

**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT  
SPECIAL BOARD MEETING (BUDGET)**

**AMENDED AGENDA**

**222 1<sup>st</sup> Avenue West, Prince Rupert, BC  
Saturday, January 24, 2015  
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 2015 – 2019 Skeena-Queen Charlotte Regional District (SQCRD) Financial Plan was distributed to the Board and is available on the SQCRD website.	-
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**7. CORRESPONDENCE**

<u>Add:</u> <u>7.1</u> Port Clements Historical Society – 2015 Annual Grant	Pg a-d
<u>Add:</u> <u>7.2</u> Prince Rupert City & Regional Archives – 2015 Budget	Pg e-h
<u>Add:</u> <u>7.3</u> Haida Gwaii Museum – Operating Assistance Request for 2015	Pg i-l
<u>Add:</u> <u>7.4</u> Vancouver Island Regional Library – Library Budget to Levy Members	Pg m-n



**8. REPORTS / RESOLUTIONS**

8.1	J. Robb, Treasurer – Budget Overview 2015	Pg 1-14
8.2	J. Robb, Treasurer – Support Service Allocation 2015	Pg 15-16

**9. FINANCIAL PLANS' REVIEW**

9.1	Administration - <b>Function [110]</b>	Budget P 1-11
9.2	Islands Solid Waste - <b>Function [310 - 319]</b>	Budget P 53-73
9.3	Regional Recycling (Mainland) - <b>Function [340]</b>	Budget P 76-86
9.4	Electoral Area Administration – <b>Function [120]</b>	Budget P 12-15
9.5	Electoral Area E Administration - <b>Function [121]</b>	Budget P 16-18
9.6	Elections – <b>Function [130]</b>	Budget P 19-21
9.7	Grant-in-Aid (All) – <b>Function [170]</b>	Budget P 22-24
9.8	Grant-in-Aid Area A – <b>Function [171]</b>	Budget P 25-27
9.9	Grant-in-Aid Area C – <b>Function [172]</b>	Budget P 28-30
9.10	Grant-in-Aid Area D – <b>Function [173]</b>	Budget P 31-33
9.11	Grant-in-Aid Area E – <b>Function [174]</b>	Budget P 34-36
9.12	Member Municipality Debt – <b>Function [190]</b>	Budget P 37-38
9.13	Sandspit Fire – <b>Function [210]</b>	Budget P 39-42
9.14	Emergency Programming – Areas A & C – <b>Function [220]</b>	Budget P 43-45
9.15	Emergency Programming – Area D – <b>Function [227]</b>	Budget P 46-48
9.16	Emergency Programming – Area E – <b>Function [229]</b>	Budget P 49-52
9.17	Regional Solid Waste – <b>Function [330]</b>	Budget P 74-75
9.18	Rural Land-Use Planning – <b>Function [510]</b>	Budget P 87-91
9.19	Economic Development – <b>Function [570]</b>	Budget P 92-94
9.20	Prince Rupert Regional Archives – <b>Function [710]</b>	Budget P 95-97
9.21	North Pacific Cannery – <b>Function [715]</b>	Budget P 98-100



9.22	Haida Gwaii Museum – <b>Function [720]</b>	Budget P 101-103
9.23	Vancouver Island Regional Library – <b>Function [725]</b>	Budget P 104-106
9.24	Haida Gwaii Recreation – <b>Function [730]</b>	Budget P 107-109
9.25	Sandspit Community Hall – <b>Function [735]</b>	Budget P 110-112
9.26	Mainland Recreation Area A – <b>Function [751]</b>	Budget P 113-115
9.27	Mainland Recreation Area C – <b>Function [752]</b>	Budget P 116-118
9.28	Sandspit Water – <b>Function [810]</b>	Budget P 119-123
9.29	Feasibility Studies – <b>Function [901]</b>	Budget P 124-126
9.30	Oona River Telephone – <b>Function [950]</b>	Budget P 127-129

**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**

**NEXT MEETING:  
Special Board Meeting (Budget) to be held at  
222 1<sup>st</sup> Avenue West on  
Saturday, February 21, 2015 at 10:00 a.m.**



# PORT CLEMENTS HISTORICAL SOCIETY

P. O. Box 417, Port Clements, B. C., V0T 1R0 Phone No. (250) 557-4576

RECEIVED

DEC - 2 2014

SKEENA-QUEEN CHARLOTTE  
REGIONAL DISTRICT

November 17, 2014

Skeena-Queen Charlotte Regional District  
100 - 1st Avenue East  
Prince Rupert, B. C.  
V8J 1A6

ATTENTION: Jennifer Robb, Treasurer

RE: 2015 Annual Grant

Dear Jennifer

The Historical Society would like to thank the SQCRD for their continued generous support over the past years and the increase in our grant amount last year was greatly appreciated. We hope the Regional District can help us again in 2015 with a grant amount of \$10,000.00.

As you know we lost our colleague and friend Wally Cheer in August. Wally was a very active member at the museum, not only as treasurer but also spearheading many restoration and retrieval projects. He had thankfully left well organized plans for many of our projects and we were able to carry out many of these before the end of the season. With the increased funding from the Regional District we were able to keep up with day to day operations of the museum and a gaming grant this year of \$8,500.00 has assisted us in the task of refurbishing many of our outside artifacts. These have been sadly neglected over the past years due to financial restraints. We have very active board members who have donated countless volunteer hours to the restoration of the artifacts and also in attending the front desk of the museum. A large portion of our expenses this year has gone locally with the hiring of 4 people from within the village.

We are working with the Village of Port Clements and have incorporated the Visitors Information Center into the museum. This required us to be open longer hours but the Village has kindly assisted us with a grant to cover a portion of this expense. It was a very successful year and we hope to continue this partnership next year.

The major project for 2015 is refurbishing our large Madill yarder which will be costly due to the equipment needed to reach its height. There are also numerous other outside items that are in great need of attention. If these are not addressed in the immediate future we will lose the artifacts to rust.

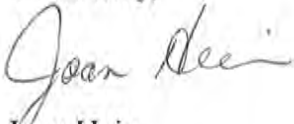


Once again the Society directors decided to postpone spending money on the needed work in the Archives as the urgent needs of the outside exhibits are far more pressing.

Our fiscal year end is September 30 and I have sent our records to the accountant and once I receive our financial year end statements I will forward them to you. I have attached the approved budget for 2015.

If you have any further questions or need further information please contact me at the museum (250)557-4576 or at my home (250)557-2426, or you can email me at [jhein@telus.net](mailto:jhein@telus.net).

Yours truly,

A handwritten signature in cursive script that reads "Joan Hein".

Joan Hein  
Acting Treasurer and Assistant Historical Coordinator  
Port Clements Historical Society and Museum



# PORT CLEMENTS HISTORICAL SOCIETY: Approved 2014-2015 BUDGET

	2014-2015 BUDGET	2013-2014 ACTUAL	2012-2013 ACTUAL
October 1 Funds In All Accounts	12,287	15,416	10,543
<b>INCOME</b>			
Regional District Grant	10,000	10,000	8,500
Village of Port Clements Grant	2,800	2,800	2,800
Tourism Committee Grant	1,500	1,000	
Gaming Grant	8,500	8,500	
Admission and Counter Sales	5,000	4,732	4,131
Donations & Memberships & interest CU	300	424	5,744
Heritage Grant (War & Spruce Display)	2,000		
Summer Student Workers Grant	4,500		
Gwaii Trust for Artifact res./web page	6,000		
<b>Total Income</b>	<b>40,600</b>	<b>27,456</b>	<b>21,175</b>
<b>EXPENSES</b>			
Artifact Restoration , Maint. & Retrieval	16,000	13,945	0
Accounting	775	750	775
Advertising & Promotion	750	660	1,339
Bank Charges	50	31	149
Landscaping (grounds)	2,500	0	500
Licenses, Dues & Taxes	200	167	25
Office supplies, postage	400	739	296
<i>Archives</i>			
Repairs and Maintenance (buildings)	1,000	310	1,315
Telephone & Internet	1,600	1,510	1,891
Utilities (Hydro)	750	712	669
Wages (Museum Attendant)	11,000	9,848	8,554
Payroll Costs (CPP, EI, Worksafe)	1,500	1,279	462
Information Centre modifications		634	
<i>War &amp; Spruce Display</i>	2,000		
GST charged (refundable expense)			
Other expenses(Web page)	2,500		328
<b>Total Operating Expenses</b>	<b>41,025</b>	<b>30,585</b>	<b>16,302</b>
<b>Operating Income Less Operating Expenses</b>	<b>-425</b>	<b>-3,130</b>	<b>4,873</b>
Year End Funds In Accounts	11,862	12,286	15,416
<b>APPROVED CAPITAL EXPENSE</b>			
fax machine	1,000		
Scanner			647
Archiving Hardware		1,200	
<b>Total Capital Expense</b>	<b>1,000</b>	<b>1,200</b>	<b>647</b>



# PORT CLEMENTS HISTORICAL SOCIETY:Approved 2014-2015 BUDGET

## Explanation for income and expenses

### Income

Regional district/Village of Port Clements	Same as last year
Tourism Grant	This has cost us over 1,500.00 to open an extra hour so will approach the village to cover cost. It was very popular and we had lots of queries.
Admission and Counter sales	We intend to advertise on the ferry so hopefully this will bring more visitors.
Donations & Memberships	2012/13 was Ernie Chapman's estates donation.
Summer Student and Gwaii Trust	These are to be applied for in 2015 Gwaii Trust amount is just an estimated amount. We have been informed that our web page has problems and we may have to redo it.

### Expenses

Artifact Restoration, maint. and Retrieval	Reflects Summer student grant if obtained
Advertising & Promotion	Increased to cover ferry brochures racking fees
Landscaping	To reflect Summer student and Gwaii Trust
Office Supplies	Ink for printers is getting costly
Archives	No funding here as we need to concentrate our funds outside
Repairs and Maint. Building	Paint and summer student expense
Wages (Museum attendant)	Volunteers saved the museum around \$1,000 last year.
War and Spruce Display	This is to clear above grant. Grant was for a November 11 display
Other expenses	If we have to redo our web page this is where I have estimated this expense but it would be funded by a grant.

### Capital Expenses

Fax machine	Apparently the toner cartridge for this machine is getting very hard to find as the machine is around 10 years old so we may have to look at purchasing a new one.
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Applying for extra funding from summer student and gwaii trust in the amount of \$10,000

expenses would be	4,000.00	Artifact resortation
	2,500.00	Lansdscaping grounds
	1,000.00	Rapairs & Main building
	2,500.00	Web page
	<u>10,000.00</u>	



Prince Rupert City & Regional Archives  
P.O. Box 1093  
Prince Rupert, BC, V8J 4H6

Tel: (250) 624-3326  
Fax: (250) 624-3706  
Email: [archives@citywest.ca](mailto:archives@citywest.ca)

November 30, 2014

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

Dear Barry:

The Prince Rupert City & Regional Archives is requesting funding in the amount of \$77,760 to assist with operating expenses for the year 2015. Enclosed, you will find a budget for the upcoming year, balance sheet and income statement as at October 31, 2014.

It is the aim of the Archives Board to offer our Director/Archivist a wage comparable to City workers. Ms Eiers-Page is an experienced archivist, and in addition to her work acquiring, recording and preserving our local heritage, she also oversees all aspects of the facility. She manages the financial affairs, hiring and training of staff, arranges involvement in community events, and myriad other tasks. Her current wage is \$20.90 per hour, considerably less than that of an entry level clerk in the City who is compensated at over \$26.00 per hour. In our 2013 budget proposal we requested additional funds to offer the archivist a raise in pay. We were very pleased that our request was answered, and would like to take the next step towards our intention of wage parity. We hope you will agree with the importance we place on this goal.

In 2014, the Archives assisted researchers, students, tourists, writers, businesses, doctoral candidates, as well as numerous LNG related companies by providing historical information. These records are housed in acid free envelopes and boxes and stored in a climate controlled environment. Last year the Archives celebrated the 100<sup>th</sup> anniversary of the completion of the Grand Trunk Pacific Railway (GTP) and participated in an event in which approximately 125 people came by train across Canada to celebrate the 'last spike' and then spent two days in Prince Rupert, the western terminus of the railway. Many researchers will come and spend time in Prince Rupert to research various subjects. This benefits the region's tourism industry as well.

The digitization of negatives, photographs, and documents continue and we are making them accessible online on our searchable database at [www.princerupertarchives.ca](http://www.princerupertarchives.ca). Descriptions of our holdings are on MemoryBC at [www.memorybc.ca](http://www.memorybc.ca) which is a portal where anyone in the world can access descriptions of archival materials preserved in archives throughout B.C.

We would like to thank you for your continued support of the Archives over the past 30 years which has enabled us to help preserve the historical assets of our region for future generations.

Yours sincerely,



Kathleen Larkin  
President



Prince Rupert City and Regional Archives  
2015 Proposed Budget

## Revenue

Grant - Regional District	\$77,760.00
Sales - Photographs, Photocopies & Books	\$3,500.00
Sales - Research, Commercial Use Fees & Misc.	\$750.00
Membership Dues & Charitable Donations	\$500.00
Bank Interest	\$500.00
Centennial Book Revenue	\$2,400.00
Wages reserve	\$6,330.00
Projected donations	<u>\$1,500.00</u>
<b>Total Revenue</b>	<b><u>\$93,240.00</u></b>

## Expenses

Purchases - Photos	\$1,000.00
Accounting & Legal/Auditor	\$250.00
Advertising/Promotions/Display	\$500.00
Archival & Office Supplies	\$2,000.00
Book Purchases	\$500.00
Courses/Education/Meeting Expense	\$790.00
Insurance	\$1,500.00
Bank Charges, Subscriptions, Conservation, & Misc.	\$2,500.00
Rent Expense \$1000.00 per mth x 12	\$10,950.00
Telephone / Internet (170 x 12 )	\$1,800.00
Utilities \$175.00 per month x12	\$1,800.00
Wages Expense	\$60,265.00
WCB, CPP, E.I. & MPP Expense	<u>\$9,385.00</u>

<b>Total Expenses</b>	<b><u>\$93,240.00</u></b>
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# Prince Rupert City & Regional Archives Society

## Income Statement 01/01/2014 to 10/31/2014

### REVENUE

<b>Revenue</b>		
Grant - Regional District	62,583.34	
Total Grants		62,583.34
Sales - Photographs	1,415.00	
Sales - Photocopies	114.50	
Sales - Misc.	43.28	
Sales - Centennial Book	2,003.40	
Sales - Misc. Books	580.07	
Commercial Use Fees	500.00	
Research Revenue	195.00	
GIC Interest	284.30	
NSCU Interest	0.40	
Total Sales		5,135.95
<b>Total Grant &amp; Sales Revenue</b>		<b>67,719.29</b>
<b>Other Revenue</b>		
Membership Dues		295.00
Charitable Donations		62.00
Miscellaneous Revenue		18.65
<b>Total Other Revenue</b>		<b>375.65</b>
<b>TOTAL REVENUE</b>		<b>68,094.94</b>

### EXPENSE

<b>General &amp; Administrative Expe...</b>		
Purchases - Photos		428.46
Purchases - Books & CDs		838.02
Advertising & Promotions		603.62
Archival Supplies		19.37
Archival Acquisitions		0.00
Centennial Book Expenses		0.00
Courses/Education		182.32
Depreciation Expense		0.00
Equipment - Office		27.80
GST/HST		0.00
Insurance		1,200.00
Interest & Bank Charges		508.82
Miscellaneous Expenses		429.76
Office Supplies		91.03
Reference Material Expense		171.70
Rent & Utilities Expense		10,890.61
Repairs & Maintenance		32.85
Software Purchases		182.59
Subscriptions/Membership Fees		536.15
Telephone		1,252.96
Utilities		0.00
Wages Expense	41,522.78	
CPP & EI Expense	2,548.93	
Pension Plan Expense	3,573.06	
WCB Expense	69.32	
Total Personnel Expenses		47,714.09
<b>Total General &amp; Admin. Expen...</b>		<b>65,110.15</b>
<b>TOTAL EXPENSE</b>		<b>65,110.15</b>
<b>NET INCOME</b>		<b>2,984.79</b>



# Prince Rupert City & Regional Archives Society

## Balance Sheet As at 10/31/2014

### ASSET

#### Current Assets

Royal Bank #1161926	29,899.19	
Petty Cash	50.00	
NSCU - #7163769	34,827.29	
Royal Bank - GIC	0.00	
Total Cash		64,776.48
Accounts Receivable	0.00	
PST/ HST Receivable (7%)	152.18	
GST/ HST Receivable (5%)	1,639.83	
Total Receivable		1,792.01
<b>Total Current Assets</b>		<b>66,568.49</b>

#### Capital Assets

Wrathall Collection		11,500.00
Fred Button Collection		1,403.52
Office Furniture & Equipment	15,541.02	
Accum. Dep'n. - Furn. & Equip.	-12,625.93	
Total Furniture & Equipment		2,915.09
<b>Total Capital Assets</b>		<b>15,818.61</b>

**TOTAL ASSET** 82,387.10

### LIABILITY

#### Current Liabilities

Accounts Payable	0.00
Payroll Deductions Payable	503.06
Office Equipment Reserve	5,000.00
Grant Acquisition Fund	3,078.00
Publishing Reserve Fund	25,000.00
Unearned Revenue	12,516.66
<b>Total Liabilities</b>	<b>46,097.72</b>

**TOTAL LIABILITY** 46,097.72

### EQUITY

#### Equity - Capital Assets

Equity - Capital Assets	14,555.00
<b>Total Equity - Capital Assets</b>	<b>14,555.00</b>

#### Retained Earnings

Retained Earnings - Previous Year	18,749.59
Current Earnings	2,984.79
<b>Total Retained Earnings</b>	<b>21,734.38</b>

**TOTAL EQUITY** 36,289.38

**LIABILITIES AND EQUITY** 82,387.10





HAIDA GWAI MUSEUM AT KAY LLNAGAAY

November 17, 2014

Joanne Fraser  
Deputy Treasurer  
Skeena-Queen Charlotte District  
100-1<sup>st</sup> Avenue East  
Prince Rupert, BC  
V8J-1A6

Dear Joanne,

The Haida Gwaii Museum is submitting our Operating Assistance request for 2015.

We would like to make a one-time request of as an addition \$ 10,000.00 to the \$ 43,000.00 for operating assistance. This request is to deal with a renovation project to install two new storage units in our collection and archives and we will require additional human resource issues to implement the renovations. The human resource staff will assist de-installing the current shelving units, install the new storage units, re-organizing the collection and archival materials and assist in developing public access to the collection and archives. Our total request for 2015 will be for \$ 53,000.00.

If you have any questions or concerns I can be reached at 250-559-4643 ext. 245 or via email at [museum@haidagwaii.net](mailto:museum@haidagwaii.net). Thank you.

Sincerely,

Scott Marsden  
Executive Director  
Haida Gwaii Museum



## **Haida Gwaii Museum Operating Grant- Skeena-Queen Charlotte District -2014-2105**

### **Overview-Haida Gwaii Museum**

The Haida Gwaii Museum opened in 1976, and continues to build an international reputation for its outstanding collection of Haida historical objects, contemporary art, archives and natural history collections. The Museum has partnered with individuals, local organizations and museums from around the world to create a unique place of exploration and dialogue. The Museum is committed to encouraging and facilitating creative dialogue as a means of exploring a more holistic and critical view of the multiple and diverse ways of understanding Haida Gwaii — home to one of the most prominent First Nations cultures (Haida), and one of the most complex and rich ecosystems in Canada.

### **Community Engagement**

The Haida Gwaii Museum serves a broad spectrum of the population of Haida Gwaii and works closely with the Haida community in our day to day mandate, and to repatriate Haida ancestral remains and specific cultural objects held in museums and private collections around the world, reconstruct the genealogies of the Haida clan system, and mentor Haida members in arts and heritage-related careers. The Museum works in consultation with the Haida community, including hereditary chiefs, elders, Council of the Haida Nation, Skidegate and Old Massett language programs, and the Haida Repatriation committees. The Museum plays an important role on Haida Gwaii by preserving, collecting and presenting the rich and diverse collection of Haida cultural treasures and archaeological findings, natural science, Haida knowledge and history, visual art, and settler artifacts. It also maintains an archives collection of rare documents, books and photographs of the history of Haida Gwaii as a unique environment of the Pacific Northwest. The Museum continues to develop long-term partnerships with a number of local agencies and organizations including Parks Canada (Gwaii Haanas), Council of Haida Nation, Northwest Community College, Haida Gwaii Higher Education Society and the Haida Heritage Centre.

### **Recent Developments - Organizational Capacity**

In the context of recent changes in the leadership of the Museum, including the appointment of a new Executive Director, Scott Marsden, a newly elected Board president, and other recent Board and staff changes. The Executive Director was tasked to develop a strategic plan for the museum for the next 3-5 years. The museum hired Lesia Davis of LAD Resources to help facilitate community consultation and assist in the development of the Museum's strategic direction. The development of the strategic plan was done in collaboration with museum partners, staff and board and community members. A draft plan was collaboratively developed by Lesia Davis and Scott Marsden. This plan was reviewed, revised and approved by the Museum Board of Directors.

The Museum also initiated a two-year Haida Curatorial Internship Program which provides instruction and hands-on training in fundamental museum practices including research, collections management, writing, critical thinking, program development and exhibitions, with a focus on historic and contemporary Haida art and culture. The museum's intern is Jason Alsop.



### **New Strategic Directions**

The Haida Gwaii Museum has identified seven strategic goals for the next several years which include: **Human Resource Plan** – To develop and implement a comprehensive human resource plan that reviews organizational needs and prioritizes the identified staff needs. **Financial Plan** – To develop an appropriate financial long-term plan that will improve the museum's financial capacity to address the identified human resource priorities. **Collection/Archive Development** – To develop and expand accessible collections and archives through upgrading the museum storage systems, initiate new collection, archive and repatriation programs and develop a digitization program that will provide on-line access to the museum's diverse collections, archives and exhibitions. **Education Programs** – To develop educational and interpretive programs and implement activities that appeal to students, community members, scholars and visitors. **Partnerships** – To develop and implement joint projects and programming that will benefit Haida Heritage Centre partners in areas such as education, exhibit and archive development and tourism. **Marketing** – To develop and launch a new website which will be the central component of the museums marketing strategy that will promote exhibits, provide access to our collections and promote the museum as a tourist destination. **Board Governance** – Update organizational policies, review board roles and responsibilities, implement a board renewal process that will support organizational growth and development for the future.

### **Challenges and Opportunities**

One of the goals of the strategic plan is to develop the required strategic human and financial resources for the operation of a regional A designated museum. One of the museum's biggest challenges is the shortage of museum staff to help manage critical areas of the museum. The immediate focus is on the collections, archives and the development and implementation of an education program. The museum needs to hire fulltime Collection Manager and Educator as well as a part-time Archivist. Other challenges include the on-going financial struggle to present nationally significant exhibitions and to assist in the development and implementation of public education programming for the community and visitors to Haida Gwaii.

The museum has built an excellent reputation on its diverse collection and archives and strong curatorial programming within the environmental and cultural context of Haida Gwaii. It is from this cultural context that the museum sees future opportunities of financial support from other sources that including; the Vancouver Foundation, Audain Foundation, Gwaii Trust Society, Coast Sustainability Trust, Skeena Queen Charlotte Regional District and Canada Council for the Arts. The financial strategy for the next few years is to strengthen relationships with targeted funders, seek new long-term partnerships with other provincial and federal funders and develop sponsorships. The museum will also be developing a business plan for the gift shop, which generates significant revenue for museum programming and organizing a series of special fund-raising events.

### **Curatorial Achievements -Haida Gwaii Museum 2014-2015**

The Haida Gwaii Museum continues to enhance its first class permanent and temporary exhibits and is committed to presenting creative projects that help to articulate the intricate links between the land, the sea, human and supernatural beings that gives Haida Gwaii its unparalleled natural and cultural character.



**Curatorial mentorships:** Two summer students and intern Jason Alsop received excellent experience in exhibition research, development and installation; collections management; and educational/interpretive programming. Jason continues to be mentored, with a focus on programming. Our contract installation and preparator specialist, Michael Mayr, gained significant experience with our Museum in 2014. His growing reputation through this work has him on a month-long internship at the Vancouver Art Gallery, working on the highly anticipated *Unscrolled: Reframing Tradition in Chinese Art*.

**Programming:** Jason Alsop brought a fresh approach to programming with *Museum Mondays* a series of weekly visits from summer camp children who participated in a number of educational activities, and the implementation of *Kay Corner*, a weekly podcast featuring locals and local events of all backgrounds and interests. He is now focused on the Museum's 2013 Program Review. We've partnered with the American Museum of Natural History on *The Video Bridge*, where staff and visitors of both museums connect through a weekly live video feed.

**Fee for service:** Our main contracts in 2014 were with AMNH, to develop digital programming and the Chicago Field Museum, to revise exhibits on two monumental Haida poles.

**Presentations, Juries:** For the Canadian Museum of History, Nika Collison sat on a repatriation roundtable and serves on the Aboriginal advisory committee for the new Canada Hall exhibit. Her presentations include Fowler Museum's *Fowler at 50* and the AMNH *Meads Festival*.

**Repatriation and acquisitions:** The Haida Repatriation Committee travels to the AMNH to repatriate 11 ancestors this Fall for which museum staff provide coordination and negotiation support. Donations include works by the late Haida artist Carrie Weir, and we are in the midst of two cultural property applications for donations of works by Bill Reid and Charles Edenshaw. UBC MoA donated several large-scale images of Charles and Isabella Edenshaw's works.

**Exhibitions:** Our 2014 exhibition schedule was revised due to the size, workload and extended timeline for our main summer exhibition *Gina Suuda Tl'l Xasii ~ Came to Tell Something: Art & Artist in Haida Society* (GSTX). With the support of those involved (artist, lenders) two shows were postponed to 2015: *Patrick McGuire* and *Swarm*. Four exhibitions showed in 2014, the highlight being *GSTX*, which was curated by Nika Collison under the guidance of Robert Davidson, Jim Hart, Guujaaw, Evelyn Vanderhoop and Isabel Rorick; with the mentorship of museum professionals Nathalie Macfarlane, Bill McLennan, Mike Robinson and Scott Marsden.

The exhibition explores the roles and responsibilities of art and artist in Haida society from the time of the supernaturals through to today, from a Haida perspective and features 79 artworks from the late 1700s through to the times of Bill Reid, along with the works of 43 living artists. The chosen works provide a broad example of cultural use combined with high artistic achievement. Haida songs play in the gallery and 12 archival images of leading Haida artists by Ulli Steltzer are also on display. Programming for GSTX is extensive, with multiple points of access, serving Haida artists and the general public. An associated publication expanding on exhibition content will be published this fall.

Exhibitions and programming for 2015/16 are well under development.





## Vancouver Island Regional Library

Administration  
Box 3333 | 711 Poplar Street  
Nanaimo, BC Canada V9S 5L8  
t: 250.758.4697 f: 250.758.2482  
e: info@virl.bc.ca w: www.virl.bc.ca

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DEC - 3 2013

PRINCE RUPERT  
SKEENA-QUEEN CHARLOTTE  
REG DISTRICT

December 3, 2013

Ms Jennifer Robb  
Treasurer  
Skeena-Queen Charlotte Reg Dist  
100 1st Avenue East  
Prince Rupert B.C. V8J 1A6

Dear Sir/Madam,

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

Vancouver Island Regional Library (VIRL) Board adopted the 2014 budget at its September 14, 2013 Board meeting.

The development of the 2014-2018 Financial Plan was driven by VIRL's Strategic Priorities:

181. **Collection** - VIRL will continue to develop its collection, enhance access to its collection, and build a maximum degree of diversity in the collection to provide the greatest choices possible for customers in both small and large branches.
182. **Communication with Stakeholders** - VIRL will foster strong external and internal communications and promote a broad awareness of the library and its diverse range of resources, services and programs to ensure their optimal use.
183. **Facilities and Operations** – VIRL branches will be welcoming places and community hubs for informational, inspirational, cultural, and recreational needs and interests of our diverse customers and communities.
184. **Information Technology** - VIRL will optimize the use and benefits of technology to enhance the library experience for customers, and develop library branches as learning facilities for information technology.
185. **Delivery of Quality Service** - VIRL will have a supportive work environment that embraces a culture of continuous improvement and enables all staff to provide high-quality, cost-effective service that meets customer's constantly changing needs for the library services.

A copy of the 2014 – 2018 Adopted Financial Plan is attached.

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 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



Following is the detail on the first payment due before March 1, 2014. A formal invoice will follow.

	<b>Quarterly Installment</b>	<b>Annual Amount</b>
Population portion	\$ 4,923	\$ 19,691
Assessment portion	<u>\$ 5,258</u>	<u>\$ 21,034</u>
2014 First Quarter Total Levy	\$ 10,181	\$ 40,725

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

Thank you,



Adrian Maas, CGA  
Director of Finance





## BOARD REPORT – SPECIAL MEETING (BUDGET)

**DATE:** January 24<sup>th</sup>, 2015

**FROM:** Jennifer Robb, Treasurer

**SUBJECT:** Budget Overview 2015

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### Summary:

The majority of the 2015 Budget is status quo. Many of the functions listed in this budget have not changed significantly since the prior year. Staff continues to focus on financial sustainability. Ensuring that the SQCRD has adequate reserves and sustainable levels of taxation will be an area of focus going forward as many potential large projects are on the horizon.

The R1 budget includes an overall tax increase of 0.3% or \$4,624. For Round 1, staff have carried forward some surplus amounts to pay for special projects. However as staff are looking for direction on the larger surplus amounts, they have not been brought into the 2015 R1 Budget. There are also some minor accounting entries need to be made for year end and these will be reflected in the R2 budget.

For this first budget review staff have made minor refinements to the administration recovery allocation and have adjusted expenses if they were out of line with 2014 actuals. For more detail on the Administration allocation (Support Staff Allocation) please refer to the staff report for more details. In addition, grants-in lieu have been adjusted to 2014 actual levels. Please note that the retroactive PILT payment from the Prince Rupert Port Authority has significantly increased the levels of PILTS on the services that the City of Prince Rupert participates in. For these services, staff has remained conservative for the 2015 budget.

BC Assessment data (Completed Roll) has shown some large shifts in valuations. Therefore, it is important to keep in mind how that valuation reflects in terms of participation ratio.

Staff encourage the Board to use this time to discuss strategic options and priorities they would like to be reflected in the budget. Likewise, if the Board has any concerns, staff can use this time before Round 2 to bring back additional options or analysis.



## **Budgets:**

### **Department 110 – Administration**

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**2014** – The administration department has a large surplus for 2014. Currently it is estimated to be approximately \$85,000. This surplus is largely due to unforeseen staff changes. This had a trickle-down effect on expense accounts as not only wages were under budget, but also benefits, staff travel and training.

In addition, savings were seen in Professional Fees as a number of items budgeted for did not take place. This included amounts budgeted for strategic planning, HR consulting and additional audit services.

On the revenue side, revenues were higher than anticipated in Grant in Lieu of Taxes and Investment Income. Grant in Lieu of Taxes was significantly higher than anticipated due to the one-time retroactive PILT payment to the City of Prince Rupert from the Prince Rupert Port Authority.

There were a number of areas where this department was over budget. Primarily these were unforeseen expenses such as in moving and recruitment.

**2015** – This budget has been adjusted for inflation in some of the line items such as wages, benefits and utilities.

Overall taxation for this function has decreased by 4.4% or \$15,008. This decrease is largely due to staffing changes and decrease in rent.

Revenues have been adjusted accordingly. Support service recovery has been adjusted to reflect the staffing changes. As well, the new office space does not generate any rental revenue. Staff have adjusted the investment income but caution against raising it any higher.

The budgeted amount for Director Remuneration (as per Bylaw 537) increased by the BC CPI rate for 2014.

Increases have been made in Computer Maintenance (\$10,500), Professional Fees (\$42,250), Legal Services (\$4,000) and Meeting expenses (\$2,350). The large increases include replacement of the server, a comprehensive strategic planning session as well as a Marketing & Brand initiative project partially funded by NDIT. Staff will be bringing forward a detailed report on this project before R2 of the budget.

Staff have carried forward surplus from 2014 to fund the Marketing and Brand initiative project (\$35,000) in Professional fees as this are considered one-time events (not ongoing in nature).

Cost savings have been made in the following areas: Staff Wages (\$30,000), Rent (\$25,600) Utilities (\$5,000) and Janitorial (\$1,320).



Please note: The 2015 budget is balanced but the remainder of the 2014 surplus has not been brought into the 2015 R1 budget. Options for this surplus could be used to fund reserves or a rate stabilization account or a combination of the two. Staff is seeking Board direction on the remaining 2015 surplus.

**2016 to 2019** – The subsequent years include an inflationary factor. No other significant changes have been made.

**Staff Recommendations: Staff is seeking board direction on the budget.**

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#### **Department 120 - Electoral Areas**

**2014** – Estimated surplus for this function is \$35,000 for 2014. The most significant cost savings are due to the MIMC Grant not being paid (\$23,000) and the Legal Services allowance (\$5,000) not being used.

**2015** – This budget represents an overall tax decrease of 5.24% or \$5,310.

Although the full budget was not used for Director Travel in 2014, it is common practice to budget for attendance at all meetings.

The prior year surplus has not yet been brought into the budget. Staff suggest either a contribution to reserves or rate stabilization.

**2015 to 2018** – The subsequent years include an inflationary factor. No other significant changes have been made.

**Staff Recommendations: Staff is seeking board direction on the budget.**

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#### **Department 121 – Electoral Area ‘E’ Administration**

This department represents the portion of the MIMSC Administrative Grant to be funded independently by Electoral Area ‘E’.

As staff are to be taking over the accounting functions for MIMSC, a line by line budget has been attempted. However, at the time of writing this report, staff have not received any detailed budget or financial information from MIMSC.

**Staff Recommendations: Staff is seeking board direction on the Electoral Area ‘E’ Administration budget.**



## **Department 130 - Elections**

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**2014** – As 2014 was an election year, the actuals reflect the transfer from funds set aside each year to minimize large tax swings. Funds which were previously set aside (\$15,000) were used to offset costs related to election expenses.

In addition, this budget includes a recovery for a portion of the referendum costs to be charged to the Sandspit Community Hall Service as it was administered in conjunction with the election.

**2015** – This budget represents an overall tax decrease of \$2,700 or 34%. As elections are held every 4 years instead of 3, fewer funds are needed to be set aside each year in preparation of the next election.

**2016 to 2019** – The subsequent years include the requisition amount of \$5,000 each year to cover potential cost increases for the next election.

**Staff Recommendations:** That the budget for Elections be approved as presented to Round 3.

## **Department 170 – Grant in Aid**

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This department contributes \$2,400 a year towards the Prince Rupert Transition House.

**Staff Recommendations:** That the budget for Grant in Aid be approved as presented to Round 3.

## **Department 171 – Grant in Aid – Area A**

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This department contributes \$660 a year to the Dodge Cove Harbour Authority for Solid Waste Removal.

**Staff Recommendations:** That the budget for Grant in Aid – Area A be approved as presented to Round 3.

## **Department 172 – Grant in Aid – Area C**

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**2014** – The maximum funding was requisitioned in 2014 and is currently set aside for future use.

**2015** – The tax requisition has been held stable at \$1,400. All funds are set aside for future use and may be used to fund a project such as the helipad lights.

**Staff Recommendations:** Staff is seeking direction regarding this budget.



### **Department 173 – Grant in Aid – Area D**

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This department contributes \$1,500 a year towards maintaining Jungle Beach facilities.

**Staff Recommendations:** That the budget for Grant in Aid – Area D be approved as presented to Round 3.

### **Department 174 – Grant in Aid – Area E**

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**2014** – Previously this department contributed \$4,000 a year towards operations in Electoral Area E. Costs were split between Sandspit Hall Insurance (\$2,800) and Sandspit Community Society Grant (\$1,000). As the grant was not paid in 2014, a small surplus remains.

**2015** – As a new service (Sandspit Community Hall, Function 735) was created to fund the hall, staff is seeking direction regarding this function.

**Staff Recommendations:** Staff is seeking direction regarding this budget.

### **Department 190 - Municipal Debt Service**

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This service is a direct recovery of the debt service costs related to member municipality borrowing. All costs are recovered directly from the municipalities. There is no recovery for administration costs for this service.

**Staff Recommendations:** That the budget for Municipal Debt Service be approved as presented to Round 3.

### **Department 210 - Sandspit Volunteer Fire Department**

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This service has reached its taxation limit of \$27,500. As this service has reached its taxation limit, the grant is adjusted accordingly to balance the budget.

**2014** – The operating grant was not paid out in 2014 as staff did not receive any financial information from the SVFD. This is in line with the Accountability Policy for RD Committees & Commissions which was adopted in 2013.

**2015** – Staff have adjusted the grant to reflect the funds held from 2014. Both the prior year grant and the current year grant may be paid in 2015 provided the proper documentation is submitted to staff. At the time of writing this report, staff have not received any financial or budget information.



**Staff Recommendations: That the budget for SVFD be referred to the next Round of budget discussions. Staff will continue to contact the SVFD for up to date financial information.**

#### **Department 220 – Emergency Program Areas A & C**

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This department contributes \$5,000 a year towards the cost of emergency planning. Funds are available for any suitable costs towards emergency planning activities.

**2014** – Total surplus of \$15,374.

**2015** – Taxation remains steady at \$5,000.

**2015 to 2018** – The subsequent years continue the \$5,000 contribution per year towards emergency planning.

**Staff Recommendations: That the budget for Emergency Program Areas A & C be approved as presented.**

#### **Department 225 – Emergency Program Area D**

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This department contributes \$5,000 a year towards the cost of emergency planning for Electoral Area D. Funds are available for any suitable costs towards emergency planning. At the time of writing this report, staff have made several inquiries with E-Comm regarding 911 service, however we have not yet received accurate cost estimates at the time of writing this report. Staff anticipate having more details in time for Round 2.

**2014** – Total surplus of \$29,095.

**2015** – Taxation remains steady at \$5,000.

**2016 to 2019** – The subsequent years continue the \$5,000 contribution per year towards emergency planning.

**Staff Recommendations: That the budget for Emergency Program Area D be approved referred to Round 2 of the budget.**

#### **Department 225 – Emergency Program Area E**

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This department contributes \$10,000 a year towards the cost of emergency planning for Electoral Area D. Funds are available for any suitable costs towards emergency planning. At the time of writing this report, staff have made several inquiries with E-Comm regarding 911 service, however we have not yet



received any cost estimates at the time of writing this report. Staff anticipate having more details in time for Round 2.

**2014** – Total surplus of \$33,914.

**2015** –Taxation has been held constant at \$10,000. There are some minor budget adjustments to reflect the actual costs in 2014 (Meeting expenses, Advertising, Staff travel). \$2,000 has been budgeted in the Permits & Licenses as there are potential changes to the Sandspit Emergency Evacuation Area.

**2016 to 2019** – The subsequent years continue the \$10,000 contribution per year towards emergency planning.

**Staff Recommendations:** That the budget for Emergency Program Area E be approved as presented.

#### **Department 310 - 319 – Islands Waste Management**

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In order to better show the true cost of the components that make up the total cost of Islands Solid Waste Service, this budget is split into the following functions:

- 310 – General**
- 311 – Recycling**
- 313 – Hauling**
- 315 – Transfer Station**
- 317 – Landfill**
- 319 – Collection**

**2014** – There is a large surplus for 2014 (\$130,000). This is primarily due additional revenues in Tipping Fees as project such as the Masset Barracks are being demolished.

**2015** – Staff is pleased to present the ISW budget with taxes remaining steady at \$140,000. Therefore the R1 budget has no increase in taxation.

However, there are a number of areas to note:

- 1) The budgeted amount for Landfill Closure Costs (\$62,000) has been split into two accounts. The Landfill Reserve contribution is budgeted under department 310 - General while the funding of the Landfill Closure Liability remains under department 317 – Landfill.
- 2) The excavator lease has been paid in full.
- 3) Surplus has been brought in to offset costs for the excavator repairs (\$25,000), Bin funding (\$18,000), and road access to a portion of the landfill (\$25,000).
- 4) The solid waste collection contract is up for renewal this year. At this time, no allowance cost increases has been made.



In addition, the accumulated surplus has not been brought into the 2015 budget. As it is a significant amount, staff are suggesting a combination of a contribution to reserves and rate stabilization.

**2016 to 2019** – Inflationary increases have been included for wages, utilities and fuel. Replacement Bins have been budgeted 1 each year.

**Staff Recommendations:** That the budget for the Island Solid Waste Management Service be referred to the next round of budget discussions.

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#### **Department 330 - Regional Waste Management**

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**2014** – This service used the outstanding surplus through community education and outreach.

**2015** – The budget has been reduced to zero.

**2016 to 2019** – Not applicable.

**Staff Recommendations:** That the Regional Waste Management Budget be received as presented.

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#### **Department 340 - Mainland Recycling**

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**2014** – On budget for 2014. Staff will provide a verbal update at the budget meeting.

**2015** – Taxation levels have decreased by \$605 or 0.27% mainly due to a large increase in revenues.

The Kitimat-Stikine Agreement has just taken effect increasing revenues by \$45,000. Staff is taking a conservative estimate and will watch this revenue closely. Staff also have more experience with the MMBC revenues and expenses. These accounts have been adjusted accordingly. Again, staff are taking a conservative view in terms of revenues and expenses in this department.

There is a need for a new cube van at the recycling depot. For the R1 budget this is being partially funded by current year revenues and the remainder from an MFA lease. However, if revenues exceed expectations, the cube van could potentially be funded from current year revenues and equipment reserves.

In addition, an allowance for renovations has been included for the Office space at the depot. This has been funded from the Building Reserve.

**2016 to 2019** – The financial plan continues to be adjusted for inflationary increases. Please note that the debenture debt used to purchase the Regional Recycling Building will be paid out in 2016. In addition, the last payment for the Baler lease is in early 2018.



**Staff Recommendations: That the budget for the Mainland Recycling Service be referred to the next round of budget discussions.**

#### **Department 510 - Rural Land Use Planning**

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**2014** – The estimated surplus for 2014 is \$25,000. This function hired a Planning Intern in May. As a result, Staff Salaries and Wages was over budget, although this was offset completely by the grant funding in the line item “Grants Conditional”. The planning intern was able to start working on various planning projects and building capacity for the department, therefore the following areas were over budget: Staff Travel (\$4,000), Professional Fees (\$2,500) and Office Supplies (\$2,400). These overages were offset by the savings in Contract services (\$43,000).

**2015** – The tax requisition has been increased by 3.9% or \$1,627.

Increased costs for 2015 are in the areas of Staff Salaries and Wages (\$44,690) to reflect the second year of the planning internship. Also, project costs for the Area A & C OCP have been grouped together in Professional Fees for simplicity. Total costs for this project in 2015 are estimated at \$80,000.

Both of these cost increases are offset by grant funding as seen in the line item “Grants Conditional” which shows revenues of \$120,000 (\$40,000 Internship & \$80,000 OCP).

Adjustments have been made to the individual line items to reflect the work plan for 2015 as this function works towards improving the mapping and planning resources at the SQCRD.

**2016 to 2019** – The financial plan focusses on building capacity towards a full-time planner in addition to full GIS and mapping capabilities.

**Staff Recommendations: That the budget for the Planning Service be referred to the next round of budget discussions.**

#### **Department 570 - Economic Development**

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**2014** – The Regional District had budgeted for a grant from NDI in the amount of \$35,000 which was split between the Misty Isles Economic Development Society (MIEDS) and the Mainland Electoral Areas (A & C). Grant funding was increased to \$50,000 in mid-2014. This has resulted in an increase of grant funding to MIEDS (\$25,000), plus the eligible costs for Areas A & C (\$4,700).

The surplus carried forward is from 2013 and is earmarked for Electoral Areas A & C.

**2015** – The budget is presented with a continued split between MIEDS (\$25,000) and the Mainland Electoral Areas (\$25,000).



**2016 to 2019** - The financial plan is presented with no changes for the subsequent years.

**Staff Recommendations:** That the budget for the Economic Development service be approved as presented.

#### **Department 710 - Prince Rupert Regional Archives**

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**2014** – The 2014 budget included a grant of \$75,100 to the archives. The retroactive GILT from the City of Prince Rupert resulted in a surplus of \$4,000.

**2015** – The grant requested has been increased to \$77,760. This represents a 3.8% increase (\$2,600) to the grant and a similar increase to taxation. The surplus from 2014 has been carried forward.

**2016 to 2019** – The financial plan has been presented with the increase continued throughout the subsequent years.

**Staff Recommendations:** That the budget for the Prince Rupert Regional Archives be approved as presented to Round 3.

#### **Department 715 - North Pacific Cannery (Port Edward Historical Society)**

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**2014** – The 2014 budget allowed for a grant of \$100,000. The retroactive GILT payment has resulted in an increased surplus, which is carried forward to 2015.

**2015** – The 2015 budget is status quo. However, as the prior year surplus has been brought into the 2014 budget, taxes have decreased by 4.5% or \$4,000. The breakdown of taxation is as follows:

<b>2015 Budget</b>	<b>\$ 90,721</b>	
<b>Apportionment</b>		
City of Prince Rupert	\$ 36,288.40	
District of Port Edward	\$ 36,288.40	
Area A	\$ 13,145.07	72.4%
Area C	\$ 4,999.13	27.6%
	<u><u>\$ 90,721.00</u></u>	

**2016 to 2019** – The financial plan includes a continuation of the grant for the subsequent four years. However, the Board may wish to conduct a service review in 2015 to determine if this function is more suitable to be administered directly through the District of Port Edward. This would eliminate any unnecessary tax burden on the Mainland Electoral Areas as well as the city of Prince Rupert.

**Staff Recommendations:** That the Budget for the North Pacific Cannery be approved as presented.



## Department 720 - Haida Gwaii Museum & Arts Council Contributions

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**2014** – A surplus of \$3,300.

**2015** – The budget is primarily status quo with a one-time request from the Haida Gwaii Museum to fund the archives project. Grant in Lieu of Tax funding has been adjusted to closer to actual values. This has resulted in a tax increase of \$10,345 or 15.85%.

Please see individual requests below:

	2013 Actual	2014 Actual	2015 Request
<b>Haida Gwaii</b>	40,000	43,000	<b>43,000</b>
<b>Haida Gwaii – Archives Project</b>	-	-	<b>10,000</b>
Dixon Entrance	8,000	8,000	8,000
<b>Port Clements Historical</b>	8,500	8,500	<b>10,000</b>
HGI Arts Council	3,500	3,500	3,500
Delkatla Nature Centre	4,000	4,000	4,000
<b>Total</b>	<b>\$64,000</b>	<b>\$67,000</b>	<b>\$78,500</b>

**2016 to 2019** – The budget shows a continuation of the current budget less the \$10,000 one-time request from the Haida Gwaii Museum.

**Staff Recommendations:** That the Board considers the operating grants as requested as well as the one-time funding request from the Haida Gwaii Museum.

## Department 725 - Vancouver Island Regional Library

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**2014** – On budget for 2014 (small deficit of \$69).

**2015** – The Vancouver Island Regional Library has decreased their levy to \$39,868. The prior year deficit has been brought into the 2015 budget. As a result of no longer having a surplus to carry forward and reduced GILT revenue, taxes increased \$1,277 or 3.2%.

**2016 to 2019** – The financial plan does not include any increases for future years. However, the library may request increased funding based on the formula used by them as per the Library act.



**Staff Recommendations: That the budget for Vancouver Island Regional Library Service be approved as presented.**

#### **Department 730 – Haida Gwaii Recreation**

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**2014** – This service had a small surplus for 2014 (\$5,500).

**2015** – At the time of writing this report, Staff have not received any budget information for the 2015 R1 budget. However, staff are aware of some pending changes which will be reflected in the second round of budget discussion.

**2016 to 2019** – The 2015 budget has been carried forward with a small inflationary factor for wages.

**Staff Recommendations: That the Board refer the budget for Haida Gwaii Recreation Service to the next round of budget discussions.**

#### **Department 735 – Sandspit Community Hall (NEW)**

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**2014** – Costs associated with the referendum have been brought in to the budget as these costs will be recovered in 2015.

**2015** – At the time of writing this report, staff have not received any budget information for the 2015 R1 budget. Staff have attempted a line by line budget as budget, however this will be updated in time for the second round of budget discussion.

The Local Government Act is specific on the maximum funding for a new service. This is approximately \$15,000 for the first year of the Sandspit Community Hall Service. Staff would recommend requisitioning the full amount.

**2016 to 2019** – The 2015 budget has been carried forward.

**Staff Recommendations: That the Board refer the budget for the Sandspit Community Hall Service to the next round of budget discussions.**

#### **Department 750 - Mainland Recreation Area C**

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**2014** – There is a small surplus of \$66 which has been carried forward.

**2015** – This service continues to provide small grants of \$2,500 to the Oona River Community Association and \$1,500 for the Prince Rupert Library. It also pays for the building insurance on the Oona River Community Hall (\$2,300).



**2016 to 2019** – No changes have been incorporated into the financial plan.

**Staff Recommendations:** That the budget for Mainland Recreation Area C be approved as presented.

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#### **Department 751 - Mainland Recreation Area A**

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**2014** – There is a small surplus of \$117 which has been carried forward.

**2015** – This service continues to provide small grants of \$2,000 for the Dodge Cove Community Hall and \$3,500 for the Prince Rupert Library.

**2016 to 2019** – No changes have been incorporated into the financial plan.

**Staff Recommendations:** That the budget for Mainland Recreation Area A be approved as presented.

#### **Department 810 - Sandspit Water Utility**

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**2014** – A verbal report will be provided at the R1 Budget meeting.

**2015** – As staff are to be taking over accounting functions for the Sandspit Water service, a line by line budget has been attempted using the MIMC 2014 Budget.

**2016 to 2019** – The financial plan shows the grant at a level consistent with 2014.

**Staff Recommendations:** That the Board refer the Sandspit Water budget to the next round of budget discussions.

#### **Department 901 - Feasibility Studies**

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**2014** – On budget (small surplus of \$31).

**2015** – The current budget maintains the contribution of \$5,000 towards the “Feasibility Fund”.

**2016 to 2018** – The financial plan continues with an annual contribution of \$5,000 towards building the “Feasibility fund”.

**Staff Recommendations:** That the Board approves the Feasibility Studies budget as presented.

#### **Department 950 - Oona River Local Telephone Service**

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**2014** – This was the final year of debt payments for the Oona River Telephone service. The MFA debt reserve fund payout was received earlier than anticipated (December 2014), therefore there is a small surplus of \$787. This payout will be put towards recovering the outstanding portion of the support service allocation.

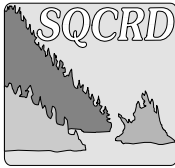
**2015** – As the taxation limit was \$4,000 it was previously agreed to by the Board that support service payment would be reduced until after the final debt payments have been made. Once final debt payments have been made, staff could requisition to ‘catch up’ on the support payments. The surplus carried forward offsets taxation and therefore the tax requisition is low at \$188.

**2016 to 2019** – Not applicable.

**Staff Recommendations:** That the budget for Oona River Telephone Service be approved as presented to Round 3.

ROUND 1



**STAFF REPORT**

**DATE:** January 24<sup>th</sup>, 2015

**FROM:** Jennifer Robb, Treasurer

**SUBJECT:** Support Service Allocation 2015

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**Recommendation:**

**THAT the Board receives the staff report "Support Service Allocation 2015".**

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**Background:**

The support service allocation is reviewed annually as part of the budget process. In recent years, several changes have been implemented in the way the allocation has been calculated in an attempt to provide a fair distribution method.

**Discussion:**

Staff continue to follow the method of allocating wages and other costs remains appropriate. This was implemented in time for the 2013 budget. For the 2015 budget year, only minor adjustments have been made to further refine the allocation.

The attached spreadsheet provides a comprehensive breakdown on the support service recovery.



**Administrative Support Allocation**
**Total Allocation 2015 Round 1**

	2009 allocation	2010 allocation	2011 allocation	2012 allocation	2013 allocation	2014 allocation	2015 allocation
Wages and Benefits	294,615	432,973	447,941	451,251	473,339	489,875	439,945
Other costs			34,550		50,575	40,311	40,160
<b>Total</b>	<b>294,615</b>	<b>432,973</b>	<b>482,491</b>	<b>451,251</b>	<b>523,914</b>	<b>530,186</b>	<b>480,105</b>
Gen Government	204,656	242,460	247,312	210,600	237,562	244,057	218,812
Electoral Admin	7,105	53,000	53,884	63,196	56,230	57,299	42,166
Rural Planning	6,340	24,000	10,238	19,214	25,163	25,677	14,338
Reg Recycling	34,978	32,000	45,623	47,905	73,484	76,260	74,168
ISWAC	38,257	47,000	76,549	68,549	84,055	85,653	86,153
Emergency Programs	Included as part of electoral area Admin			-	-	-	-
Reg Waste Man	-	-	500	-	-	-	-
Feasibility	-	-	250	250	-	-	-
HG Recreation	2,186	2,661	5,156	5,140	9,653	10,002	9,090
Mainland Recreation	-	-	400	400	-	-	-
PR Regional Archives	-	-	3,500	3,500	2,099	2,124	1,952
North Pacific Cannery	-	-	4,200	4,200	2,099	2,124	1,952
Haida Gwaii Museum	-	-	2,550	3,556	2,688	2,703	2,512
Van Island Reg. Library	-	-	1,750	1,750	2,099	2,124	1,952
Sandspit Fire	-	252	1,250	1,250	2,818	2,836	2,647
Sandspit Water	1,093	9,600	11,079	19,817	24,146	23,484	20,560
Econ Dev	-	-	1,750	1,750	1,644	1,654	1,427
Projects - DC Water, SS Hall	-	10,000	16,000	-	-	-	-
*New* Sandspit Community Hall	-	-	-	-	-	-	-
Oona River Telephone	-	-	500	175	175	175	-
MM Debt	-	-	-	-	-	-	-
Landfill Closure	-	12,000	-	-	-	-	-
<b>Total</b>	<b>294,615</b>	<b>432,973</b>	<b>482,491</b>	<b>451,251</b>	<b>523,914</b>	<b>530,186</b>	<b>477,728</b>
	-	-	-	-	-	-	2,377.10
Gen Government	204,656	242,460	247,312	210,600	237,562	244,057	218,812
	69.5%	56.0%	51.3%	46.7%	45.3%	46.0%	45.8%
Recovery	89,959	190,513	235,179	240,651	286,352	286,129	258,916
	30.5%	44.0%	48.7%	53.3%	54.7%	54.0%	54.2%

			Clerks						
CAO	Treasurer	Dep. Corp Officer	Accounts Receivable	Accounts Payable	Utility Billing	Clerical	Payroll	Other Costs	2015 Total
119,509	111,980	76,507	32,987	32,987	13,195	26,390	26,390	-	439,945
-	-	-	-	-	-	-	-	40,160	40,160
119,509	111,980	76,507	32,987	32,987	13,195	26,390	26,390	40,160	480,105
53,779	35,834	76,507	-	3,299	-	26,390	10,028	12,976	218,812
29,877	6,719	-	-	660	-	-	3,695	1,216	42,166
-	-	-	-	-	-	-	-	-	-
8,366	2,240	-	-	3,299	-	-	-	434	14,338
9,561	27,995	-	9,896	10,226	-	-	7,389	9,100	74,168
9,561	27,995	-	16,494	10,226	8,841	-	4,486	8,550	86,153
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
2,390	2,240	-	-	660	-	-	792	3,009	9,090
-	-	-	-	-	-	-	-	-	-
598	560	-	-	660	-	-	-	135	1,952
598	560	-	-	660	-	-	-	135	1,952
598	1,120	-	-	660	-	-	-	135	2,512
598	560	-	-	660	-	-	-	135	1,952
598	1,120	-	-	660	-	-	-	270	2,647
1,793	3,359	-	6,597	660	4,354	-	-	3,797	20,560
598	560	-	-	-	-	-	-	270	1,427
-	-	-	-	-	-	-	-	-	-
598	1,120	-	-	660	-	-	-	-	2,377
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
119,509	111,980	76,507	32,987	32,987	13,195	26,390	26,390	40,160	480,105
-	-	-	-	-	-	-	-	-	-
53,779	35,834	76,507	-	3,299	-	26,390	10,028	12,976	218,812
65,730	76,147	-	32,987	29,689	13,195	-	16,362	27,184	261,293