

**NORTH COAST REGIONAL DISTRICT  
REGULAR (BUDGET) BOARD MEETING  
AMENDED AGENDA  
HELD AT 344 2<sup>nd</sup> AVENUE WEST, PRINCE RUPERT, B.C.  
SATURDAY, JANUARY 21<sup>st</sup>, 2017  
10:00 A.M.**

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**1. CALL TO ORDER**

**2. CONSIDERATION OF AGENDA (additions/deletions)**

**3. BOARD MINUTES & BUSINESS ARISING FROM MINUTES**

None.	-
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**4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING**

None.	-
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**5. DELEGATIONS**

None.	-
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**6. FINANCE**

Round 1 of the draft 2017 - 2021 North Coast Regional District (NCRD) Financial Plan was distributed to the Board and is available on the NCRD website.	-
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**7. CORRESPONDENCE**

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**10. OLD BUSINESS**

None.	-
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**11. NEW BUSINESS**

None.	-
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**12. PUBLIC INPUT****13. IN-CAMERA**

None.	-
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**14. ADJOURNMENT**

RECEIVED DEC 01 2016

November 30, 2016

TO:

Skeena Queen Charlotte Regional District (SQCRD)  
Chair and Directors of the Board  
100 First Avenue East  
Prince Rupert, BC V8J 1A6

FROM:

Dodge Cove Recreation Society (DCRS)  
Lou Allison, Director  
PO Box 789  
Prince Rupert, BC V8J 3Y1

Thank you to the SQCRD for granting a request made in 2016 for \$2000 towards the cost of operating the Dodge Cove community building.

I am writing on behalf of the Dodge Cove Recreation Society (DCRS) to request the same grant of \$2000 from the SQCRD to help with the maintenance and operating costs in 2017.

Our operating costs remain fairly constant. Hydro and insurance remain our largest operating costs, as well as some costs for maintenance and supplies.

In 2016, we completed the boardwalk running down the side of the building to the back door, and the First Aid room. We can now safely run a wheelchair or take out a stretcher and other equipment without traversing the hall. In doing so we also simplified the upkeep of that section of the property, which was very wet and muddy. We did some more clearing behind the building with an eye to being able to mow that area, thus keeping the vegetation away from the back wall, and allowing better airflow to help preserve the building. We have researched options in improving the heating of the building: we would like more efficiency and lower costs and are looking at either a heat pump or a convection heater. We need more information before proceeding to a decision. And we performed the usual cleaning and needed maintenance repairs.

We will be happy to provide the SQCRD with copies of our financial statements at the end of the fiscal year.

The directors have been very pleased with the high use of the building this year, with lots of meetings, events, musical performances and an Art Show, as well as the ongoing use of the computer and Wi-Fi service provided to the community and visitors by one of our renters. We greatly appreciate the assistance from the SQCRD in helping us maintain and operate this building, which is at the heart of our community.

Lou Allison  
Director, DCRS

cc. Des Nobels, Representative to the SQCRD for DC



RECEIVED NOV 15 2016

Box 246, Masset, BC V0T 1M0  
email: [delkatla@mhtv.ca](mailto:delkatla@mhtv.ca);  
Web log: [haidagwaiibirds.com](http://haidagwaiibirds.com)

Skeena-Queen Charlotte Regional District  
13-342 3<sup>rd</sup> Avenue West, Prince Rupert, BC  
V8J 1L5

Attn: Sukhraj Gill, Treasurer

November 7 2016

Dear Sukhraj Gill,

**Delkatla Sanctuary Society**

Thank you for your recent request for a detailed report of our activities and expenditures for 2016.

Please find our attached report, our-year-to date Bank Transactions; Banking Summary and Budget for 2017 and our most recent Financial Statement prepared by Alan Hooper CA.

We hope this is satisfactory and thanks once again for supporting the work of this Society and particularly your assistance in keeping the Nature Centre open.

We look forward to a positive response.

Sincerely,

Margo Hearne; Secretary, DSS



## **DELKATLA SANCTUARY SOCIETY**

### **REPORT TO THE SKEENA/QUEEN CHARLOTTE REGIONAL DISTRICT**

**2016**



**Delkatla Sanctuary Society  
is a Registered Charity (88699 4029 RR0001 January 1998)  
and non-profit Society (S-31791 April 1994).**

*The Nature Centre at Delkatla is owned and operated by Delkatla Sanctuary Society.  
It is built on land leased to the Society from the Village of Masset for a 25 year period  
April 1 2001 to March 26 2026.*

*The Provincial Government granted the land to the Village for this purpose.  
The Society paid all costs, including the land survey.*

#### **Introduction**

The Nature Centre at Delkatla is the only Centre of its kind in the Skeena Region. It has no paid full-time staff. It contributes in a real way to the economy and health of the communities of Masset and Old Massett. It is now in its fifteenth year of operation and continues to contribute to the well-being of island citizens. Of particular interest this year was involvement of many young people at the Centre, including a summer student from the local High School.



The year began with the Haida Fishery Guardians renting the Centre for a two-week training course. It was very positive; the venue is private, has lots of seating room and a small kitchen/dining area.



In early spring Alissa MacMullin, Grant Writer for Misty Isles Economic Development Society (MIEDS) helped us to apply for funds for way-find signage from Northern Health for **'Recreating in Delkatla Wildlife Sanctuary'**. Our proposal was successful and we now have four (4) 'signicades' and four (4) small, 4" x 11" signs which will be attached to trees or posts this coming year to assist residents and visitors finding their way around Delkatla and to the Nature Centre.



This year we applied for and received funding from **Canada Summer Jobs (CSJ)**. We hired a high school student, Abigale McLeod, for a six week period - mid-July to end of August. The Centre was open seven days a week during that time; volunteers kept the Centre open on weekends as well. Doing payroll was a new adventure for us and proved to be a challenge. However, with guidance from local employers we succeeded and kept Canada Revenue Agency happy.

In January **Sea-vue Glass** repaired our broken window. The outside glass was cracked during a storm and we had waited for some years for this repair.





Also in January, a local contracting company, **CDC**, removed the top layer of moss and soil that had built up over the gravel parking lot. It had become dangerously slippery, especially during the rainy season. It is much improved.

In spring we started work with a young person who did **community work for non-profits**. He cleared brush and bush, removed old fencing and repainted the gate. We continue to work with him as part of his carpentry elective course at George M. Dawson High School.

We again worked with the **Haida Gwaii Youth Stewardship Program** in early August. The program is sponsored by the Ministry of Forests and Lands and funded by the Council of the Haida Nation. The stewards spent three days at the Centre, greeting visitors, sorting books and weeding the flower beds.



Our big Annual Event, the **“Butterfly Exhibit”** was held in mid-September. This was a three-day event - September 16 to September 18. The exhibit consisted of 78 original paintings to remember and honour the missing and murdered women on the Highway of Tears. The exhibit was created by Christine Haubrick from Prince Rupert and almost 130 people attended. A local caterer provided refreshments for the weekend.

Also, that weekend, we 'revealed the Quilt' created by **UnspOiled Coast** to show that





many birds would be affected by an oil spill. One of our members had worked to bring this project to the Centre for permanent display.

On October 3 the Society hosted the **Haida Gwaii Higher Learning Society**. We gave an introduction to the restoration of the Sanctuary and then took a walk out to the wetlands. Class lecturer Dr. Scott Wallace spoke of the importance of the salt marsh and how the decomposition of algae contributes to the food web. He explained that salt marshes such as Delkatla provide over 100 times more carbon capture than Boreal forests, they don't burn and the tidal influx brings in a constant flow of nutrients. Dr. Wallace explained that Delkatla is truly a salt marsh, not an estuary, and its protection is critical to the survival of many species.



Also in October, as part of the **Arts Council** writer's series, Caroline Woodward read from her book "Light Years" and gave a power-point presentation showing the wildlife around the lighthouses where she and her husband work. It was well-received.

In late October volunteers from the Society gave a slide-show presentation to the kids at **A.L. Mather's** school in Sandspit. We also walked around the spit and showed them the birds of the area.

Our new 2017 Tide Calendar will be available for sale again this winter. All proceeds contribute to core funding for the Nature Centre.

**Delkatla Sanctuary Society  
Nature Interpretive Centre**

**Budget 2017**

**EXPENSES**

<b>Administration</b>	<b>Cost</b>
Accounting - year end	\$600
Society Registration	\$25
Advertising, promotion, signage	\$1,000
Meeting expenses	\$400
Bank service charge	\$45
Insurance	\$1,200
Property Taxes	\$3,500
Hydro, phone	\$3,500
Utilities, water, sewer	\$522
Subcontracts (staffing) and related costs	<u>\$1,920</u>
(8 hrs wk x 16 wks x \$15 hr)	
<b>TOTAL</b>	<u><b>\$12,712</b></u>

**REVENUE**

Membership	\$600
Donations	\$3,000
Rentals	\$500
Sales	\$1,000
Grants (SQCRD)	\$4,000
Canada Summer jobs	\$2,000
Misc donations	<u>\$1,612</u>

<b>TOTAL</b>	<u><b>\$12,712</b></u>
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ITEM 7.3  
P.O. Box 183  
2182 Collison Ave  
Masset, BC  
V0T 1M0

## DIXON ENTRANCE MARITIME MUSEUM SOCIETY

November 8, 2016

RECEIVED NOV 16 2016

Sukhraj Gill – Treasurer  
North Coast Regional District  
13 – 342 3<sup>rd</sup> Ave West  
Prince Rupert, BC  
V8J 1L5

Re: **D.E.M.M.S request for funding assistance for the year 2017**

The Board of Directors requests a grant of \$8000 for the year 2017.

The following documentation is enclosed for the Board of Directors.

- Northern Savings Credit Union online Banking register for 2016
- 2015 Year End Financial Statement
- 2016 Bank Statements
- Quicken Cheque Register 2016
- Quicken Reserve Register 2016
- 2016 Account Balances Report
- 2016 Operating Budget
- 2016 Itemized Chequing account
- 2015-16 Income/Expense Comparison by Category
- 2017 Operating Budget approved November 6/16
- Visitor Attendance Comparison Report 2015-16

The other sources of funding that we have are:

- Annual Christmas Social & Auction which is put towards our Operating Expense. This year it was held on Saturday November 12<sup>th</sup> and our net profit was \$6,595.79 which is approximately \$1300 more than 2015.
- Spring Tea and Loonie Auction
- Door Admissions
- Rental of our Gallery space and building

This year we upgraded the shelving in the upstairs storage area, had new taps installed in the kitchen, power washed the deck, building and outside exhibits.

A major undertaking ahead of us is the painting of the outside of the building which is starting to wear. With the help of the Village of Masset, who own the building we've been attempting to locate grants to help cover the cost which has been quoted as in excess of \$14,000. The island Grant Writer working with the Village of Masset has been unsuccessful to date.



November 14, 2016

Page 2

We have also purchased 20 additional chairs for the museum with the plan of purchasing more.

For the summer of 2017 we will NOT be having artists shows unless specifically requested as we are going to be using the gallery for a pictorial history of the Masset area going back as far as we have photo's to show up to the present day. Our archivist Dorothy Lewis and her volunteer assistance Barb Rempel along with the rest of the Board are excited to see how this turns out. We are doing this as our museum part of Canada's 150<sup>th</sup> birthday.

We also help the Masset Animal Line with their Annual Bow Meow fundraiser which is now held at the museum.

Starting in 2017 we have increased our admissions to \$4.00 from \$3.00 and the Rental cost of our museum from \$50 to \$100. Checking around with some of the groups who have used our museum in the past there has been no negative feedback.

Also, we will be opening 2 weeks earlier and closing 2 weeks later than in past years.

We will continue to utilize 3 contract staff for this period and their contract pay is \$12 for one of the staff with the two others \$11.

The groups that have used our museum in 2016 are:

Haida Gwaii Arts Council

Haida Gwaii Fisheries

Animal Help Line

Group Readings

GM Dawson High School Art Show

VanderHoop Opening Reception

Tom Arnatt Art Show

Masset Harbour Days Awards Ceremony

We had a number of Off-Island Tour Groups visit our museum this past summer.

RECEIVED NOV 1 2 2019

If there are any questions regarding the museum or additional information required please do not hesitate to contact me at (250) 626-3671 or my home e-mail address [jafajack@gmail.com](mailto:jafajack@gmail.com).

We thank the Regional Board of Directors for their consideration of our request for funding and appreciate the financial support we have received in the past.

Sincerely



Jack Thorgeirson  
Chair & Treasurer

D.E.M.M.S. MASSET  
Visitor Attendance Comparison

[illegible]

<b>DIXON ENTRANCE MARITIME MUSEUM</b>	
<b>2017 OPERATING BUDGET - Approved November 6, 2016</b>	
<b><u>REVENUE</u></b>	
Admissions <i>(New Opening days May 15th to Sept 15th + \$1 admission raise)</i>	\$ 5,400.00
Donations	\$ 500.00
Fund Raising	\$ 6,500.00
Gallery Commissions & Space Rental	\$ 300.00
Memberships	\$ 200.00
Museum Rentals <i>(Rental raise fm \$50 to \$100 per use)</i>	\$ 400.00
Museum Store Sales	\$ 700.00
Regional District Operating Grant	\$ 8,000.00
<b><u>Revenue Total</u></b>	<b><u>\$ 22,000.00</u></b>
<b><u>EXPENDITURES</u></b>	
<b><u>Maintenance &amp; Repair</u></b>	
Building Repairs & Expenses	\$ 2,000.00
Other Building Repairs & Expenses	\$ 1,000.00
Grounds - Grasscutting	\$ 1,800.00
Grounds Upkeep - Miscellaneous	\$ 100.00
<b><u>MUSEUM INSURANCE</u></b>	
Museum	\$ 700.00
<b><u>Office Overhead:</u></b>	
Advertising	\$ 2,000.00
Audit & Legal	\$ 1,000.00
Office Supplies & Expenses	\$ 1,100.00
Internet Service	\$ 500.00
<b><u>Staffing</u></b>	\$ 6,500.00
<b><u>Utilities:</u></b>	
<b><u>BC HYDRO &amp; POWER AUTHORITY</u></b>	\$ 1,500.00
<b><u>COASTAL PROPANE</u></b> (Propane and Tank Rental)	\$ 1,500.00
<b><u>TELEPHONE</u></b>	\$ 1,200.00
<b><u>VILLAGE OF MASSET</u></b> (Water, Sewer, Garbage)	\$ 1,000.00
<b><u>Worksafe BC</u></b>	\$ 100.00
<b><u>Expenditures Total</u></b>	<b><u>\$ 22,000.00</u></b>
Budget Difference (Revenue minus Expenditures)	\$ -
<b><u>NOTES TO BUDGET</u></b>	
<i>Admission charge effective January 1, 2017 raised \$1.00 to \$4.00</i>	
<i>No change to Group Tours Admission Rates</i>	
<i>Non-Profit Rental Rates effective January 1, 2017 raised from \$50 to \$100</i>	





HAIDA GWAI MUSEUM AT KAY LLNAGAAY

November 9, 2016

RECEIVED NOV 15 2019

Sukhraj Gill  
Treasurer  
Skeena-Queen Charlotte Regional District  
14-342 3<sup>rd</sup> Avenue West  
Prince Rupert, BC  
V8J-1L0

Dear Ms./Mr. Gill,

The Haida Gwaii Museum is submitting its request for funding in 2017. We are requesting \$ 48,000.00 for operating funding.

Enclosed you will find our 2016 / 2017 report, 2016 financial statements and 2017 projected budget.

If you have any questions and/or concerns I can be reached at 250-559-4643, ext 245.

Thank you.

Sincerely,

Dr. Scott Marsden  
Executive Director  
Haida Gwaii Museum

## **SKEENA QUEEN CHARLOTTE REGIONAL DISTRICT HAIDA GWAII MUSEUM- 2016 REPORT & 2017 PROPOSED ACTIVITIES**

### **Mission**

Opened in 1976 and located in the Skidegate Reserve on Second Beach Road, in Skidegate, British Columbia, the Haida Gwaii Museum is the only cultural facility on Haida Gwaii that is a designated Category “A” museum and is one of only 12 museums in BC with this significant designation. This provision provides our Museum with opportunities to exhibit professional artists on a regional, national and international scale, and allows it to purchase, with the assistance of federal funds, “nationally significant” Haida objects and art that appear on the public market. The Museum is committed too showcasing Haida historical and contemporary art, culture and language; a diverse range of exhibition and public programming, and promoting the rich diversity of Haida Gwaii. During the last 30 years, the museum has worked closely with the Haida community on repatriation initiatives and several other programs aimed at strengthening and supporting the growth of Haida culture and has mentored Haida individuals in arts and heritage-related careers. The Museum works collaboratively with local, regional and international organizations and artists in the on-going development of community engagement with art and culture, encouraging creativity, dialogue, and promoting new ways of thinking about our world. The Museum is a national museum where the rich and diverse stories of Haida Gwaii are kept and told for people of today and for future generations.

One of the Museum’s goals is to tell richer and more complete stories by integrating/reconciling indigenous voices to the traditional/pioneer/euro-centric voices often prevalent in traditional museums. Our museum juxtaposes multiple ways of knowing that empower once nearly silenced voices, challenge dominant narratives, welcome first nations and community scholarly voices and explore community centered ways of knowing. The Museum works collaboratively with artists encouraging creativity, dialogue, and promoting new ways of thinking about our world. The diverse discourses presented in our exhibitions help lead to finding alternate understandings of our world and towards a transformation of our understanding of the world. We believe museums are spaces of encounters or areas of discovery where members of the community both drive the direction of the museum, and share their way of knowing the world, and the process of informal learning is both reciprocal and continual.

### **Goals and Objectives**

- To present multiple ways of knowing, challenge dominant narratives, welcome First Nations and community scholarly voices and explore community centred ways of knowing.
- To present professional visual artists from Haida Gwaii, throughout British Columbia and across Canada.
- To encourage the creation of contemporary art that investigates Haida Gwaii and its connections to the world.

## ARTISTIC/CURATORIAL/ INITIATIVES AND PROGRAMMING-2016 REPORT

**Exhibitions:** A very successful year of arts initiatives & programming. **Gallery One:** *The Giving Bowls*, developed through our Young Artists Program; *All Islands Art Show*; *SICK* (aka *Illness Journee's*); *Reflections* (aka *Rooted in Haida Gwaii*). Two bodies of work were selected through Call for Artists: *false pretenses* by psychiatrist turned artist Pierre Leichner, focuses on the industry behind mental health, mining & art. The *End of the World*, a collection of independent, experimental film shorts by Iris Film Collective will be screened mid-Fall, in partnership with the Archipelago Film Festival Society. **Gallery Two:** *Artists in Gwaii Haanas* followed by a selection of prints from our collection, curated by summer student Raven Pearson LeBlanc. **Travelling:** Michael Nicoll Yahgulaanas' 2015 exhibition to the Bill Reid Gallery. **Programming:** *Artists in Gwaii Haanas Residency*; artist workshops & talks; health/mental health programs presented by artists and medical practitioners; professional artist development workshops and a new youth program: *Kay Kids Collection*, inspired by the Exploration Place's *Nature Exchange* program, developed for the HGM by intern, Shoshannah Greene; **Artist in Residence:** intern Shoshannah Greene and summer student Raven Pearson LeBlanc spent 1 day/week practicing their art & acting as cultural ambassadors in the Museum galleries. **Acquisitions:** highlights include Chief's headdress c. 1880s donated by Gary R. Bell; pole fragment (bear ear) c. 1850 donated by Michael Audain; silver Robert Davidson bracelet by Kathy Pick. **Collections:** condition reports updated for almost 1/4 of our collections and entered into new management system; continued reorganizing of collections and storage. **Outreach:** Aboriginal Advisory Committees: Canadian Museum of History and National Gallery of Canada; co-authoring chapter on repatriation with Dr. Cara Krmpotich, Australian National University Press 2017; presentations: Canada Lecture-Lady Margaret College, Oxford University; Industry Series, Talking Stick Festival; Association of Science-Technology Centers panel; BCMA panel; other: work with Haida Heritage Centre and Council of the Haida Nation to develop Haida protocol, ceremonies and program to feature Haida art and culture during Royal visit.

*Youth and Mentors* postponed until 2017 due to funding; *They Lived at Kay Llnagaay* postponed due attention needed in collections. *False Pretenses* and selections from the Permanent Collection extended through Dec 31 instead. Co-editing projects with Pitt Rivers and UBC MOA put on hold. The Museum "host-mentored" intern Shoshannah Greene for the Bill Reid Gallery.

## **ADMINISTRATIVE ACTIVITIES-2016**

### **FUND-RAISING AND DEVELOPMENT ACTIVITIES**

**Development of the Financial Strategy:** The Museum worked with Cadence Strategies, LAD Resources and D. Jensen & Association to review fundraising opportunities and development a financial strategy that will provide sustainable revenues for Museum operations. The Museum can pursue a long list of revenue and partnership opportunities that would not typically be available to a small museum in Northern BC. One of the recommendations is the investment into a fund development position with the Museum would likely generate many times the salary paid based on a review of additional grants to be pursued and potential philanthropic/fund development opportunities. Other recommendations include fee for service agreements with Gwaii Haanas and Council of the Haida Nation and development of heritage and education programming partnership with Haida Heritage Centre.



## ADMINISTRATIVE ACTIVITIES-2016

### MARKETING AND PROMOTION

The Haida Gwaii Museum launched its first website [haidagwaiimuseum.ca](http://haidagwaiimuseum.ca). The design of the website was inspired by the essence of Haida Gwaii and one of the most prominent Northwest Coast First Nations cultures and collections. We worked with *Trapeze Communication Inc.* and could create an inspiring and holistic experience through effectively showcasing Haida historical and contemporary art and position the museum as a world-class cultural entity. Working collaboratively with the very passionate people we could create an extremely welcoming and informative website that effectively communicates the value and significance of visiting our important museum.

### PARTNERSHIP ACTIVITY

American Museum of Natural History and the Haida Gwaii Museum:

We have a partnership with the American Museum of Natural History (AMNH) to explore how our two museums can begin a dialogue in digital real time with museum visitors in each museum. We are the only Aboriginal/Canadian museum working with the AMNH on this project. During this project, we have been coordinating a series of pilot projects with the AMNH to test visitor engagement and participation. We propose to hire an E-Learning Educator on contract for two years to research and develop a digitally based program in collaboration with the Education Department at the American Museum of Natural History.

### HUMAN RESOURCES

We received a grant through the BC Arts Council Early Career Development Program and worked with the Co-operative Education Program at the University of Victoria. The Co-op placement assisted in the development and presentation of the Bill Reid Legacy Gallery Exhibition, and working in a collection and archives about Bill Reid. This placement program provided work related opportunities for University of Victoria student to work in the areas of research, development and presentation of exhibition programming. The museum hired a new Gift Shop Manager, Valine Crist. Valine is the first Haida citizen to manage the Gift Shop.

### HUMAN RESOURCE POLICY

We developed and implementing a new human resource policy and procedures.

### FACILITIES PLANS

NEW MUSEUM ROOF: The museum replaced the old roof as well as the under-layment, sheathing, gutters with flashing. This upgrade is the first in a series of renovations that will address building issues and will prevent further water damage and help to reduce heat loss and lower the operating costs of the Museum. These renovations will improve one of the Museum's prime exhibition spaces and ability work with one of our partners, Gwaii Hannas in the development of new and stimulating public programming.

### GOVERNANCE

The Board held a Governance workshop in the spring of 2016. This workshop examined issues such as board governance, roles and responsibilities, board job descriptions, board conduct and meetings and reviewed board/staff relations. The Board reviewed, revised and up-dated the organizations Bylaws. The Board also approved a series of new Board policies including; Human Resource, Membership and Presenting, Buying or Selling Haida Art. The Board will also be tasked with developing a new 2017-2020 Strategic Plan.

## HAIDA GWAII MUSEUM-PROPOSED PROPOSED ACTIVITIES 2017

### HUMAN RESOURCES

#### New-Haida Collection Management Internship:

This internship will address a critical need for Haida citizens to have access to employment opportunities at the HGM with the long-term focus of having Haida citizens fully employed at the HGM. The objective of this program is to:

- Instruct and train the Haida intern in fundamental collection management practices which include; research and development, database, storage, registration, didactics, animation and interpretation.
- Engage the Haida intern in gathering and preserving the cultural and historical knowledge held in the Haida communities by Elders, Haida language speakers, Master artists, and other specialists through recorded interviews and community consultations.
- In consultation and partnership with UBC MOA, the Haida intern will explore research options and develop interpretation and animation programs aimed at proving public access to the extensive resources of Haida collections held in museums around the world.

#### E-Learning Educator:

We are in the process of developing a two-year project to hire an Educator with experience in the development and implementation of E-learning programs. The E-Learning Educator will work to develop and deliver curriculum-based distance education programs as well as engaging online learning experiences for a wide range of audiences. We have 50 % of the funding in place from the Vancouver Foundation.

### FUND-RAISING ACTIVITIES

#### Implementation of the Financial Strategy

The Museum will implement the new fund-raising strategy and develop a series of fees for service agreements. Our first fee-for service agreement is a collaboration with the Haida Heritage Centre and the Haida Gwaii Higher Education Society that will provide long-term funding to develop educational and public programming and develop an alternative source of funding for all three organizations. The Museum and the Heritage Centre have recently begun the development of joint marketing strategy and are at the final stages of signing the first operating agreement between the two organizations that will lead to sharing of admissions.

## PROPOSED ACTIVITIES 2017

### MUSEUM PROGRAMMING

#### Interpretive Guide

We are in the process of developing an interpretive self guided tour of the museum and activities that appeal to community members and visitors.

#### All-Island Archives

We are developing a community-based a joint archival program with community partners and developing in an interpretive exhibition based on themes in our archives. The focus of this project is to provide an archival service. Create an important educational resource and opportunities for partnerships to the communities of Haida Gwaii.

#### Website - emuseum

We are launching a new program on our website called *emuseum*. *emuseum* will provide access to our collections of recovery of Haida art, objects, knowledge and documentation pertinent to Haida history, contemporary culture, natural sciences of Haida Gwaii and the history of Canadian settlement. *emuseum* is a new system will provide the framework for enhanced intellectual and visual access to the Museum's collections. *emuseum* will help facilitate visits, linking to virtual exhibition sites, exploring our diverse collections and offer potential user's opportunities to discover new objects through images and text tell stories about different times, ways of life, skills and places and create a unique teaching tool.

### NEW PROJECTS

Bill Reid Legacy Gallery Concept Development: The Museum is developing a Bill Reid Legacy Gallery which will be an important addition to the Kay Lingaa Haida Heritage Centre. The gallery will add to the enrichment of current programs of the Haida Gwaii Museum which—along with a full range of educational and community services provided by the Centre, will continue to expand on the legacy of the Haida Centre for the Haida citizens, local non-Haida, and off-island visitors. The museum is working with Vancouver based Nick Milkovich Architects Inc. and in collaboration with D. Jensen & Associates Ltd to develop a conceptual design for the proposed Gallery addition. The focus of the new space is to preserve and present two of Bill Reid's most prominent works of art, the *Dog Fish Pole* (carved in 1978) and the *Lootaas* Canoe (carved in 1986).

American Museum of Natural History (AMNH) and the Haida Gwaii Museum (HGM): The HGM is working with the AMNH on a project that involves the borrowing a Haida master piece, a Mountain Goat Chest from the AMNH to use in a traditional ceremony of the inauguration of an Haida Hereditary Chief, exhibit the box to the community for a limited time, and make a copy of the Chest by an Elder Haida artist for the community to be used in public programming and the transferring of knowledge from Elder to Apprentices.



## **PROPOSED ACTIVITIES 2017**

### **NEW PROJECTS**

#### **Archaeological and Conservation Laboratory**

This project will develop the first archaeological and conservation Laboratory on Haida Gwaii and will conserve cultural heritage material, both Haida and non-Haida that has been recovered from archaeological sites on Haida Gwaii. The proposed lab will assist us in preserving our numerous collections and be accessible to Haida Nation members, community members, researchers and students from kindergarten to university and will help local schools develop education programs about archaeology on Haida Gwaii. This project will enable the museum to continue to grow in our ability to conserve, protect and protect our collections and build capacity. Once the Lab is developed and operational we can begin to offer services, workshops and roundtables with the aim of build capacity in our communities.

#### **Renovations**

We will be renovating the Natural History section of the museum which includes replacing windows and doors, installation a new floor, replacing drywall. We will also be installing a new museum entranceway and applying UV film and scrim blinds to selected museum windows.

### **ARTISTIC/CURATORIAL/ INITIATIVES-2017**

#### **Temporary Gallery**

**April-May - *Shaping Haida Gwaii*** by Yukon artist, Neil Graham explores regions of Haida Gwaii such as Tow Hill/Agate Beach, with rock formations, that have evolved over time into seascapes, beachscapes and the insertion of the human, both in the “faces” that populate the rock, and actual. Titles that characterizes a direct relationship with the land emerged; “*The Haida Canoe*,” “*Sea Dragon Rider*,” and “*Giant’s Hand*.”

**June-September - *Terri-Lynn Davidson***, Haida artist will present an exhibition of art works of female supernatural beings and crest images in Haida oral tradition. This exhibition will reveal a richer and more complete narrative by putting the Haida voice first—sharing in our culture and world-view while attempting to integrating/reconciling indigenous voices. Ms. Davidson will integrate “traditional” Haida form line art created by Haida artist Robert Davidson, CM, OBC. Ms. Davidson’s art works will incorporate contemporary cultural elements as a tool for greater engagement with audiences, through the incorporation of Canadian indigenous fashion designs and jewelry.

**June -September-*Artists in Gwaii Haanas Residency Program*** that is partnership between the Haida Gwaii Museum and Gwaii Haanas National Park Reserve & Haida Heritage Site (GHNPR) for three experienced visual artists to form connections through art, to Gwaii Haanas. This program creates opportunities for one local Haida Gwaii artist and two others from across Canada to learn, share, collaborate and experiment with different media. While in Gwaii Haanas, the artists undertake creative research by exploring, photographing, sketching, and writing about their natural surroundings, the Haida Heritage sites and villages, and interactions with wildlife, Gwaii Haanas staff and the Haida Gwaii Watchmen. The 2016 exhibiting artists are Yael Brotman(Toronto), Joice Hall (Kelowna) and Kung Jaadee (Masset)

## PROPOSED ACTIVITIES 2017

### ARTISTIC/CURATORIAL/ INITIATIVES-2017

September -December- *Youth and Mentors* is an exhibition created in partnership with the YVR Arts Foundation and the HGM, highlighting the significance of the master/apprentice relationship in Haida culture, and exploring the influence other types of art education has on young artists today, such as the Emily Carr University of Art + Design. *Youth and Mentors* features emerging Haida artists who've been recipients of YVR Arts Foundation Scholarship (ie, Raymond Boisjoly, Kwiiawah Jones, Gwaliga Hart), and their mentors (ie James Hart, Reg Davidson, Dorothy Grant), for a total of 20 artists. This exhibition provides emerging artists exposure and pays homage to their mentors, highlighting the mentor/student relationship and the value and importance of teaching, supporting and encouraging young artists whose work continues to re-contextualize concepts of being Aboriginal in Canada.

#### Permanent Gallery

*The Living Room* will be a permanent exhibition that will allow visitors to relax, explore and contribute (through community research) to knowledge of Haida Gwaii's history, its land, sea, people and politics, in a living room setting while they browse photo albums containing copies of archival images and papers; listen to past CBC Radio programs on a 1950s radio; watch documentaries on TV, and enjoy the old technologies of phones, musical instruments and other utilitarian equipment. The intent of this exhibit is to create a comfortable "Haida Gwaii living room" which provides examples of the Haida Gwaii Museum's non-restricted archival holdings, i.e. documents, manuscripts, photographs, visual recordings, audio recordings, paintings, drawings, maps, etc. This space will also serve to showcase more of the museum's artifact collections, i.e. Haida and Pioneer objects

**Haida Gwaii Museum @ Qay'Inagaay  
Projected Budget**

<b>Account #</b>		<b>2017 Projected</b>
	<b>REVENUE</b>	
	<b>Earned Revenue</b>	
4005	Exhibit Consignment	
4009	Consignment Sales	\$ 35,000.00
4010	Giftshop Sales	\$ 215,000.00
4011	Kaay Admissions	\$ 35,000.00
4012	Gift Cards	
4014	Membership	\$ 4,000.00
4015	Tours	
4016	Workshops	\$ 400.00
4017	Educational- Museum Programs	
4018	Research & Image Use	\$ 350.00
4059	Visual Arts Program	
4070	Repatriation Ticket Sales	
4080	Sales Returns	
	<b>Total Earned Revenue</b>	<b>\$ 289,750.00</b>
	<b>Private Sector Revenue</b>	
4110	Individual Donations	\$ 6,000.00
4115	Corporate Donations	\$ 2,500.00
4120	Community Grants	
4125	Audain Foundation	
4130	Bill Reid Foundation	
4135	Gwaii Trust	\$ 70,000.00
4140	Vancouver Foundation	\$ 31,500.00
4145	QCI Arts Council	\$ 150.00
4150	Haida Heritage Centre	
4180	First Peoples' Cultural Fund	\$ 30,000.00
4200	Fundraising - Special Events	\$ 10,000.00
4225	American Museum Projects	
4250	Haida 21	
4265	Northern Development	\$ 9,000.00
4270	Other Foundations	\$ 31,500.00
4370	Coast Sustainability Fund	
4375	Irving K Barber Learning Centre - UBC	\$ 11,000.00
	<b>Total Private Sector Revenue</b>	<b>\$ 201,650.00</b>
	<b>Grant Revenues</b>	
4305	SQC Regional District	\$ 48,000.00
4310	British Columbia Arts Council	\$ 85,000.00
4340	Canada Council for the Arts	\$ 30,000.00
4345	Canadian Heritage	\$ 45,000.00
4350	CMA - Young Canada Works	\$ 12,000.00
4355	Arts Innovation: Creative BC	
4360	BC Gaming Commission	\$ 30,000.00
4365	Job Creation Program	\$ 39,000.00
	<b>Total Grant Revenues</b>	<b>\$ 289,000.00</b>



<b>Other Revenue</b>		
4420	PST Commission	\$ 800.00
4430	GST Revenue	\$ 4,000.00
4450	Interest Income	\$ 5.00
4460	Miscellaneous Revenue	
	<b>Total Other Revenue</b>	<b>\$ 4,805.00</b>
	<b>TOTAL REVENUE</b>	<b>\$ 785,205.00</b>
	<b>EXPENSE</b>	
	<b>Cost of Goods Sold</b>	
5020	Consignment Purchases	\$ 19,000.00
5030	Exhibit - Consignment	\$ 400.00
5200	Purchases - Gift Shop	\$ 110,000.00
5300	Freight Expense	\$ 4,200.00
5310	Gift Shop Supplies	\$ 700.00
5315	Internet Web Hosting	\$ 400.00
5320	Kaay Admission Payout	
5325	Elavon Fees	\$ 4,000.00
5330	Gift Shop Rent	\$ 24,000.00
5335	GS - Advertising & Promo	\$ 500.00
5340	Gift Shop - Insurance	\$ 970.00
5345	Gift Shop - Office Expenses	\$ 1,500.00
	<b>Total Cost of Goods Sold</b>	<b>\$ 165,670.00</b>
	<b>Payroll Expenses</b>	
5410	Wages & Salaries	\$ 263,700.00
5420	EI Expense	\$ 5,500.00
5430	CPP Expense	\$ 9,100.00
5440	WCB Expense	\$ 900.00
5470	Employment Benefits	\$ 7,900.00
	<b>Total Payroll Expense</b>	<b>\$ 287,100.00</b>
	<b>Exhibition Expenses</b>	
5505	Artists Fees	\$ 8,000.00
5510	Curators Fees	\$ 32,000.00
5515	Contractors: Preparator	
5516	Artist Expense -lodging/travel	
5520	Exhibits - Permanent	\$ 1,500.00
5522	Exhibits - Temporary	\$ 1,500.00
5526	Haida 21	
5560	Exhibition- Catalogue & Interpretat	\$ 3,500.00
5565	Exhibition - Equipment & Supplies	\$ 3,000.00
5570	Exhibition - Invitations, Interpret	\$ 1,200.00
5575	Exhibits - R&M	
5580	Exhibition - Receptions	\$ 1,100.00
5585	Exhibition - Research & Development	
5590	Exhibition Workshops	
5595	Shipping Costs	\$ 3,000.00
	<b>Total Exhibition Expenses</b>	<b>\$ 54,800.00</b>

	<b>General &amp; Administrative Expenses</b>	
5040	Amortization	\$ 1,100.00
5610	Accounting & Legal	\$ 17,000.00
5615	Advertising & Promotions	\$ 3,000.00
5620	Bad Debts	
5625	Society Fees	\$ 65.00
5630	Cash Short/Over	
5640	Courier & Postage	\$ 1,500.00
5645	Bank Charges	\$ 1,200.00
5655	US exchange	
5660	Interest Charges	
5670	Board Expenses	\$ 6,000.00
5675	Conference Fees, Travel & Accom	\$ 12,000.00
5680	Memberships	\$ 1,200.00
5685	Insurance	\$ 950.00
5686	Insurance - Collection	\$ 5,800.00
5687	Insurance -Temporary Exhibit	\$ 2,000.00
5700	Office Supplies	\$ 4,000.00
5705	Museum Supplies	\$ 2,500.00
5725	Telephone	\$ 2,500.00
5740	Miscellaneous Expense	\$ 2,500.00
5750	Fundraising Expense	\$ 10,000.00
5775	Strategic Planning	
5780	Website Design & Maintenance	\$ 15,000.00
5795	Repatriation Committee	
	<b>Total General &amp; Admin. Expenses</b>	<b>\$ 88,315.00</b>
	<b>Educational &amp; Archival Expenses</b>	
5805	Archival Development	\$ 39,000.00
5810	Collection Acquisitions/Digitization	\$ 11,000.00
5815	Archive & Collection Materials	\$ 2,500.00
5850	Museum Programs	\$ 1,000.00
5870	Photography	\$ 2,500.00
	<b>Total Education &amp; Archival Expenses</b>	<b>\$ 56,000.00</b>
	<b>Building Expenses</b>	
5920	Janitorial	\$ 7,200.00
5960	Repair & Maintenance - Building	\$ 20,000.00
5965	Repair & Maintenance - Equip	\$ 500.00
5970	Museum Development-Bill Reid Gallery	\$ 50,000.00
5980	Utilities	\$ 35,000.00
5990	Alarm Monitoring	
	<b>Total Building Expenses</b>	<b>\$ 112,700.00</b>
	<b>TOTAL EXPENSE</b>	<b>\$ 764,585.00</b>
	<b>TOTAL REVENUE</b>	<b>\$ 785,205.00</b>
	<b>NET INCOME</b>	<b>\$ 20,602.00</b>



## PORT CLEMENTS HISTORICAL SOCIETY

P.O. Box 417 Port Clements  
British Columbia Canada V0T 1R0

250.557.4576  
pcmuseum@qcislands.ca  
www.portclementsmuseum.ca

Skeena-Queen Charlotte Regional District  
13-342-3<sup>rd</sup> Avenue West,  
Prince Rupert, BC, V8J 1L5

November 16, 2016

Attention: Sukhraj Gill

RE: 2017 Budget

The Port Clements Historical Society would like to thank the SQCRD for their continued support with keeping the Port Clement Museum active. Without this continued support the museum could not exist. We would request your continued support in 2017 with a grant amount of \$10,000.00.

This year was an extremely busy year for the Society and the funds received from the regional district were used for the basic of day to day operation expenses of the museum along with a paid attendant. Volunteers are heavily relied on to perform all other duties, such as accessioning, archiving, bookkeeping, maintenance, organizing and supervising our workers.

Our year started on a sad note with the passing of Kathleen Dalzell, our Historical Coordinator and mentor, a position she held since the Society was formed in 1986. Her legacy continues however with over 46 items being brought into the museum for accessioning so far this year.

The increase in tourism this year along with the combination of having the tourist information centre at the museum saw a record number of visitors so far this year. The village of Port Clements tourist information centre has been hosted by the museum for the past three years, leading to record-breaking attendance levels each year from 2,208 in 2014 to 2,712 in 2015, and now 3,588.

With the assistance of a Community Gaming grant, we were able to hire two students to work on painting and preserving quite a few of the outside artifacts. Our big project to restore the Madill yarder was put on hold this year but we have accessed a small amount of funding for the 2017 year, so work will start on this project in the spring.



We were unsuccessful on a 2015 grant application to fix our aging wheelchair access ramp and level the front porch of the museum, but have now secured funding for this project with work starting before the end of the 2016.

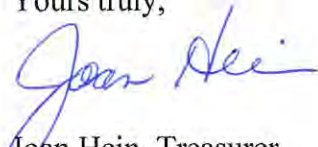
The big change this year is in the opening of our gift store, St Mark's Gift & Gallery. Space was a restriction for us so we have entered into an agreement with the Village of Port Clements and have house the gift store in the historic St Mark's Church. This first year has been very successful. Most of the inventory has come from local consigners, which further helps to keep the local economy healthy.

The Society was able to hire all local residents again this year. The assisted in our outside restoration program, inside with the visitors, and at the gift store, thus all adding to the local economy.

We are looking forward to another busy year in 2017 with the donation of two large outside artifacts and the start of our Madill restoration.

Our fiscal year end is September 30 and the records are in the process of being sent off to the accountant. Once the financial year end is completed I will forward copies to you. I have enclosed a copy of the 2016 balance sheet and income statement before being audited by the accountants. I have also enclosed our 2016 budget, and will send a copy of the 2017 budget once it has been approved by the board.

Yours truly,



Joan Hein, Treasurer  
Port Clements Historical Society

# **Port Clements Historical Society** **Balance Sheet As at 30/09/2016**

## **ASSET**

### **ASSETS**

Cash/Undeposited funds	296.00
NSCU Main Account	13,962.25
NSCU Main Shares	106.58
NSCU Gaming Account	0.00
Accounts Receivable	0.00
Grants Receivable	0.00
GST Receivable	271.17
Prepaid Expenses	0.00
Computers	7,751.81
Furniture & Fixtures - cost	16,092.51
Buildings	139,371.88
Pavillion	18,590.00
Land	0.00

<b>TOTAL ASSETS</b>	<u>196,442.20</u>
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<b>TOTAL ASSET</b>	<u><u>196,442.20</u></u>
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## **LIABILITY**

### **CURRENT LIABILITIES**

Corporate Income Tax Payable	0.00
Accounts Payable	0.00
GST Paid on Purchases	0.00
CPP Payable	43.54
EI Payalbe	17.72
Income Tax Payable	43.59
Total Payroll Remittance	104.85
PST Paid on Purchase	0.00
PST Charge on Sale	0.00
WCB Payable	0.00
Deferred Income	0.00
Loan	2,000.00

<b>TOTAL CURRENT LIABILITIES</b>	<u>2,104.85</u>
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<b>TOTAL LIABILITY</b>	<u>2,104.85</u>
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## **EQUITY**

### **EQUITY**

Opening Balance Equity	194,189.16
Current Earnings	3,157.91
Retained Earnings - beginning	-3,009.72

<b>TOTAL EQUITY</b>	<u>194,337.35</u>
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<b>TOTAL EQUITY</b>	<u>194,337.35</u>
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<b>LIABILITIES AND EQUITY</b>	<u><u>196,442.20</u></u>
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# Port Clements Historical Society

## Income Statement 01/10/2015 to 30/09/2016

### REVENUE

#### REVENUE

Grants Received	23,100.00
Donations	4,356.20
Membership fees	125.00
Admission Fees	7,933.15
Gift Shop Earnings	19,203.57
Interest Earned	0.00
<b>TOTAL REVENUE</b>	<b>54,717.92</b>

**TOTAL REVENUE** 54,717.92

### EXPENSE

#### EXPENSES

Pai out to Consigners Expense	8,224.48	
Purchases for resale	5,081.84	
Total Cost of Goods Sold		13,306.32
GST Expense		1,120.24
PST Expense		906.19
Bank Charges Expense		580.43
Accounting & Professional Fees		0.00
Advertising & Promotion Expense		1,255.84
Licences & Taxes		25.00
Insurance		430.00
Groundwork on property Expenses		2,872.90
Artifact Retrieval	0.00	
Artifact Restore Material Cost	4,112.76	
Total Artifact Expense		4,112.76
Maintenance & Repairs Expense		3,551.77
Fuel		70.81
Membership/Dues		540.90
Office supplies		1,522.47
Postage & Freight Expense		1,144.10
Shop supplies		238.41
Telephone & Internet Expense		2,112.27
Electricity Expense		889.54
Salary - Bennisfits Expense		326.94
Wages - Artifact Restoration	4,051.84	
Wages - Desk Attendant	11,554.91	
Total Wages		15,606.75
Payroll - CPP Expense		479.92
Payroll - EI Expense		419.39
WCB Expense		47.06
<b>TOTAL EXPENSES</b>		<b>51,560.01</b>

**TOTAL EXPENSE** 51,560.01

**NET INCOME** 3,157.91

NOTE  
GRANT RECEIVED FOR  
REDDING OUR HANDICAP RAMP  
IS A MATCHING FUNDS GRANT  
SO NET INCOME IS MONEY  
HELD OVER FOR THIS.



# PORT CLEMENTS HISTORICAL SOCIETY: 2015-2016 PROPOSED BUDGET

	2016-2017 Proposed	2015-2016 Actual	2015-2016 Proposed	2014-2015 ACTUAL Actual
October 1 Funds In All Accounts		9,841	9,841	13,158
<b>INCOME</b>				
Regional District Grant		10,000	10,000	10,000
Village of Port Clements Grant		2,800	2,800	2,800
Tourism Committee Grant		1,800	1,800	1,800
Gaming Grant		8,500	8,500	8,500
Admission		7,933	6,500	4,578
Counter Sales (gift shop)		19,204	1,250	423
Donations		4,356	500	1,307
Memberships, CU Interest, & other		125	250	249
Heritage Grant (War & Spruce Display)				2,000
New Horizons Grant			14,000	
Grants for Artifact Restoration			20,000	
<b>Total Income</b>		<b>54,718</b>	<b>65,600</b>	<b>31,657</b>
<b>EXPENSES</b>				
Cost of goods sold		13,306	900	854
Artifact Restoration , Maint. & Retrieval		4,113	27,000	13,321
Accounting			800	775
Advertising & Promotion		1,256	1,600	806
Bank Charges		580	600	10
Building insurance		430		
Landscaping (grounds)		2,873	1,000	280
Licenses, Dues & Taxes		1,471	150	25
Office supplies, postage		2,667	450	370
Archives			300	
Supplies for Resale (Gift Shop)			900	300
Repairs and Maintenance (buildings)		3,861	18,000	1,484
Telephone & Internet		2,112	1,650	1,609
Utilities (Hydro)		890	900	854
Wages (Museum Attendant)		15,934	11,000	11,326
Payroll Costs (CPP, EI, Work safe)		947	1,000	966
Information Centre modifications			250	
War & Spruce Display				2,178
GST charged (refundable expense)		1,120		670
<b>Total Operating Expenses</b>		<b>51,560</b>	<b>65,600</b>	<b>34,974</b>
<b>Operating Income Less Operating Expenses</b>		<b>3,158</b>	<b>-10,882</b>	<b>-3,317</b>
Year End Funds In Accounts		12,999	-1,041	9,841
<b>APPROVED CAPITAL EXPENSE</b>				
fax machine				1,000
Scanner				
Archiving Hardware				

Prince Rupert City and Regional Archives  
2017 Budget

RECEIVED NOV 21 2016

## Revenue

Grant - Regional District	\$92,877.00
Sales - Photographs, Photocopies & Books	\$3,500.00
Sales - Research, Commercial Use Fees & Misc.	\$1,500.00
Membership Dues & Charitable Donations	\$500.00
Bank Interest	\$900.00
Centennial Book Revenue	\$2,000.00
Equipment Reserve - Shelving	\$1,500.00
Wages Reserve from 2016	\$2,500.00
Projected donations	<u>\$2,500.00</u>

<b>Total Revenue</b>	<b><u>\$107,777.00</u></b>
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## Expenses

Purchases - Photos	\$500.00
Accounting & Legal/Auditor	\$150.00
Advertising/Promotions/Display	\$500.00
Archival & Office Supplies	\$1,500.00
Book Purchases	\$300.00
Courses/Education/Meeting Expense	\$500.00
Insurance	\$1,500.00
Bank Charges, Subscriptions, Conservation, & Misc.	\$2,920.00
Rent Expense \$1000.00 per mth x 12	\$10,950.00
Telephone / Internet	\$1,800.00
Utilities	\$1,800.00
Wages Expense	\$75,435.00
WCB, CPP, E.I. & MPP Expense	<u>\$9,922.00</u>

<b>Total Expenses</b>	<b><u>\$107,777.00</u></b>
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# Prince Rupert Public Library



101 6th Avenue West, Prince Rupert, B.C. V8J 1Y9 Phone: 250-627-1345 Fax: 250-627-7743 www.princerupertlibrary.ca

November 7, 2016

Board of Directors  
NorthCoast Regional District  
(formerly Skeena Queen Charlotte Regional District)  
14-342 3rd Avenue West,  
Prince Rupert BC  
V8J 1L5

RECEIVED NOV 15 2019

To the Board,

The Prince Rupert Library is asking for a grant of \$5,000.00 for 2017 to support library service to outlying areas of the SQCRD. This figure is calculated on a formula of \$2.63 per capita in Port Edward and Electoral areas A and C, based on Port Edward and Electoral A population of 1335 and Electoral C population of 568. Population figures used are based the Libraries Branch, Ministry of Education

Attached you will find:  
Prince Rupert Library Statement of Financial Information (SOFI) for 2015  
Budget for 2016 and Proposed budget of 2017  
Current financial statement to October 31, 2016

The grant we receive from the SQCRD matches the grant we receive from the province to provide library service to outlying areas. Our public library provides free access to books, ideas, resources, and information necessary for education, employment, enjoyment and self-government. Illiteracy is at the heart of many of society's problems. Police studies have revealed that 79 of 100 people entering Canadian correctional facilities don't have their high school diploma and 65 of those 100 people have less than a grade 8 education or level of literacy. While poverty, unemployment, and feeling isolated or desperate may push some people into a life of crime, literacy training can provide many youth and adults with a chance to build a brighter future. In the fight for literacy, libraries are at the forefront, supporting all other literacy efforts. All library activities are undertaken to help citizens become the best that they can be. Citizens who are educated and open to ideas create vibrant, healthy communities. Listed below are just some of the services found at the library thanks to granting bodies:

- Provide books, magazines, newspapers, CDs, videos/DVDs, audiobooks, information services - access to ideas, enjoyment, education, employment and self-government.
- Provide training to young people as they enter the job market.
- Provide free access to the internet and the use of public computers. This is especially important as access to many federal and provincial services has moved online, e.g. commercial fishing licences.
- Provide telephone, bicycle racks, public washrooms, seating and reading spaces - a haven for all.
- Provide website access to local and other B.C. library catalogues, to electronic magazine collections, car repair manuals and downloadable audiobooks - libraries sharing resources to provide better service.



- Provide experts on research, children's literacy, providing guidance to new parents, encouraging early literacy.
- Provide programs for children, youth, and adults.
- Provide a safe, secure learning environment for children after school.
- Provide meeting space for small groups.
- Employ local residents.

As well as fulfilling its traditional roles in the community the Prince Rupert Library is busy helping local people navigate through the technologies and processes that have become the new norm. Helping people download e-books and online magazines, demonstrating the use of online databases, helping non-English speakers to obtain commercial fishing licences and laid-off workers to complete online-only job applications or income assistance applications take up considerable staff time as well as demanding that we have trained staff on-hand and ones willing to continually upgrade.

We thank you for supporting our goal to provide service to the communities in the Regional District. Your annual grant is an important part of the budgeting process each year and we rely on it.

Please contact me if you require any information.

Sincerely,

A handwritten signature in black ink, reading "Joseph P. Zelwietro". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Joe Zelwietro  
Chief Librarian  
Prince Rupert Library

## Prince Rupert Library

### Budget 2016 and 2017

	Present 2016	Requested 2017
<b>Revenues</b>		
Fines	9,000	9,000
Fees	2,500	2,400
Lost Books	500	500
Copier Service	1,100	1,100
Rentals	400	500
Donations	8,000	8,000
Internet	5,000	5,000
Sales Revenue	5,000	5,000
Digitization Grant	5,000	
Prov Grants	84,000	84,500
Fed Grants	2,500	2,500
Municipal Grant	<b>596,000</b>	<b>625,000</b>
Other Grants	6,000	6,000
<b>Total Revenues</b>	<b>725,000</b>	<b>749,500</b>
<b>Expenditures</b>		
Wages	575,000	597,000
Benefits	incl'd above	incl'd above
Collections	65,000	65,000
Prof Development	5,000	5,000
Office supplies	4,000	4,500
Equipment	1,000	1,000
Furniture	1,000	2,000
Computer Technology	6,000	7,000
Digitization Project	2,000	1,000
Postage/Freight	5,000	5,000
Public Relations	1,000	1,000
Misc. Expenses	1,000	1,000
Bldg Maint.	23,000	23,000
Utilities	28,000	28,000
Communications	8,000	9,000
<b>Total Expenditures</b>	<b>725,000</b>	<b>749,500</b>

**Vancouver Island Regional Library**

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

December 1, 2016

Mr Sukhraj Gill  
Treasurer  
Skeena-Queen Charlotte Reg Dist  
#14 – 342 3rd Ave W.  
Prince Rupert B.C. V8J 1L5

**RECEIVED DEC 05 2016**

Dear Sir/Madam,

**Re: Library Budget and Levy to Members**

Vancouver Island Regional Library (VIRL) Board adopted the 2017 budget at its September 17, 2016 Board meeting.

A copy of the 2017 – 2021 Adopted Financial Plan is available on our website at <http://virl.bc.ca/about-us/reports-and-plans>

Following is the detail on the first payment due before March 1, 2017. A formal invoice will follow.

	<b>Quarterly Installment</b>	<b>Annual Amount</b>
Population portion	52,484	20,268
Assessment portion	<u>69,960</u>	<u>25,411</u>
2017 First Quarter Total Levy	\$11,420	\$45,679

The development of the 2017-2021 Financial Plan was driven by a focus on meeting the service standards our Board has committed to. Specifically the 2017-2021 Financial Plan focuses on:

- Evaluating budget pressures within the framework of the Strategic Plan and the Facilities Master Plan;
- Reinforcing strategic priorities through the business case planning process;
- Exploring alternative funding sources;
- Continuous evolution of the internal request for funding process; and

**Strong Libraries ■ Strong Communities**

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





## Vancouver Island Regional Library

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- Exploring opportunities & continuous improvement.

The objective of these actions is to provide a budget that is lean while maintaining the Board's service levels.

For 2017 this entails a 4.25% increase in the total levy, consisting of:

- A 1.34% increase to meet our core service needs and inflationary pressures;
- A 1.72% increase for staff-driven business cases to improve our services to the public; and
- A 1.19% increase for levies related to the Facilities Master Plan

The 2017 – 2021 Financial Plan plays an integral part in meeting the objectives of the Strategic Plan:

**1. Community:** VIRL will continue to expand engagement and partnership opportunities, as well as increase advertising and promotion to show that the library is a vibrant, welcoming place for people of all socioeconomic groups, cultures and literacy levels.

**2. Collect. Connect. Collaborate. Create:** VIRL seeks to identify and address the educational and recreational needs of our customers. As well, we seek new ways to reach those who are not aware of the resources we have to offer.

The library is a place of lifelong learning and inspiration. We strive to provide our communities with access to the information they need – whenever or wherever that may be.

**3. Places & Spaces:** Since 2011, we have renovated or built eleven branches across the VIRL service area. Assessing the needs of each unique community when renovating and building facilities is a crucial component of our ongoing success.

In addition, our online presence and information technology (IT) infrastructure needs continuous and consistent stewardship and development to ensure that we meet the current and future technological needs of our customers.

**4. Life at Work:** To succeed as an organization, VIRL recognizes that it needs to support staff (and ultimately library customers) by respecting the multiple perspectives our employees represent. To do this, we must continually promote positive employer/union

### Strong Libraries ■ Strong Communities

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



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relations and improve our methods of communication, decision making and project management to create an effective and productive workplace culture.

Please do not hesitate to contact us if you have any questions.

Thank you,

Joel Adams, CPA, CA  
Director of Finance

### Strong Libraries ■ Strong Communities

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

# LATE ITEM 7.9

## Oona River Community Association

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PO Box 93  
Oona River, BC  
V0V 1E0

November 29, 2016

Skeena-Queen Charlotte Regional District  
#14, 342 – 3<sup>rd</sup> Avenue West  
Prince Rupert, BC  
V8J 1L5

Attention: Board of Directors

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### **Re: ORCA 2017 Operating Grant**

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The Oona River Community Association wishes to thank the Regional District Board on behalf of Oona River for their annual operating grant of \$2500. This letter is to support our application for consideration again in 2017. Please find included Financial Statements, 2017 Budget and 2016 bank statements.

From January to the end of June, the suite in the community hall was rented out to Triumph Timber for accommodation. This income was a welcome boost to our fundraising for the completion of the hall projects.

In the spring the decrepit fire escape was replaced using wood milled at Oona River and built by a local resident under contract to ORCA. This is presently the only entrance into the hall until a front entrance is constructed which will be wheel chair accessible. By the fall, all the wood for the front entrance was milled and stock piled.

As you are aware, the Oona River Community Hall is our facility for hosting community occasions. It is also used to welcome unexpected visitors to Oona River who are traveling the Inside Passage.

This past summer Oona River welcomed a group of Adventure Tourism participants from David Thompson University paddling from Kitimat to Prince Rupert. They camped comfortably for some nights on the Community Hall grounds and immediately offered to volunteer a day of their labour for any projects we needed help with.

As it turned out, the water suddenly failed at the hall and upon investigation, the dam needed to be serviced. So volunteers pitched in and cleaned out the dam and water service was restored by the end of day. There were so many people to help that another group picked up all the plastic garbage flotsam accumulated along the river's edge. The community hosted a potluck dinner to celebrate the guests and their hard work. ORCA is very grateful for this influx of free labour (letter attached)!

Later in the summer another group of paddlers arrived. This time a First Nations youth group paddling from Kinkolith to Kitkatla. They too camped on the Community Hall grounds and enjoyed their time at Oona River.



# Oona River Community Association

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There were numerous other paddling and boating visitors over the summer months that also enjoyed and made use of our hall facilities.

It must be mentioned that the former Oona River School House (on the same Community Hall grounds) also plays an important role for visitors to Oona River. It is the “museum” of Oona’s past and we proudly ensure visitors tour this building that is open to the public. It also houses the Ralph Edwards Library where books are exchanged and borrowed. And it is the First Aid Station for the community with a telephone and heli-pad located just outside the door.

In 2016, the hall was used for Movie Night, various fundraisers, a silent auction and for community meetings. This year the OCP presentations were held in the meeting room which was left open for residents to review the maps. The gymnasium was in regular use by the many children at Oona River in the summer months and by the resident children in the winter.

The \$2500 operating grant received from the Regional District Skeena Queen Charlotte was used to pay for hydro and emergency phone costs, as it will in 2017. ORCA will be replacing the water line to the hall and doing repairs to the dam. These new costs will divert some of our funds raised to complete the Community Hall project.

Hope this letter brings you up to date with our endeavours. If you have any questions, please do not hesitate to call.

Yours truly,

**OONA RIVER COMMUNITY ASSOCIATION**

Yvonne N. Christensen  
Treasurer

## Haida Gwaii Regional Recreation Commission - 2017 Requested Budget

## Operating Costs

Rent	\$241.50	/month			\$2,898.00
Office	Postage				\$500.00
	Supplies				\$2,400.00
	Bank Charges				\$190.00
Casual Assistants	\$20.00	/hour	4	hrs/week	\$4,160.00
Bookkeeper	\$22.00	/hour	15	hrs/week	\$17,160.00
	EI	2.63%			\$451.65
	CPP	4.95%			\$849.42
	Vacation Pay	4%			\$686.40
	WCB	1.29%			\$221.36
Internet	\$60.00	/month			\$720.00
Advertising					\$8,000.00
Telephone and Fax					\$3,200.00
Website Maintenance					\$400.00
Commissioner Travel /Meetings					\$2,950.00
Coordinator Travel /Meetings					\$6,000.00
BCRPA Conference / Training					\$2,600.00
Special Events					\$800.00
Moresby Island Travel Fund					\$2,300.00
MIABC Associate Member Premium					\$250.00
					<b>\$56,736.84</b>



**NORTH COAST REGIONAL DISTRICT**  
 14 – 342 3<sup>rd</sup> Avenue West Prince Rupert, BC V8J 1L5  
 Phone: (250) 624-2002 Fax: (250) 627-8493  
 Website: [www.sqcrd.bc.ca](http://www.sqcrd.bc.ca)

---

## MEMORANDUM

To: NCRD Board

From: Treasurer

Date: January 16, 2017

Subject: Budget Overview - 2017  
 Budget Discussions – Round 1 - Part 1

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The Financial Plan is an important document for the Board, Staff, and the general public. A Financial Plan serves six (6) important purposes:

1. It is a policy document;
2. A Financial Plan for the next five years;
3. An operations guide;
4. A performance measurement tool;
5. A communications guide, and;
6. Authority for staff to act.

For purposes of our discussions, the term “Budget” will mean the 2017 year.

The majority of the budget is status quo as many of the functions have not changed substantially from 2016. A few have changed and those are discussed in more detail in this memorandum. Two areas in particular are in need of additional funding an adjustment to our plans and desires.

This is a good time for the Board to discuss the Strategic Priorities and to include funds that will be necessary to implement them. Priorities requiring only staff time will not require additional funding since Staff will make the time necessary to work on those priorities.

At the outset, the overall tax requisition is up by .67% from 2016. However, this is subject to change depending on what the Board would like to see happen in 2017. The increases are in the areas where the municipalities do not share in the costs of these services.

Wages and salaries increased throughout the budget. Union members will receive a 1.5% increase on January 1<sup>st</sup> and another 1.5 % increase on July 1<sup>st</sup> 2017. Non-union personnel received a 0.8% cost of living increase (COLA) for 2017.



Below are the areas of note that had changes in them:

Department 110 – General Administration:

<b>Description</b>	<b>Increase (decrease)</b>	<b>Explanation</b>
Grants Unconditional (revenue)	10,000	Rebranding Grant
Staff Salaries	24,960	Based on staff contracts and union agreement
Director travel	(1,750)	General reduction
Staff Travel	(1,275)	General reduction
Memberships	360	Avicc
Computer Maintenance	(12,600)	Prior year a new server was purchased. In the current year only maintenance.
Professional Fees	20,200	Due to marketing a rebranding initiative

Department 310 – 319 – Island Solid Waste Management

<b>Department 310 -319 Aggregate</b>		
<b>Description</b>	<b>Increase (decrease)</b>	<b>Explanation</b>
Support Services	(2,990)	Redistribution of general admin costs
Staff Salaries	14,960	COLA and union increases
Payroll benefits	4,360	A result of benefit cost increases and higher salaries and wages
Staff Training	2,000	SWANA training
Contract operations	206,910	Big Red increase- based on contract

Department 340 – Regional Recycling

<b>Description</b>	<b>Increase (decrease)</b>	<b>Explanation</b>
Grants Conditional (Revenue)	(50,000)	Asset management funding no longer provided.
Support Services	(480)	Recalculation
Staff Salaries & Wages	2,590	COLA and union increases
Payroll Benefits	260	Increase in wages
Professional Fees	(50,000)	Asset Mgmt plan
Freight & Shipping	(9,488)	Kitimat-Stikine program was not renewed
Disposal/Tipping Charges	2,085	Estimated increase
Utilities	2,600	Estimated increase
Interest on building debt	(17,740)	Payment finished
Principle on building debt	(12,110)	Payment finished
Lease principle	11,974	Loan payment on Truck

Department 510 – Rural Land Use Planning

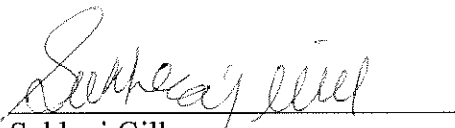
Description	Increase (decrease)	Explanation
Property Tax Requisition	2,950	To hire a part-time planner
Grants	(160,000)	Loss of Land use planning funding
Support Services	3,360	Recalculation of support services
Professional Fees	(154,680)	Land use planning

Department 570 - Economic Development

Description	Increase (decrease)	Explanation
Support Services	9,200	Recalculation of support services

During the budget discussions, the Board is welcome to make the changes that you believe are politically and operationally required. When the discussion concludes, the Board can either approve the budget or present it to Round 2. If it is believed that there will be no further changes, then a budget can be presented to Round 3 – the final round.

Respectfully submitted,

  
Sukhraj Gill  
Treasurer

## North Coast Regional District

### BUDGET 2017 INFORMATION

#### New Funding Requests

Funding Jurisdiction	Service Division	Dept. Priority	Description	REQUEST		R E C	Funding Decision
				Total	FTE		
Electoral Area C	Recycle		Clean up of old vehicles and white goods	2,720	-		
All	General Gov	High	Membership fees for AVICC	300	-	Y	
Rural Areas	Electoral Admin	High	Attendance for 2 Directors to attend UBCM Electoral Area Directors Form	2,960	-	Y	
Area E	Sandspit Water	High	Water line extension to loop line for better circulation and water quality	12,000	-	Y	
All	General Gov	High	Rebranding & website upgode utilizing the servcices of a consultant	5,000	-	Y	
				22,980	-		-



**North Coast Regional District**  
**One-time & Core Budget Increase/Adjustments**  
(to be used for one-time items or program additions/adjustments)

Department: Electoral Area C - Oona River

Prepared by: Doug Chapman

**Description of one-time/core budget item request:**

In the community of Oona River, white goods (washers, dryers, fridges, freezers, stoves) have been accumulating though out the community. There is a desire of the residences to remove the articles from the community.

**Description of the results of not implementing the one-time/core budget item:**

Oona River has seen an increase in tourism and would like to clean up the town site to make it look more attractive and to recycle the derelict appliances. Word of mouth could hurt the tourism industry that seems to be starting to blossom. If taxation funds are required then we will need to establish a local service and maybe through expanding the Mainland Recycling Service. This might also be funded through Area C Grant in Aid budget.

	2017	2018	2019	2020	2021
<b><u>Revenue:</u></b>					
Grants	-	-	-	-	-
Other	-	-	-	-	-
Requisition	-	-	-	-	-
	-	-	-	-	-
Total Revenue	-	-	-	-	-
<b><u>Costs:</u></b>					
Equipment	-	-	-	-	-
Transportation	1,900	-	-	2,000	-
Materials	-	-	-	-	-
Contract	-	-	-	-	-
Consultants (engineer)	-	-	-	-	-
Disposal Fees	820	-	-	850	-
	-	-	-	-	-
Total Operating Costs	2,720	-	-	2,850	-
Capital Equipment Required	-	-	-	-	-
	-	-	-	-	-
Total Capital Costs	-	-	-	-	-
Total Net Cost	2,720	-	-	2,850	-

Department: Electoral Area C - Oona River  
 Description: Disposal of derelict vehicles/white goods etc

Account Number	Description	No of Units	Unit Cost	Sub Total	Total
	Equipment				
	Transportation				
	- share a portion of a barge	2	500	1,000	
	- trailer rental/container rental (days)	6	100	600	
	- hauling trailer	2	150	300	
				1,900	1,900
	Disposal Fees				
	- stoves, washers, dryers	8	10	80	
	- fridges, freezers, other	6	15	90	
	- electronics	20	10	200	
	- old propane tanks	15	30	450	
				820	820

**Skeena-Queen Charlotte Regional District**  
**One-time Budget Increase/Adjustments**  
(to be used for one-time items or program additions/adjustments)

Department: Electoral Area Services

Prepared by: Doug Chapman

Description of one-time item request:

Fees to join the AVICC

Description of the results of not implementing the one-time item:

Not being able to share Issues of coastal communities.

	2017	2018	2019	2020	2021
<b>Revenue:</b>					
Grants	-	-	-	-	-
Other	-	-	-	-	-
Budget Reductions:	-	-	-	-	-
	-	-	-	-	-
Total Revenue	-	-	-	-	-
<b>Costs:</b>					
Salaries/Wages (1.5 FTE)	-	-	-	-	-
Overtime	-	-	-	-	-
Benefits	-	-	-	-	-
Equipment	-	-	-	-	-
Audit Fees	-	-	-	-	-
Materials	-	-	-	-	-
Consultants (for Roads)	-	-	-	-	-
Consultants (engineer)	-	-	-	-	-
Hydro	-	-	-	-	-
Membership Fees	300	300	310	310	320
	-	-	-	-	-
Total Operating Costs	300	300	310	310	320
Capital Equipment Required	-	-	-	-	-
	-	-	-	-	-
Total Capital Costs	-	-	-	-	-
Total Net Cost	300	300	310	310	320



**North Coast Regional District**  
**One-time & Core Budget Increase/Adjustments**  
(to be used for one-time items or program additions/adjustments)

Department: Electoral Administration

Prepared by: Doug Chapman

**Description of one-time item request:**

At the EA meeting held on November 25, 2016, the Electoral Area Directors wanted to have the budget increased so two (2) Directors could attend the UBCM Electoral Area Directors Form

**Description of the results of not implementing the one-time item:**

Area Directors would not have the opportunity to learn from other politicians on issues in the communities or have a vote on issues that come to the floor.

	2017	2018	2019	2020	2021
<b><u>Revenue:</u></b>					
Grants	-	-	-	-	-
Other	-	-	-	-	-
Requisition - Electoral Area budget	(2,960)	(3,050)	(3,050)	(3,080)	(3,100)
Budget Reductions:	-	-	-	-	-
	-	-	-	-	-
Total Revenue	(2,960)	(3,050)	(3,050)	(3,080)	(3,100)
<b><u>Costs:</u></b>					
Salaries/Wages (1.5 FTE)	-	-	-	-	-
Overtime	-	-	-	-	-
Benefits	-	-	-	-	-
Equipment	-	-	-	-	-
Audit Fees	-	-	-	-	-
Materials	-	-	-	-	-
Consultants (for Roads)	-	-	-	-	-
Consultants (engineer)	-	-	-	-	-
Hydro	-	-	-	-	-
Travel	2,360	2,400	2,400	2,420	2,430
Director Conference	600	650	650	660	670
	-	-	-	-	-
Total Operating Costs	2,960	3,050	3,050	3,080	3,100
Capital Equipment Required	-	-	-	-	-
	-	-	-	-	-
Total Capital Costs	-	-	-	-	-
Total Net Cost	-	-	-	-	-

**North Coast Regional District**  
Expenditure Detail Work Sheet  
(for 2017)

Fund Number  
Fund Description

Account Number	Description	No of Units	Unit Cost	Sub Total	Total
01.1.120.5000	Requisition	1	(2,960)	(2,960)	(2,960)
01.3.120.7220	Directors Travel				
	- air fare	2	500	1,000	
	- hotel	4	200	800	
	- per diem	4	80	320	
	- transportation	4	50	200	
	- misc.	4	10	40	
				2,360	2,360
01.3.120.7230	Directors Conferences				
	- registration fees	2	300	600	600

**North Coast Regional District**  
**One-time & Core Budget Increase/Adjustments**  
(to be used for one-time items or program additions/adjustments)

Fund Description Sandspit Water System

Prepared by: Doug Chapman

**Description of one-time item request:**

Sandspit Water has been experiencing slightly higher levels of THM's in the water system. THM's are caused by organics in the water system. Over chlorination can also cause higher than usual THM's in the water. David Shearer P.Eng from Stantec Engineering recommends that the lines need to be cleaned (pigged) and one pig loader station is needed. Also the line needs to be looped around one of the pump houses to have better circulation of the water in the water system. One line is a deadend line.

**Description of the results of not implementing the one-time item:**

The operator of the Sandspit water system continues to tell people that there are higher levels of THM's in the water system and that it is not safe to drink. The engineer has tried to convince Bob that this statement is incorrect. The health inspector has also said the same thing to Bob. The water will be tested again to determine if the THM's are a result of over chlorination. After the tests are completed and we install a pig loader and loop the line, the problem with THM's should be eliminated. If we do not do this extra work, this will be an ongoing issue that will need to be managed.

	2017	2018	2019	2020	2021
<b>Revenue:</b>					
Grants	-	-	-	-	-
Other - reserves	(11,200)	-	-	-	-
Requisition	-	-	-	-	-
Budget Reductions:	-	-	-	-	-
Total Revenue	(11,200)	-	-	-	-
<b>Costs:</b>					
Salaries/Wages	-	-	-	-	-
Overtime	-	-	-	-	-
Benefits	-	-	-	-	-
Equipment	-	-	-	-	-
Audit Fees	-	-	-	-	-
Materials	-	-	-	-	-
Consultants (for Roads)	-	-	-	-	-
Consultants (engineer)	1,200	-	-	-	-
Hydro	-	-	-	-	-
	-	-	-	-	-
Total Operating Costs	1,200	-	-	-	-
Capital Equipment Required					
- water line extension	10,000	-	-	-	-
	-	-	-	-	-
Total Capital Costs	10,000	-	-	-	-
Total Net Cost	-	-	-	-	-

**North Coast Regional District**  
One-time & Core Budget Increase Request

Fund Number  
Fund Description

Note: Round to the nearest \$10

Account Number	Description	No of Units	Unit Cost	Sub Total	Total
02.3.810.7720	Professional Fees - engineering for water line extension	1	1,200	1,200	1,200
	Capital Expenditure - water line extension	1	10,000	10,000	10,000



**North Coast Regional District**  
**One-time & Core Budget Increase/Adjustments**  
(to be used for one-time items or program additions/adjustments)

Fund Description General Government

Prepared by: Doug Chapman

**Description of one-time item request:**

To properly accomplish the rebranding exercise as a result of our name change, additional funds are required over the amount budgeted for in 2016. In 2016 \$35,000 was budgeted for a rebranding exercise. After examining NDIT programs by the Corporate Officer, it was discovered that the website update qualifies under the economic development category. As a result, the maximum grant would be \$20,000 for a total project of \$60,000. Utilizing the \$35,000 from 2016 plus the grant of \$20,000, we are left with a short fall of \$5,000 that could come out of prior years surplus with Board approval.

**Description of the results of not implementing the one-time item:**

The rebranding and website update will take 2 years. Hiring a consultant will see this project completed by November of 2017. Additional taxation funding would be required in 2018 to complete the project.

	2017	2018	2019	2020	2021
<b>Revenue:</b>					
Grants (NDIT)	(20,000)	-	-	-	-
Appropriation of Prior Year Surplus	(5,000)	-	-	-	-
Requisition	-	-	-	-	-
Current Requisition - 2016 - not used	(35,000)	-	-	-	-
Total Revenue	(60,000)	-	-	-	-
<b>Costs:</b>					
Salaries/Wages	-	-	-	-	-
Overtime	-	-	-	-	-
Benefits	-	-	-	-	-
Equipment	-	-	-	-	-
Audit Fees	-	-	-	-	-
Materials	-	-	-	-	-
Consultant	60,000	-	-	-	-
Consultants (engineer)	-	-	-	-	-
Hydro	-	-	-	-	-
	-	-	-	-	-
Total Operating Costs	60,000	-	-	-	-
Capital Equipment Required	-	-	-	-	-
	-	-	-	-	-
Total Capital Costs	-	-	-	-	-
Total Net Cost	-	-	-	-	-