICHAN

Facility Name: VANCOUVER ISLAND UNIVERSITY

Project Description: COWICHAN CAMPUS REPLACEMENT  
PROJECT

Total Federal Contribution: \$13,163,000.00

Total Estimated Project Costs: \$ 26,663,000.00

Total Provincial Contribution: \$ 12,500,000.00

Treasury Board Approval Stage: 1. ☐ Site 2. ☐ Planning 3. ☒ Completion

Funding Detail (this certificate cancels and replaces all previous certificates issued for the Project):

Previous Certificate No.: 062-804432

Previous Revision No.: 2

Previous Total Approved Advance:

\$ 3,800,000.00

Increase (Decrease) Determined By This Certificate:

\$ 9,200,000.00

Total Approved Advance:

\$ 13,000,000.00

Expiry Date: JUNE 30, 2010

### GOVERNMENT BODY ACCOUNT

Financial Institution:

Transit No.:

Account No.:

### TERMS OF APPROVAL

1. The Total Approved Advance approved by this Certificate represents the maximum that may be advanced for the Project.
2. This Certificate is valid only until the Expiry Date or until cancelled by the Sponsoring Ministry. This Certificate is not transferable.
3. Additional terms specific to the Project made between the Sponsoring Ministry and the Government Body are set out below or in the attached Appendix.

AUTHORITY GRANTED TO PROCEED

SIGNATURE OF RESPONSIBLE MINISTER OR DESIGNATE

EFFECTIVE DATE

FEB 09 2010

ORIGINAL: MINISTRY OF FINANCE

COPIES: 1) GOVERNMENT BODY 2) SPONSORING MINISTRY

FIN 14 Rev. 2000-11/8



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## CAPITAL PROJECT CERTIFICATE OF APPROVAL

Sponsoring Ministry: Advanced Education and Labour  
Market Development

Division: 01 UNIVERSITIES

Government Body: 0012 VANCOUVER ISLAND UNIVERSITY

Certificate Number: 062-804446

Revision No.: 2

This Certificate is issued pursuant to the Treasury Board approval for the Capital Project described below (the "Project") and a Memorandum of Understanding (the "COA-MOU") between Provincial Treasury and the Sponsoring Ministry. This Certificate constitutes an approval by the Province for the Government Body to request a prepaid Capital Advance (Advance) from the Province in accordance with the COA-MOU for the purpose of facilitating approved Project expenditures.

### APPROVED CAPITAL PROJECT

Project No.: 804446

Project Location: POWELL RIVER REGIONAL CAMPUS

Facility Name: VANCOUVER ISLAND UNIVERSITY

Project Description: POWELL RIVER TRADES FACILITY

Total Federal Contribution: \$ 475,000.00

Total Estimated Project Costs: \$ 976,000.00

Total Provincial Contribution: \$ 501,000.00

Treasury Board Approval Stage: 1. ☐ Site 2. ☐ Planning 3. ☒ Completion

Funding Detail (this certificate cancels and replaces all previous certificates issued for the Project):

Previous Certificate No.: 062-804446

Previous Revision No.: 1

Previous Total Approved Advance:

\$ 250,000.00

Increase (Decrease) Determined By This Certificate:

\$ 250,000.00

Total Approved Advance:

\$ 500,000.00

Expiry Date: JUNE 30, 2010

### GOVERNMENT BODY ACCOUNT

Financial Institution:

Transit No.:

Account No.:

### TERMS OF APPROVAL

1. The Total Approved Advance approved by this Certificate represents the maximum that may be advanced for the Project.
2. This Certificate is valid only until the Expiry Date or until cancelled by the Sponsoring Ministry. This Certificate is not transferable.
3. Additional terms specific to the Project made between the Sponsoring Ministry and the Government Body are set out below or in the attached Appendix.

AUTHORITY GRANTED TO PROCEED

SIGNATURE OF RESPONSIBLE MINISTER OR DESIGNATE

EFFECTIVE DATE

FEB 09 2010

ORIGINAL: MINISTRY OF FINANCE

COPIES: 1) GOVERNMENT BODY 2) SPONSORING MINISTRY

FIN 14, Rev. 2006/11/8





FAB Project File Copy (pink COA)  
FAB Day File (with original COA)  
COA File Copy # 66240-30 (yellow COA)

APR 15 2010

**VIA COURIER**

File No.: 64300-20/VIU-804432

Fiscal Year: 2009/10 VIU

Courier 2301174

Prov. Tr 2301190

Ms. Pat Eagar  
Vice-President, Administration and Finance  
Vancouver Island University  
900 Fifth St  
Nanaimo BC V9R 5S5

Dear Ms. Eagar:

Following up to the letter dated April 7, 2010, regarding funding for the federal/provincial Knowledge Infrastructure Program (KIP), please find enclosed an amended Certificate of Approval (COA) for the following KIP project:

Project No.:	804432
Certificate No.:	062-804432-4
Project Description:	Cowichan Campus Replacement
Project Scope:	100% Construction
Total Project Budget:	\$26,662,500
Total ALMD Project Budget:	\$12,500,000
Total Federal KIP Project Budget:	\$13,162,500
COA Amount:	\$12,500,000
COA Expiry:	December 31, 2010

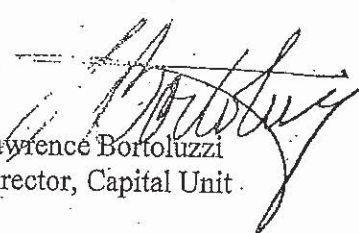
The total approved value for the enclosed COA has been reduced to the maximum provincial funding. This reflects the recent changes that will provide the federal funding through the Electronic Fund Transfer system. The COA expiry date has also been extended to December 31, 2010.

Please continue to adhere to the terms and conditions and project approval and documentation requirements, as outlined in the *Knowledge Infrastructure Program - Project Reporting and Approval Requirements (February 2010)* document available on our website at [www.aved.gov.bc.ca/cppm](http://www.aved.gov.bc.ca/cppm). Also note other special conditions under the terms of approval.

.../2

Please continue to provide quarterly cash flow projections (for both Provincial and Total funding) for this project to Mr. Inder Gill, Research Officer, at [inder.gill@gov.bc.ca](mailto:inder.gill@gov.bc.ca). Diligent monitoring of cashflow for this and all capital projects is expected.

Sincerely,



Lawrence Bortoluzzi  
Director, Capital Unit

Enclosures

pc: Mr. Joe Thompson, Executive Director, Funding and Analysis Branch  
Ministry of Advanced Education and Labour Market Development

Mr. Ric Kelm, Executive Director, Facilities Services and Campus Development  
Vancouver Island University

Ms. Geri Anderson, Manager, Universities, Colleges and Institutes,  
Funding and Analysis Branch  
Ministry of Advanced Education and Labour Market Development



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# CAPITAL PROJECT CERTIFICATE OF APPROVAL

Sponsoring Ministry: Advanced Education and Labour  
Market Development

Division: 01 UNIVERSITIES

Government Body: 0012 VANCOUVER ISLAND UNIVERSITY

Certificate Number: 062-804432

Revision No.: 4

This Certificate is issued pursuant to the Treasury Board approval for the Capital Project described below (the "Project") and a Memorandum of Understanding (the "COA-MOU") between Provincial Treasury and the Sponsoring Ministry. This Certificate constitutes an approval by the Province for the Government Body to request a prepaid Capital Advance (Advance) from the Province in accordance with the COA-MOU for the purpose of facilitating approved Project expenditures.

## APPROVED CAPITAL PROJECT

Project No.: 804432

Project Location: COWICHAN

Facility Name: VANCOUVER ISLAND UNIVERSITY

Project Description: COWICHAN CAMPUS REPLACEMENT  
PROJECT

Total Federal Contribution: \$ 13,162,500.00

Total Estimated Project Costs: \$ 26,662,500.00

Total Provincial Contribution: \$ 12,500,000.00

Treasury Board Approval Stage: 1. ☐ Site 2. ☐ Planning 3. ☒ Completion

Funding Detail (this certificate cancels and replaces all previous certificates issued for the Project):

Previous Certificate No.: 062-804432

Previous Revision No.: 3

Previous Total Approved Advance:

\$ 13,000,000.00

Increase (Decrease) Determined By This Certificate:

\$ (500,000).00

Total Approved Advance:

\$ 12,500,000.00

Expiry Date: DECEMBER 31, 2010

## GOVERNMENT BODY ACCOUNT

Financial Institution:

Transit No.:

Account No.:

## TERMS OF APPROVAL

1. The Total Approved Advance approved by this Certificate represents the maximum that may be advanced for the Project.
2. This Certificate is valid only until the Expiry Date or until cancelled by the Sponsoring Ministry. This Certificate is not transferable.
3. Additional terms specific to the Project made between the Sponsoring Ministry and the Government Body are set out below or in the attached Appendix.

AUTHORITY GRANTED TO PROCEED

SIGNATURE OF RESPONSIBLE MINISTER OR DESIGNATE

EFFECTIVE DATE

APR 15 2010

ORIGINAL: MINISTRY OF FINANCE

COPIES: 1) GOVERNMENT BODY 2) SPONSORING MINISTRY



BRANCH CORRESPONDENCE

- > BRANCH DAY COPY
- > CIRCULATION COPY
- > BRANCH FILE (+BACKUP, ETC.)
- > EXECUTIVE DIRECTOR COPY

File No. 64300-20/VIU  
Fiscal Year 2009/10 – 8044313,  
804432, 804446

APR 07 2010

Ms. Pat Eagar  
Vice-President, Administration and Finance  
Vancouver Island University  
900 Fifth St  
Nanaimo BC V9R 5S5

Dear Ms. Eagar:

This replaces the letter sent to you via email on Tuesday March 23, 2010 and pertains to new information on funding for the federal/provincial Knowledge Infrastructure Program (KIP).

As you are aware, funding for the KIP is from both provincial and federal sources. To date, your funding has been issued through the Ministry of Advanced Education and Labour Market Development Certificate of Approval (COA) system. The provincial funding for projects 804432 and 804446 will continue to be issued through the COA system. The federal portion of your funding for all KIP projects, however, will be issued through the Electronic Fund Transfer (EFT) system at various times throughout the year until the federal funding threshold for these projects has been reached.

The maximum provincial funding for project 804431 (Construction of the Deep Bay Field Centre) has been drawn; no further provincial funding will be issued for this project. The total approved funding for COA 804431 will be reduced to the total funding drawn to date (\$2,600,000). Please note that \$450,000 of the total funding drawn to date for this project is to be reported as federal funding.

An EFT of federal KIP funds was deposited to Vancouver Island University's (VIU) bank account on March 31, 2010. These funds are to be allocated as follows:

Project No.:	804431
Project Description:	Construction of the Deep Bay Field Centre
EFT Amount:	\$350,000

.../2



Project No.: 804432  
Project Description: Cowichan Campus Replacement  
EFT Amount: \$1,500,000

Project No.: 804446  
Project Description: Powell River Trades  
EFT Amount: \$45,000

APR 01 2010

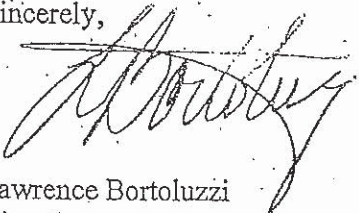
The above funding of \$2,345,000 (including \$450,000 issued through the COA system for 804431) is VIU's total federal KIP funding for 2009/10. It should be identified and kept for expenditures related to these projects.

The templates used for financial reporting to the Ministry (e.g. Appendix C, Forecast template on the Ministry of Finance's website at: <http://www.fin.gov.bc.ca/ocg/fras/Formc.htm>) have been amended to ensure the federal component of the KIP funding can be separately identified. If you have any questions in regards to financial reporting of the federal KIP funding, please contact Ms. Donna Friedlander at (250) 356-7742.

Please continue to provide quarterly cashflow projections for this project to Mr. Inder Gill, Research Officer, at [inder.gill@gov.bc.ca](mailto:inder.gill@gov.bc.ca).

If you have any questions regarding your KIP project please contact Ms. Geri Anderson at (250) 356-9097.

Sincerely,



Lawrence Bortoluzzi  
Director

pc: Mr. Joe Thompson, Executive Director  
Funding and Analysis Branch  
Ministry of Advanced Education and Labour Market Development

Mr. Ric Kelm, Executive Director  
Facilities Services and Campus Development  
Vancouver Island University

Ms. Geri Anderson, Manager, Universities, Colleges and Institutes  
Funding and Analysis Branch - Capital Unit  
Ministry of Advanced Education and Labour Market Development



**Pearson, Lorraine ALMD:EX**

**From:** Gooderham, Coleen E ALMD:EX on behalf of Brown, Susan B ALMD:EX  
**ent:** Friday, April 9, 2010 4:25 PM  
**o:** 'Pat.Eagar@viu.ca'  
**Subject:** Confirmation of the 2010/11 Rate Increase for the Tuition Limit Policy and the approved allocation of Annual Capital Allowance

Further to the interim budget letter dated March 11, 2010, this letter is to advise you of the approved tuition limit policy for the post-secondary sector, and the Annual Capital Allowance allocation for your institution, for fiscal year 2010/11.

The tuition policy continues to limit fee increases to help ensure we have an accessible, high quality post-secondary education system that is affordable to both students and taxpayers. For 2010/11, tuition and specified mandatory fees are limited to a two percent increase. The rate is based on the British Columbia Consumer Price Index.

As you know, government has reaffirmed its commitment to return to a balanced budget by 2013/14. Despite the difficult economic situation, government has preserved core education funding for institutions and students. For 2010/11, institutional operating grants have increased by more than \$29 million. Overall funding for post-secondary education remains stable at \$1.88 billion.

However, this means that savings have had to be found elsewhere. In order to protect operating grants to our public post-secondary institutions, the Annual Capital Allowance has been reduced from \$45 million in 2009/10 to \$12.6 million in 2010/11. Your 2010/11 Annual Capital Allowance is confirmed at \$502,256. Of the total allocation, \$1.5 million has been set aside for facility condition assessments and emergent pressures. Ministry staff will work with your institution to determine priority buildings (deferred maintenance) for conducting the facility audit and the use of this information going forward.

Despite the reduction, all institutions continue to benefit from the largest post-secondary capital expansion in the province's history. Since 2001, the government has invested \$1.9 billion in over 900 projects at campuses across the province.

I look forward to your continued support and cooperation as we work through these challenging financial times.

Sincerely,

Susan Brown  
Acting Assistant Deputy Minister



KIP

**VIA COURIER**

SEP 22 2009

File No.: 64300-20/VIU-804431  
Fiscal Year: 2009/10 VIU

Carrier # 11334569  
P.T. # 11334582

Ms. Pat Eagar  
Vice President, Administration and Finance  
Vancouver Island University  
900 Fifth St  
Nanaimo BC V9R 5S5

Dear Ms. Eagar:

I am pleased to confirm that the Ministry of Advanced Education and Labour Market Development has increased the Certificate of Approval (COA) for the following project:

Project No.:	804431
Certificate No.:	062-804431-2
Project Description:	Construction of the Deep Bay Field Centre
Total Project Budget:	\$6,461,000
Total ALMD Project Budget:	\$2,150,000
Total Federal KIP Project Budget:	\$2,096,000
COA Amount.:	\$3,350,000
COA Expiry:	March 31, 2010

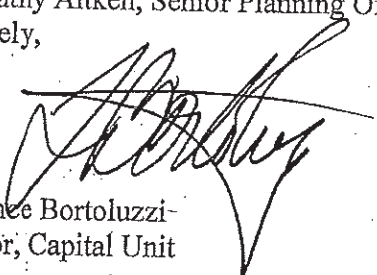
Enclosed, please find COA 062-804431-2 increasing the project approval amount to \$3,350,000.

Please continue to provide cashflow projections, updated quarterly, for this project to Ms. Kim Springer, Research Officer, at [kim.springer@gov.bc.ca](mailto:kim.springer@gov.bc.ca). Diligent monitoring of cashflow for this and all capital projects is expected.

Please continue to provide quarterly project status reports in accordance with the Knowledge Infrastructure Program Reporting and Approval Requirements which can be accessed through the following web-link <http://www.aved.gov.bc.ca/cppm/kip.htm>.

... /2

Should you have any questions regarding this project or the reporting requirements, please contact Ms. Cathy Aitken, Senior Planning Officer, at [cathy.aitken@gov.bc.ca](mailto:cathy.aitken@gov.bc.ca).  
Sincerely,



Lawrence Bortoluzzi  
Director, Capital Unit

Enclosure

pc: Ms. Ruth Wittenberg, Assistant Deputy Minister, Post Secondary Education Division  
Ministry of Advanced Education and Labour Market Development

Mr. Shane Williamson, Director General, Policy Branch  
Industry Canada

Mr. Joe Thompson, Executive Director, Funding and Analysis Branch  
Ministry of Advanced Education and Labour Market Development

Ms. Dawn Minty, Executive Director, Colleges and Universities Branch  
Ministry of Advanced Education and Labour Market Development

Mr. Ric Kelm, Executive Director, Facilities Services and Campus Development  
Vancouver Island University

Ms. Geri Anderson, Manager, Universities, Colleges and Institutes,  
Funding and Analysis Branch  
Ministry of Advanced Education and Labour Market Development



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## CAPITAL PROJECT CERTIFICATE OF APPROVAL

Sponsoring Ministry: Advanced Education and Labour  
Market Development

Division: 01 UNIVERSITIES

Government Body: 0012 VANCOUVER ISLAND UNIVERSITY

Certificate Number: 062-804431

Revision No.: 2

This Certificate is issued pursuant to the Treasury Board approval for the Capital Project described below (the "Project") and a Memorandum of Understanding (the "COA-MOU") between Provincial Treasury and the Sponsoring Ministry. This Certificate constitutes an approval by the Province for the Government Body to request a prepaid Capital Advance (Advance) from the Province in accordance with the COA-MOU for the purpose of facilitating approved Project expenditures.

### APPROVED CAPITAL PROJECT

Project No.: 804431

Project Location: NANAIMO

Facility Name: VANCOUVER ISLAND UNIVERSITY

Project Description: CONSTRUCTION OF THE DEEP BAY FIELD  
CENTRE PROJECT

Total Federal Contribution: \$ 2,096,000.00

Total Estimated Project Costs: \$ 6,461,000.00

Total Provincial Contribution: \$ 2,150,000.00

Treasury Board Approval Stage: 1. \_\_\_ Site 2. ☒ Planning 3. \_\_\_ Completion

Funding Detail (this certificate cancels and replaces all previous certificates issued for the Project):

Previous Certificate No.: 062-804431

Previous Revision No.: 1

Previous Total Approved Advance:

\$ 900,000.00

Increase (Decrease) Determined By This Certificate:

\$ 2,450,000.00

Total Approved Advance:

\$ 3,350,000.00

Expiry Date: MARCH 31, 2010

### GOVERNMENT BODY ACCOUNT

Financial Institution:

Transit No.:

Account No.:

### TERMS OF APPROVAL

1. The Total Approved Advance approved by this Certificate represents the maximum that may be advanced for the Project.
2. This Certificate is valid only until the Expiry Date or until cancelled by the Sponsoring Ministry. This Certificate is not transferable.
3. Additional terms specific to the Project made between the Sponsoring Ministry and the Government Body are set out below or in the attached Appendix.

AUTHORITY GRANTED TO PROCEED

SIGNATURE OF RESPONSIBLE MINISTER OR DESIGNATE

EFFECTIVE DATE

SEP 22 2009

ORIGINAL: MINISTRY OF FINANCE

COPIES: 1) GOVERNMENT BODY 2) SPONSORING MINISTRY

FIN 14 3006/11/8



FAB Project File Copy (with pink COA - to Kim)  
FAB Day Copy (original)  
COA File Copy: File # 66240-30 (with yellow COA)

KIP

SEP 22 2009

**VIA COURIER**

File No.: 64300-20/VIU-804432  
Fiscal Year: 2009/10 VIU

Courier # 11334569  
P. T. # 11334582

Ms. Pat Eagar, Vice President  
Administration and Finance  
Vancouver Island University  
900 Fifth St  
Nanaimo BC V9R 5S5

Dear Ms. Eagar:

I am pleased to confirm that the Ministry of Advanced Education and Labour Market Development has extended the Certificate of Approval (COA) for the following project:

Project No.:	804432
Certificate No.:	062-804432-2
Project Description:	Cowichan Campus Replacement
Project Scope:	100% Construction
Total Project Budget:	\$26,663,000
Total ALMD Project Budget:	\$12,500,000
Total Federal KIP Project Budget:	\$13,163,000
COA Amount.:	\$3,800,000
COA Expiry:	December 31, 2009

Enclosed, please find COA 062-804432-2, with an extended expiry date of December 31, 2009.

Please continue to provide cashflow projections, updated quarterly, for this project to Ms. Kim Springer, Research Officer, at [kim.springer@gov.bc.ca](mailto:kim.springer@gov.bc.ca). Diligent monitoring of cashflow for this and all capital projects is expected.

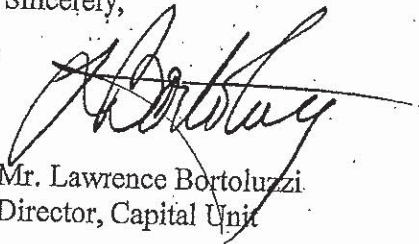
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Please continue to provide quarterly project status reports in accordance with the Knowledge Infrastructure Program Reporting and Approval Requirements which can be accessed through the following web-link <http://www.aved.gov.bc.ca/cppm/kip.htm>.

Should you have any questions regarding this project or the reporting requirements, please contact Ms. Cathy Aitken, Senior Planning Officer, at [cathy.aitken@gov.bc.ca](mailto:cathy.aitken@gov.bc.ca).

Sincerely,



Mr. Lawrence Bortoluzzi  
Director, Capital Unit

Enclosure

pc: Ms. Ruth Wittenberg, Assistant Deputy Minister, Post Secondary Education Division  
Ministry of Advanced Education and Labour Market Development

Mr. Shane Williamson, Director General, Policy Branch  
Industry Canada

Mr. Joe Thompson, Executive Director, Funding and Analysis Branch  
Ministry of Advanced Education and Labour Market Development

Ms. Dawn Minty, Executive Director, Colleges and Universities Branch  
Ministry of Advanced Education and Labour Market Development

Mr. Ric Kelm, Executive Director, Facilities Services and Campus Development  
Vancouver Island University

Ms. Geri Anderson, Manager, Universities, Colleges and Institutes,  
Funding and Analysis Branch  
Ministry of Advanced Education and Labour Market Development



## CAPITAL PROJECT CERTIFICATE OF APPROVAL

Sponsoring Ministry: Advanced Education and Labour  
Market Development

Division: 01 UNIVERSITIES

Government Body: 0012 VANCOUVER ISLAND UNIVERSITY

Certificate Number: 062-804432

Revision No.: 2

This Certificate is issued pursuant to the Treasury Board approval for the Capital Project described below (the "Project") and a Memorandum of Understanding (the "COA-MOU") between Provincial Treasury and the Sponsoring Ministry. This Certificate constitutes an approval by the Province for the Government Body to request a prepaid Capital Advance (Advance) from the Province in accordance with the COA-MOU for the purpose of facilitating approved Project expenditures.

### APPROVED CAPITAL PROJECT

Project No.: 804432

Project Location: COWICHAN

Facility Name: VANCOUVER ISLAND UNIVERSITY

Project Description: COWICHAN CAMPUS REPLACEMENT  
PROJECT

Total Federal Contribution: \$ 13,163,000.00

Total Estimated Project Costs: \$ 26,663,000.00

Total Provincial Contribution: \$ 12,500,000.00

Treasury Board Approval Stage: 1. ☐ Site 2. ☒ Planning 3. ☐ Completion

Funding Detail (this certificate cancels and replaces all previous certificates issued for the Project):

Previous Certificate No.: 062-804432

Previous Revision No.: 1

Previous Total Approved Advance: \$ 3,800,000.00

Increase (Decrease) Determined By This Certificate: \$ 00.00

Total Approved Advance: \$ 3,800,000.00

Expiry Date: DECEMBER 31, 2009

### GOVERNMENT BODY ACCOUNT

Financial Institution:

Transit No.:

Account No.:

### TERMS OF APPROVAL

1. The Total Approved Advance approved by this Certificate represents the maximum that may be advanced for the Project.
2. This Certificate is valid only until the Expiry Date or until cancelled by the Sponsoring Ministry. This Certificate is not transferable.
3. Additional terms specific to the Project made between the Sponsoring Ministry and the Government Body are set out below or in the attached Appendix.

AUTHORITY GRANTED TO PROCEED

SIGNATURE OF RESPONSIBLE MINISTER OR DESIGNATE

EFFECTIVE DATE

SEP 22 2009

ORIGINAL: MINISTRY OF FINANCE

COPIES: 1) GOVERNMENT BODY 2) SPONSORING MINISTRY

FIN 14 Rev. 08/11/8



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NOV 04 2009

Dr. Ralph Nilson  
President and Vice-Chancellor  
Vancouver Island University  
900 Fifth St  
Nanaimo BC V9R 5S5

Dear Dr. Nilson:

Further to the October 28, 2009 letter from the Honourable Moira Stilwell, Minister of Advanced Education and Labour Market Development (the Ministry) regarding construction of a new Trades Facility on the Powell River Regional Campus, please find enclosed Certificate of Approval (COA) 062-804446-1 that expires January 31, 2010. Funds in the amount of \$250,000 are provided at this time.

The project has an approved total value of \$976,000 which cannot be exceeded unless additional funds are provided through institutional contributions and approved by the Ministry. The overall budget consists of maximum contributions from the British Columbia Government of \$501,000 and the Government of Canada \$475,000.

The scope of the project is based on the construction of a new 418 square metre facility on the Powell River Regional Campus to accommodate the Trades programs currently delivered at the existing Powell River Vocational Centre.

A portion of the project relating to furniture, equipment and soft costs, valued at \$26,000, is ineligible for Federal funding and, as such, this work is to be identified as funded through the Provincial contribution.

The Ministry approved this project subject to the following conditions:

- Any notable scope/budget changes are to be reviewed and approved by the Ministry;
- Any cost overruns will be the responsibility of the Institution and financed from sources other than tuition or the Provincial/Federal grants;
- Net proceeds from the sale of the Powell River Vocational Centre will go towards this project for furniture and equipment and any other costs exceeding the Provincial and Federal contributions;
- Vancouver Island University is responsible for addressing any incremental operating costs that may arise from this project within their annual budget targets;
- Vancouver Island University must provide the Ministry with quarterly project reports that will include, at a minimum, actual and forecast expenditures, variance explanations, schedule updates, and highlight any scope or schedule changes; and,
- The project should reflect the Province's "wood first" priority, where applicable.

.../2

Ministry of  
Advanced Education  
and Labour Market  
Development

Funding and Analysis Branch  
Post Secondary Education Division  
1st Floor - 835 Humboldt Street  
PO Box 9147, Stn Prov Govt  
Victoria BC V8W 9H1

Telephone: (250) 356-9393  
Facsimile: (250) 356-7922

**VIA COURIER**  
File No.: 64300-20/VIU/KIP  
Fiscal Year: 2009/10 VIU  
Courier #12271227  
Prov Tr #12271233



Industry Canada has approved the project subject to the following conditions:

- The project must be "substantially complete" on, or before, March 31, 2011. The institution will be required to provide documentation attesting to completion to the Ministry, within ten days of the declaration of substantial completion by the project architect; and,
- The project will be the subject of an audit, the terms and details to be at the discretion of the Government of Canada. Consequently the institution is required to maintain all records associated with the project, until such time as the institution receives written confirmation of permission to file records in accordance with its normal records management policy.

Planning and implementation of this project must be according to Ministry standards, within the approved scope, budget and schedule. In addition to current project reporting, supplementary information requirements and approvals are required by the Provincial and the Federal governments.

Ministry procurement approval points and COA issuance will vary for the type of procurement method selected for your project and the Ministry has further outlined the *Project Reporting and Approval Requirements* (revised October 2009) to be used in evaluating this project through the implementation period. For details of these requirements and instructions please refer to the Knowledge Infrastructure Program on our website at [www.aved.gov.bc.ca/cppm](http://www.aved.gov.bc.ca/cppm).

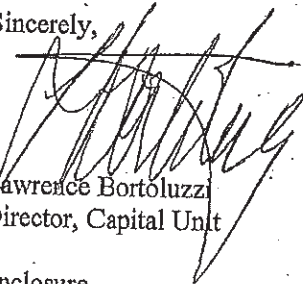
Please ensure your staff continue to work with Ministry contacts throughout the duration of this project. For further information on guidelines for project development processes please refer to the Capital Asset Reference Guide on our website at [www.aved.gov.bc.ca/cppm](http://www.aved.gov.bc.ca/cppm).

Both Provincial and Federal funding will be issued through the COA system. Please provide quarterly cash flow projections (for combined Provincial and Federal funding) for this project to Kim Springer, Research Officer, at [kim.springer@gov.bc.ca](mailto:kim.springer@gov.bc.ca).

Please have communication staff work with Ms. Corinna Fillion, Communications Director, Public Affairs Bureau, at (250) 952-6508 to arrange any public announcements pertaining to this project.

I wish you every success with this project and look forward to its completion.

Sincerely,



Lawrence Bortoluzzi  
Director, Capital Unit

Enclosure

pc: Distribution List

Distribution List

Ms. Ruth Wittenberg, Assistant Deputy Minister  
Ministry of Advanced Education and Labour Market Development

Mr. Shane Williamson, Director General, Policy Branch  
Industry Canada

Mr. Joe Thompson, Executive Director, Funding and Analysis Branch  
Ministry of Advanced Education and Labour Market Development

Ms. Dawn Minty, Executive Director, Colleges and Universities Branch  
Ministry of Advanced Education and Labour Market Development

Mr. Ric Kelm, Executive Director, Facilities Services and Campus Development  
Vancouver Island University

Ms. Geri Anderson, Manager, Universities, Colleges and Institutes, Funding and Analysis Branch  
Ministry of Advanced Education and Labour Market Development





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## CAPITAL PROJECT CERTIFICATE OF APPROVAL

Sponsoring Ministry: Advanced Education and Labour  
Market Development

Division: 01 UNIVERSITIES

Government Body: 0012 VANCOUVER ISLAND UNIVERSITY

Certificate Number: 062-804446

Revision No.: 1

This Certificate is issued pursuant to the Treasury Board approval for the Capital Project described below (the "Project") and a Memorandum of Understanding (the "COA-MOU") between Provincial Treasury and the Sponsoring Ministry. This Certificate constitutes an approval by the Province for the Government Body to request a prepaid Capital Advance (Advance) from the Province in accordance with the COA-MOU for the purpose of facilitating approved Project expenditures.

### APPROVED CAPITAL PROJECT

Project No.: 804446

Project Location: POWELL RIVER REGIONAL CAMPUS

Facility Name: VANCOUVER ISLAND UNIVERSITY

Project Description: POWELL RIVER TRADES FACILITY

Total Federal Contribution: \$ 475,000.00

Total Estimated Project Costs: \$ 976,000.00

Total Provincial Contribution: \$ 501,000.00

Treasury Board Approval Stage: 1. \_\_\_ Site 2. ☒ Planning 3. \_\_\_ Completion

Funding Detail (this certificate cancels and replaces all previous certificates issued for the Project):

Previous Certificate No.:

Previous Revision No.:

Previous Total Approved Advance:

\$ 00.00

Increase (Decrease) Determined By This Certificate:

\$ 250,000.00

**Total Approved Advance:**

\$ 250,000.00

**Expiry Date:** January 31, 2010

### GOVERNMENT BODY ACCOUNT

Financial Institution:

Transit No.:

Account No.:

### TERMS OF APPROVAL

1. The **Total Approved Advance** approved by this Certificate represents the maximum that may be advanced for the Project.
2. This Certificate is valid only until the **Expiry Date** or until cancelled by the Sponsoring Ministry. This Certificate is not transferable.
3. Additional terms specific to the Project made between the Sponsoring Ministry and the Government Body are set out below or in the attached Appendix.

AUTHORITY GRANTED TO PROCEED

SIGNATURE OF RESPONSIBLE MINISTER OR DESIGNATE

EFFECTIVE DATE

NOV 04 2009

ORIGINAL: MINISTRY OF FINANCE

COPIES: 1) GOVERNMENT BODY 2) SPONSORING MINISTRY

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