



**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT  
 SPECIAL BOARD MEETING (BUDGET) AGENDA**  
 To be held in the Boardroom of the Regional District office  
 in Prince Rupert on Saturday, February 9, 2013  
 12:30 P.M.

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 2 of the draft 2013 – 2017 SQCRD Financial Plan was distributed to the Board via email and is available on the SQCRD website.	
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7. **CORRESPONDENCE**

7.1 Coastal Community Network – 2013 Membership	Pg 1-6 Budget Pg 1
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8. **REPORTS / RESOLUTIONS**

8.1 J. Merrick, Chief Administrative Officer – Reserve Balances	Late Item
8.2 T. Des Champ, Superintendent of Waste Management – Mainland Recycling – Opportunities and Efficiencies	Late Item
8.3 T. Des Champ, Superintendent of Waste Management – Transfer Station	Late Item
8.4 J. Robb, Treasurer – 2013 Round 2 Budget Summary	Pg 7-10

**9. FINANCIAL PLANS' REVIEW**

9.1	Regional Recycling (Mainland) - <b>Function [340]</b>	Budget Pg 39
9.2	Regional Solid Waste – <b>Function [330]</b>	Budget 37
9.3	Island Solid Waste - <b>Functions [310 -319]</b>	Budget 30
9.4	Administration - <b>Function [110]</b>	Budget 1
9.5	Grant-in-aid Area D – <b>Function [173]</b>	Budget 14
9.6	Sandspit Fire – <b>Function [210]</b>	Budget 20
9.7	Emergency Programming – Areas A & C – <b>Function [220]</b>	Budget 22
9.8	Emergency Programming – Area D – <b>Function [227]</b>	Budget 26
9.9	Emergency Programming – Area E – <b>Function [229]</b>	Budget 28
9.11	Rural Land-Use Planning – <b>Function [510]</b>	Budget 42
9.12	Economic Development – <b>Function [570]</b>	Budget 44
9.13	Mainland Recreation – <b>Function [750]</b>	Budget 56
9.14	Sandspit Water – <b>Function [810]</b>	Budget 62

**10. OLD/NEW BUSINESS**

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**13. PUBLIC INPUT****14. IN-CAMERA**

That the public be excluded from the meeting according to section 90 (1)(c) of the <i>Community Charter</i> – “labour relations and other employee relations”.	
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**15. ADJOURNMENT****NEXT MEETING:**

**Regular Board Meeting February 15, 2013  
in Prince Rupert at 7:00 p.m.**

**Joanne Fraser**

**Subject:** FW: Costal Community Network

**From:** Joan Merrick (SQCRD) [<mailto:jmerrick@sqcrd.bc.ca>]

**Sent:** Monday, January 21, 2013 9:33 AM

**To:** Carol Kulesha; Chair Pages; Director Ashley; Director Bergman; Director Franzen; Director Gould; 'Director Kinney'; Director Kulesha; 'Director Nobels'; 'Director Putterill'; Director Racz

**Cc:** [jfraser@sqcrd.bc.ca](mailto:jfraser@sqcrd.bc.ca)

**Subject:** Costal Community Network

As discussed I am circulating the request from CCN for funding. The total budget is \$54,000 with each RD contributing \$3600 to \$7200 with the exception of Central Coast RD at \$600. (see below)

Individual municipalities are not required to contribute as they are covered under the RD however they can chose to have an associate membership:

Associate individual elected or formerly elected ..... \$120 = \$10 a month

Associate and elected organizations under 10,000 population ..... \$600 = \$50 a month

2013 Coastal Community Network Baseline Subscription Rates						
Name	2011 Revenue	2011 Population	Revenue per capita	% of Region	Budget Target \$PC	Fair Share
Central Coast Regional District	\$1,179,462	4,000	294.86	.12	50.40	\$600
Mt. Waddington Regional District	\$5,290,493	12,034	439.63	.37	155.40	\$3600
Skeena-Queen Charlotte Regional District	\$5,303,040	19,482	272.20	.59	247.80	\$3600
Powell River Regional District	\$6,293,387	20,525	258.36	.62	260.40	\$3600
Alberni Clayoquot Regional District	\$16,408,063	28,829	569.15	.87	365.40	\$3600
Sunshine Coast Regional District	\$32,830,911	30,357	1081.49	.91	382.20	\$3600
Kitimat-Stikine Regional District	\$13,000,000	39,702	327.43	1.20	504.00	\$3600
Squamish-Lillooet Regional District	\$19,498,017	41,379	471.20	1.26	529.20	\$3600
Strathcona Regional District	\$9,849,139	42,771	230.28	1.29	541.80	\$3600
Comox Valley Regional District	\$37,010,649	58,824	629.17	1.77	743.40	\$3600
Cowichan Valley Regional District	\$48,229,019	80,332	600.37	2.43	1020.60	\$3600
Nanaimo Regional District	\$67,944,096	150,632	451.06	4.55	1911.00	\$3600
Capital Regional District	\$167,194,819	376,222	444.40	11.37	4775.40	\$7200
Metro Vancouver Regional District	\$ 640,296,704	2,404,911	266.24	72.65	30513.00	\$7200
Totals	1,070,327,799	3,310,000	345.37	100	42000.00	\$54600.00

Joan Merrick, CAO  
 Skeena-Queen Charlotte Regional District  
 100 – 1<sup>st</sup> Ave East,



October 25<sup>th</sup>, 2012

Chair and Members of the Board of Directors

Regional District Name

Address

City, British Columbia

CANADA Code

**Subject: 2013 Subscriptions and Board of Directors**

We have consulted with Chairs and CAO's, we have taken your suggestions and we are now ready to move forward with a reconstructed Network to serve communities on the coast.

1. **www.coastbc.org:** Please send us the email of the person responsible for your communications so that we can provide the access to the rebuilt web site. Take your investment in web based communications and multiply it by another 157 communities and help drive traffic to your community.
2. **Directors:** The articles of incorporation call for each Regional District to name their appointee to the Network Board of Directors. Please send us the name of your appointee. In a perfect world, all Directors would be the Chairs of their respective Boards. Commitments would include participation at UBCM and your Area Association meetings plus one or two conference calls.
3. **Area Municipalities:** As per the articles, area municipalities and local aboriginal government leaders can participate directly in the Network for an annual subscription fee of \$600. That's \$50.00 a month. The only difference is that Associates do not serve on the Board of Directors.
4. **Annual Subscription Revised for 2013:** Please place this request on budget discussions for early approval so that the Network can pay to organize Coastal Forums as part of the three coastal area associations within UBCM [AVICC, NCLGA, LMGA]. Our mandate is to ensure that coastal communities are kept informed on issues and opportunities associated with life on the coast. Each Forum is an opportunity to share positions and identify key areas of common concern.
5. **Business Approach:** Community leaders told us they value the ability to share information and communications. Therefore, we don't need a full-time staff component or bricks and mortar. Our total budget for 2013 is \$55,000 to cover travel and accommodations and a part-time contract with 1 person to management Network affairs. Any additional funds derived from subscribers will be applied to improving communications between elected leaders from local and aboriginal governments on the coast.

If you have any questions, please contact anyone on the list attached and they would be pleased to assist.

Yours truly,

Coastal Community Network

Tony Bennett  
Chair, Local Governments on the Coast  
Long Beach Area Director, Alberni Clayoquot Regional District

Coastal Community Network Board of Director Candidates 2013

[Inaugural meeting December 2012]	Chair	Alberni Clayoquot Regional District
Geoff Young	Chair	Capital Regional District
Brian Lande	Chair	Central Coast Regional District
Edwin Grieve	Chair	Comox Valley Regional District
Robert Hutchins	Chair	Cowichan Valley Regional District
Harry Nyce	Chair	Kitimat-Stikine Regional District
Greg Moore	Chair	Metro Vancouver Regional District
Al Huddleston	Chair	Mt. Waddington Regional District
Joe Stanhope	Chair	Nanaimo Regional District
Colin Palmer	Chair	Powell River Regional District
Barry Pages	Chair	Skeena-Queen Charlotte Regional District
Susie Gimse	Chair	Squamish-Lillooet Regional District
Craig Anderson	Chair	Strathcona Regional District
Garry Nohr	Chair	Sunshine Coast Regional District

**1. Values, Victories and Returns on Investment**

- The Network does not represent coastal local and aboriginal governments, but it does serve as a single window of contact, assessment and referral, saving all administrators and elected politicians time and ensuring that urgent and emergent subjects are brought to the attention of those that can resolve them.
- Connected coastal communities to more than 50 consultation processes on provincial, federal and private sector initiatives relaying information back to communities for decisions;
- Hosted more than 12 regional conferences focused on resolving coastal issues and engaging in coastal opportunity development;
- Brought both local and aboriginal government representatives together to collaborate on resolving common issues and communicating them back to municipal and aboriginal associations and senior governments across 5 regional association jurisdictional boundaries;
- Assembled coastal parliamentarians, a non-partisan group of Elders, MLA's, MP's and Senators who represent people on the coast;
- Contributed to the decisions to maintain manned lighthouses on the west coast;
- First point of contact for provincial and federal department staff for referrals reducing time sensitive inquiries to administrators;
- Invests time in the only organization that makes decisions on the "Fair Share" of resource based revenues [Groundfish Development Authority];
- Physically supported all five coastal regional districts as they represented their constituents in the 3 year Pacific North Coast Integrated Management Area Planning process which will eventually impact marine planning processes for the west coast Vancouver Island, Salish Sea and waterfronts in Metro Vancouver and Metro Victoria;
- Providing regional district and area municipal elected people who understand how local and aboriginal governments work to the:
  - Fisheries & Oceans Canada Groundfish Integrated Advisory Board [GIAB]
  - Fisheries & Oceans Canada Groundfish Trawl Advisory Committee [GTAC] In-season Hake Advisory Committee [IHAC];
  - Fisheries & Oceans Canada Groundfish Trawl Advisory Committee [GTAC] , Groundfish Special Industry Committee [GSIC]; and;



- Fisheries and Oceans Pacific Integrated Commercial Fisheries Initiative [PICFI].

**2. Proposed Budget for 2013**

**2.1 Host 4 Coastal Forum** sessions at AVICC, NCLGA, LGMA, First Nation Summit and UBCM including Annual General Meeting estimated at \$4,000.00 each for a total of \$20,000. Charges to this account include travel and accommodation for Network Manager, Registration charges to municipal and aboriginal government associations. ....\$20,000

**2.2 Contract management of Network** issues, opportunities, consultation, representation, and website proposed at \$2,000 a month .....\$24,000

**2.3 Administration costs** associated with project oriented travel, consultation, telephone and general administration charges .....\$10,000

**Total Base Budget** .....\$54,000

**3. Proposed Subscription Schedule for 2013**

The Board of Directors is mindful that not all Regional Districts will be able to participate in 2013. Therefore the budget will need to be revised based on the number of Regional Districts and Associate Subscriptions that can be raised in January.

The new charge based on budget needs reflect the following:

- Associate individual elected or formerly elected | .....\$120 = \$10 a month
- Associate and elected organizations under 10,000 population | .....\$600 = \$50 a month
- Members with populations under 200,000 | ..... \$3600 = \$300 a month
- Members with populations over 200,000 | ..... \$7200 = \$600 a month

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Totals	1,070,327,799	3,310,000	345.37	100	42000.00	\$54600.00

Name   Term	Organization and Business Address	Officer   Title	Phone	Facsimile
<b>Tony Bennett</b> Electoral Area C Director Long Beach	Alberni Clayoquot Regional District 1420 Port Albion Box 595 Ucluelet, BC CANADA V0R 3A0	<b>Co-Chair Local Government</b> tonben1@telus.net	Bus (250) Cell (250) Res (250) 726-1224	(250) 726-1225
		<b>Co-Chair Aboriginal Government</b> [Vacant]		
<b>Des Nobles</b> Area Director Skeena Queen Charlotte	Skeena-Queen Charlotte Regional District 100 1st Avenue East Prince Rupert BC CANADA V8J 1A6	<b>Vice Chair</b> dnobels@citytel.net	Res (250) 627-1859	<b>Des Nobles</b> Area Director Skeena Queen Charlotte
<b>Al Huddleston</b> Regional Chair	Regional District of Mt. Waddington P.O. Box 729 – 2044 McNeill Road, Port McNeill, B.C. CANADA V0N 2R0	<b>Treasurer</b>	Bus (250) 956-3301 Cell (250) Res (250)	(250) 956-3232
<b>Bill Irving</b> Mayor	District of Ucluelet Box 999 Ucluelet, B.C. CANADA V0R 3A0	<b>Corporate Secretary</b>	Bus (866) 870-4190 Res (250) 720-1518	(250) 479-7104
<b>Dario Coralazzoli</b> Councillor	District of Ucluelet Box 999 Ucluelet, B.C. CANADA V0R 3A0	<b>Network Representative</b> pacificrim@ukeecable.net	Bus (250) 726-7728 Cell (250) Res (250)	(250) 726-7335
<b>Dianne St. Jacques</b> Retired Mayor	Fletchers Cove B&B 2305 Pacific Rim Highway, Box 402, Ucluelet, BC Canada V0R 3A0	<b>Network Representative</b> saints@alberni.net	Bus (250) 726-7074 Cell (778) 440-1325 Res (250) 735-8683	
<b>Harold Steves</b>	City of Richmond	<b>Network Representative</b>		
<b>Jack Mussallem</b> Mayor, Prince Rupert	City of Prince Rupert 424 3rd Ave West Prince Rupert, BC CANADA V8J 1L7	<b>Network Correspondent</b> executiveassistant@princerupert.ca	Bus (250) 627-0930	
<b>Brian Lande</b> Areas Director Central Coast RD	Central Coast Regional District PO Box 186 Bella Coola BC V0T 1C0	<b>Network Correspondent</b> blande42@yahoo.ca	Bus 250 799-5291 Cell 604 250 3319 Res 250 982-2403	250 799-5750





<b>Gerry Furney</b> Mayor, Port McNeil	Box 728, 1775 Grenville Place, Port McNeill, BC V0N 2R0	<b>Elder and Technical Adviser</b>	Phone: (250) 956-3111	Fax: (250) 956-4300
<b>Patrick Marshall</b>	4341 Shelbourne Street Canada's Remembrance Road Victoria, BC CANADA V8N3G4	<b>Network Administrator   Economic Developer</b> patrick.marshall@capitaledc.com	Bus (250) 595-8676 Cell (250) 507-4500 Res (250) 385-5008	(866) 827-1524







## BOARD REPORT – SPECIAL MEETING (BUDGET)

**DATE:** February 9<sup>th</sup>, 2013

**FROM:** Jennifer Robb, Treasurer

**SUBJECT:** Budget Overview 2013 – Round 2

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### Summary:

The budget, as presented, is primarily the same as Round 1 with some adjustments to actual figures where appropriate.

Staff continues to refine the 2012 actual figures in preparation for the audit and to accurately present of 2012 surplus amounts in Round 3.

The budgets referred to round 2 are listed below with highlights of the main changes. For clarity, the departments referred to round 3 are listed at the end of this report.

### **Department 110 – Administration**

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The only change to the Administration was to increase funding by \$1,250 for the Mainland C2C Forum (line item 01-3-110-8100). This was funded from prior year surplus.

**Staff Recommendations: That the budget for the Administration be approved as presented.**

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

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This budget was referred to Round 2 pending more information. However as staff have not received any additional information, no changes have been made.

**Staff Recommendations: That the budget for the SVFD be approved as presented.**

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

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No changes since Round 1 have been made to Emergency Program Areas A & C.

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

## **Department 225 – Emergency Program Areas D & E**

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This department has been split into two departments: Emergency Program Area D & Emergency Program Area E. Department 225 will no longer be used.

## **Department 227 – Emergency Program Area D**

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Prior year surplus funds (\$18,390) have been brought forward and are offset by an allowance in contingency until needed.

Staff would like to point out that no funds have been set aside to support the emergency preparedness committee (for example: mileage and expenses for training).

**Staff Recommendations: That the budget for Emergency Program Area D be received as presented.**

## **Department 229 – Emergency Program Area E**

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Prior year surplus funds (\$10,110) and taxation (\$10,000) are offset by the \$20,000 Grant to Other organizations.

Staff would like to point out that no funds have been set aside to support the emergency preparedness committee (for example: mileage and expenses for training).

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

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

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*Rob Kidd presenting*

Overall the largest cost savings were found in Recycling (Dept 311). Staff hours were reduced resulting in a large savings (\$17,243). The Operations Manager is anticipating less staff time required for manual sorting of recyclables. Further savings were achieved in Contract Services (\$1,900).

Prior year surplus was increased by \$12,000 to fund the purchase of 1 bin. The increase to prior year surplus is reflected in ISW – General (Dept 310, line item 01-3-310-8800) while the purchase of the bins are accounted for in Transfer Station (Dept 315, line item 01-4-315-9500).

Another area of savings was in Landfill (Dept 317) under Contract Services (\$4,000). As well, the interest rate on the debenture debt was adjusted resulting in a savings of \$3,400.

The combined savings were significant enough to allow staff to recommence a contribution to reserves (\$29,696) while leaving taxation at \$140,000.

**Staff Recommendations: That the budget for Island Solid Waste be approved as presented.**

**Department 330 - Regional Solid Waste**

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No changes since Round 1 have been made to Regional Solid Waste.

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

**Department 340 - Mainland Recycling**

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*Tim DesChamp presenting*

No significant changes since Round 1 have been made to Mainland Recycling.

**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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No changes since Round 1 have been made to Rural Land Use planning.

**Staff Recommendations: That the budget for the Planning Service be received as presented.**

**Department 570 - Economic Development**

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No changes since Round 1 have been made to Economic Development.

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

**Department 750 - Mainland Recreation**

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The grant to the Prince Rupert Public Library was increased by \$1,000 as requested.

**Staff Recommendations: That the Mainland Recreation Budget be received as presented.**

**Department 810 - Sandspit Water Utility**

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No changes have been made to this budget.

**Staff Recommendations: That the Board consider whether to increase the operating grant to MIMC and options for increasing revenues;**

**The following Budgets were referred to Round 3:**

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- Department 120 - Electoral Area Administration
- Department 130 - Elections
- Department 170 - Grant in Aid
- Department 171 - Grant in Aid – Area A
- Department 172 - Grant in Aid – Area C
- Department 174 - Grant in Aid – Area E
- Department 190 - Municipal Debt Service
- Department 710 - Prince Rupert Regional Archives
- Department 715 - North Pacific Cannery (Port Edward Historical Society)
- Department 720 - Haida Gwaii Museum & Arts Council Contributions
- Department 725 - Vancouver Island Regional Library
- Department 730 - Haida Gwaii Recreation
- Department 901 - Feasibility Studies
- Department 950 - Oona River Local Telephone Service

ROUND 3