

**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, March 2, 2013  
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**

3.1	Minutes of the Special (Budget) Meeting of the Skeena-Queen Charlotte Regional District (SQCRD) Board held February 9, 2013	Pg 1-6
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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 3 of the draft 2013 – 2017 SQCRD Financial Plan was distributed to the Board via email and was made available to the public on the SQCRD website on Friday, February 22, 2013.	
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**7. CORRESPONDENCE**

7.1	Union of BC Municipalities – 2013 UBCM Membership	Pg 7
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**8. REPORTS / RESOLUTIONS**

8.1	J. Robb, Treasurer – Draft 2012 Regional Hospital District Financial Statements	Pg 8-10
8.2	J. Robb, Treasurer – Budget Overview 2013 – Round 3	Pg 11
8.3	J. Fraser, Deputy Corporate Officer – Electronic Agenda	Pg 12

8.4	T. Des Champ, Superintendent of Mainland Recycling – Mainland Recycling, Function 340, Staffing Levels	Pg 13
8.5	J. Robb, Treasurer – Mainland Recreation Service Funding	Pg 14-15

## 9. FINANCIAL PLANS' REVIEW

9.1	Administration - Function 110	Budget Pg 1
9.2	Electoral Area Administration – Function 120	Budget 4
9.3	Elections – Function 130	Budget 6
9.4	Grant-in-aid (All) – Function 170	Budget 8
9.5	Grant-in-aid Area A – Function 171	Budget 10
9.6	Grant-in-aid Area C – Function 172	Budget 12
9.7	Grant-in-aid Area D – Function 173	Budget 14
9.8	Grant-in-aid Area E – Function 174	Budget 16
9.9	Member Municipality Debt – Function 190	Budget 18
9.10	Sandspit Fire – Function 210	Budget 20
9.11	Emergency Program (Areas A & C) – Function 220	Budget 22
9.12	Emergency Program (Areas D & E) – Function 225	Budget 24
9.13	Emergency Program Area D – Function 227	Budget 26
9.14	Emergency Program Area E – Function 229	Budget 28
9.15	Island Solid Waste – Functions 310-319	Budget 30
9.16	Regional Solid Waste – Function 330	Budget 37
9.17	Regional (Mainland) Recycling – Function 340	Budget 39
9.18	Rural Land-Use Planning – Function 510	Budget 42
9.19	Economic Development – Function 570	Budget 44
9.20	Prince Rupert & Regional Archives – Function 710	Budget 46
9.21	North Pacific Cannery – Function 715	Budget 48
9.22	Haida Gwaii Museum – Function 720	Budget 50

9.23	Vancouver Island Regional Library – Function 725	Budget 52
9.24	Haida Gwaii Recreation – Function 730	Budget 54
9.25	Mainland Recreation – Function 750	Budget 56
9.26	Feasibility Studies – Function 901	Budget 58
9.27	Oona River Telephone – Function 950	Budget 60
9.28	Sandspit Water – Function 810	Budget 62

**10. OLD/NEW BUSINESS**

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**11. PUBLIC INPUT****12. IN-CAMERA**

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**13. ADJOURNMENT****NEXT MEETING:**

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



## SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

**MINUTES** of the Special (Budget) Meeting of the Board of Directors of the Skeena-Queen Charlotte Regional District (SQCRD) held at the Regional District Office, Prince Rupert, BC on Saturday, February 9, 2013.

### PRESENT

### PRIOR TO ADOPTION

Chair B. Pages, Village of Masset – via teleconference

Vice-Chair D. Nobels, Electoral Area A – via teleconference

Directors A. Ashley, City of Prince Rupert  
N. Kinney, City of Prince Rupert  
C. Kulesha, Village of Queen Charlotte – via teleconference  
C. Mackenzie, Alternate, District of Port Edward  
P. Christensen, Alternate, Electoral Area C – via teleconference  
M. Racz, Electoral Area D – via teleconference  
E. Putterill, Electoral Area E – via teleconference

Regrets: K. Bergman, Electoral Area C  
D. Franzen, District of Port Edward  
I. Gould, Village of Port Clements

Staff: Joan Merrick, Chief Administrative Officer  
J. Fraser, Deputy Corporate Officer  
T. Des Champ, Superintendent of Waste Management  
R. Kidd, Islands Solid Waste Manager (partial via teleconference)

Public: 0  
Media: 0

1. **CALL TO ORDER** 12:34 p.m.

2. **AGENDA**

2.1 MOVED by Director Kulesha, SECONDED by Director Ashley, that the agenda be adopted as presented.

**075-2013**

**CARRIED**

3. **MINUTES & BUSINESS ARISING**

None.

4. **STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING**

None.

**5. DELEGATIONS**

None.

**6. FINANCE**

Round 2 figures for the 2013 – 2017 SQCRD Financial Plan were distributed to the Board and were available to the public.

**7. CORRESPONDENCE****7.1 Coastal Community Network**

MOVED by Director Kulesha, SECONDED by Director Nobels, that the correspondence from the Coastal Community Network regarding 2013 membership be received.

**076-2013**

**CARRIED**

**8. REPORTS – RESOLUTIONS**

8.1 MOVED by Director Kulesha, SECONDED by Alternate Director Mackenzie, that the staff report entitled “Reserve Balances” be received.

**077-2013**

**CARRIED**

8.2 MOVED by Director Ashley, SECONDED by Director Nobels, that the staff report entitled “Mainland Recycling – Opportunities and Efficiencies” be received.

**078-2013**

**CARRIED**

8.3 MOVED by Director Kinney, SECONDED by Director Ashley, that the staff report entitled “Transfer Station” be received.

**079-2013**

**CARRIED**

8.4 MOVED by Director Ashley, SECONDED by Director Kinney, that the staff report entitled “2013 Round 2 Budget Overview” be received.

**080-2013**

**CARRIED**

**9. BUDGETS’ REVIEW – 2013 Round 2****9.1 Administration Function [110]**

MOVED by Director Ashley, SECONDED by Director Kinney, that the financial plan for Administration, Function 110, be referred to Round 3 budget discussions as presented.

**081-2013**

**CARRIED**

## 9.2 Grant-in-Aid – Area D Function [173]

MOVED by Director Ashley, SECONDED by Director Racz, that the financial plan for Grant-in-aid – Area D, Function 173, be referred to the Round 3 budget discussions as presented.

**082-2013****CARRIED**

## 9.3 Sandspit Fire Function [210]

MOVED by Director Putterill, SECONDED by Director Racz, that staff report back after the adoption of the 2013 financial plan, on a method of allocating support services for granting functions that combine the current allocation model with an allocation based on the size of the budget.

**083-2013****CARRIED**

MOVED by Director Ashley, SECONDED by Director Kinney, that the financial plan for Sandspit Fire, Function 210, be referred to the Round 3 budget discussions as presented.

**084-2013****CARRIED**

## 9.4 Emergency Programs – Areas A &amp; C Function [220]

MOVED by Director Nobels, SECONDED by Director Ashley, that the 2012 surplus be brought forward into the 2013 budget;

AND THAT Contingency, Line Item 01-3-220-8700 be increased to \$10,000;

AND FURTHER THAT the financial plan for Emergency Programs – Areas A and C, Function 220, be referred to the Round 3 budget discussions as amended.

**085-2013****CARRIED**9.5 Emergency Programs – Areas D & E Function [225]  
Emergency Programs – Area D Function [227]  
Emergency Programs – Area E Function [229]

MOVED by Director Putterill, SECONDED by Director Racz, that the prior year surplus of \$9,221 be split proportionately between Areas D and E and transferred to a Contingency in the newly-developed Emergency Programs services for:

- Area D, Function 227, and
- Area E, Function 229

AND THAT the following financial plans be referred to the Round 3 budget discussions as amended:

- Function 225 - Emergency Programs – Areas D & E
- Function 227 – Emergency Programs – Area D
- Function 229 – Emergency Programs – Area E.

**086-2013****CARRIED**

9.6 Regional (Mainland) Recycling Function [340]

MOVED by Director Ashley, SECONDED by Director Kinney, that Staff Salaries, Line Item 01-3-340-7300 be reduced by \$20,000.

**087-2013**

**CARRIED**

MOVED by Director Nobels, SECONDED by Director Kinney, that staff apply to the Prince Rupert Port Authority for 1/3 grant funding for the transfer station project at the Regional Recycling Depot.

**088-2013**

**CARRIED**

MOVED by Director Ashley, SECONDED by Director Putterill, that staff apply to the Coast Sustainability Trust and other possible granting organizations for potential grants;

AND THAT any shortfall for the transfer station project be funded from prior year surplus.

**089-2013**

**CARRIED**

MOVED by Director Ashley, SECONDED by Director Nobels, that the financial plan for Regional Recycling, Function 340, be referred to Round 3 budget discussions as amended.

**090-2013**

**CARRIED**

*The Board moved In Camera at 1:50 p.m.*

MOVED by Director Racz, SECONDED by Director Ashley, that the Board go In Camera under section 90 (1) (c) of the Community Charter – “labour relations and other employee relations”.

**091-2013**

**CARRIED**

*The Board came out of In Camera at 1:55 p.m.*

9.7 Regional Solid Waste Functions [330]

MOVED by Director Ashley, SECONDED by Director Kinney, that the financial plan for Regional Solid Waste financial plan, Function 330 be referred to the Round 3 budget discussions as presented.

**092-2013**

**CARRIED**

9.8 Island Solid Waste Function [310 – 319]

MOVED by Director Kinney, SECONDED by Director Ashley, that the Island Solid Waste financial plan, Functions 310 to 319, be referred to the Round 3 Budget discussions as presented.

**093-2013**

**CARRIED**

**9.9 Rural Land-use Planning Function [510]**

MOVED by Director Nobels, SECONDED by Director Kinney, that the 2012 surplus of approximately \$12,000 be brought forward into the 2013 financial plan under Contract Services, Line Item 01-3-510-7700, and used for mapping services.

**094-2013****CARRIED**

MOVED by Director Nobels, SECONDED by Director Ashley, that the financial plan for Rural Land-use Planning, Function 510, be referred to the Round 3 budget discussions as amended.

**095-2013****CARRIED****9.10 Economic Development Function [570]**

MOVED by Director Ashley, SECONDED by Director Kinney, that the financial plan for Mainland Recreation, Function 750, be referred to the Round 3 budget discussions as presented.

**096-2013****CARRIED****9.11 Mainland Recreation Function [750]**

MOVED by Director Nobels, SECONDED by Director Ashley, that the financial plan for Mainland Recreation, Function 750, be referred to the Round 3 budget discussions as presented.

**097-2013****CARRIED****9.12 Sandspit Water Function [810]**

MOVED by Director Putterill, SECONDED by Director Ashley, that Permits and Licenses, Line Item 02-3-810-7850 be increased by \$150 and Parcel Tax, Line Item 02-1-810-5200 be increased to \$46,800.

**098-2013****CARRIED**

MOVED by Director Putterill, SECONDED by Director Ashley, that the 2012 surplus be included in the 2013 budget and allocated as follows:

- \$2,752 to cover the 2012 shortfall of the Moresby Island Management Committee; and
- Remaining surplus to reserves.

**099-2013****CARRIED**

MOVED by Director Putterill, SECONDED by Director Ashley, that the financial plan for Sandspit Water, Function 810, be referred to the Round 3 budget discussions as amended.

**100-2013****CARRIED**

**10. PUBLIC QUESTION PERIOD**

None.

**11. ADJOURNMENT**

MOVED by Director Ashley, SECONDED by Director Kinney, that the SQCRD Special (Budget) meeting be adjourned at 2:25 p.m.

**101-2013**

**CARRIED**

Approved & Adopted:

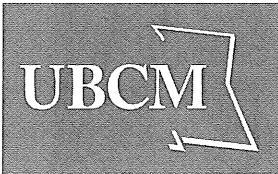
Certified correct:

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B. Pages  
Chair

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J. Merrick  
Chief Administrative Officer



## MEMO

January 15, 2013

TO: Mayor & Council | Chair & Board

FROM: Mayor Mary Sjostrom, UBCM President

RE: **UBCM MEMBERSHIP**

It is with great pleasure that I write on behalf of UBCM to all local governments requesting your continued membership in our organization.

A new year is upon us, and with it comes reflection on 2012 activities, and thought given to our collective goals for the year ahead. 2012 marked our 33<sup>rd</sup> straight year with 100% membership. We also welcomed the Uchucklesaht Tribe Government, one of the members of the Maa-Nulth First Nation, as UBCM's newest member. This strong base enabled UBCM to achieve many significant outcomes in 2012, including the following:

- Received \$1.12 Billion under Gas Tax and Public Transit Program
- Collaborated with the Local Government Leadership Academy to offer eight newly elected officials training sessions across the province
- Launched *The Compass*, UBCM's weekly e-newsletter and the organization's primary vehicle for member communication
- Established a Local Government Finance Select Committee in response to the Province's Expert Panel on Taxation, and the Ministry's internal review of municipal taxation
- Presented to the Expert Panel on Business Tax, and tabled a submission with that Panel
- Provided feedback to the Province on the implementation of the Auditor General for Local Government Act, including making recommendations for audit council membership, and presenting background and context about local government to the audit council
- Established the Local Government Contract Management Committee in coordination with the Province to oversee the new RCMP contract

2013 will see the continuation of work on several of the files above, a provincial election, and a federal budget with significant implications for local government. With all of this activity, it is crucial that BC local governments maintain a strong and unified presence. In order for UBCM to continue to act as our collective voice, an increase of two percent in member dues will be reflected in your 2013 dues invoice.

Please help UBCM maintain its momentum and signal your support by renewing your UBCM membership for 2013.

[www.ubcm.ca](http://www.ubcm.ca)

**SKEENA-QUEEN CHARLOTTE**

**REGIONAL HOSPITAL DISTRICT**

**FIVE YEAR FINANCIAL PLAN**

**2013-2017**

**SKEENA-QUEEN CHARLOTTE  
REGIONAL HOSPITAL DISTRICT  
SCHEDULE "A"**

**2013 to 2017 Financial Plan**

	2012 Budget	2013 Budget	2014	2015 Financial Plan	2016	2017
<b>Revenue</b>						
Tax Requisition	\$ 138,222	\$ <b>117,334</b>	\$ 74,091	\$ 13,920	\$ 13,920	\$ 3,985
Grants in lieu of taxes	\$ 3,000	\$ <b>2,500</b>	\$ 1,500	\$ 200	\$ 200	\$ 200
Interest & other	\$ 150	\$ <b>150</b>	\$ 150	\$ 50	\$ 50	\$ 50
	<u>\$ 141,372</u>	<u>\$ <b>119,984</b></u>	<u>\$ 75,741</u>	<u>\$ 14,170</u>	<u>\$ 14,170</u>	<u>\$ 4,235</u>
<b>Expenditures</b>						
Debenture debt						
Interest	\$ 95,686	\$ <b>82,813</b>	\$ 38,431	\$ 7,691	\$ 7,691	\$ 730
Principal	\$ 43,087	\$ <b>34,570</b>	\$ 34,709	\$ 3,879	\$ 3,879	\$ 904
Short term interest	\$ 1,000	\$ <b>1,000</b>	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Administration	\$ 1,600	\$ <b>1,600</b>	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600
	<u>\$ 141,372</u>	<u>\$ <b>119,984</b></u>	<u>\$ 75,740</u>	<u>\$ 14,170</u>	<u>\$ 14,170</u>	<u>\$ 4,235</u>
Prior Year Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Surplus</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

## Debenture Schedule SQCRHD 2013-2017

Issue #	Maturity Date	Interest Rate	2013		2014		2015		2016		2017	
			Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
81	April 22, 2023 April 23, 2014	4.86%	5,182.15	3,845.67 3,845.67	5,182.15	3,845.67 3,845.67			-		-	
612	August 23, 2013	8.50%	3,942.27	4,264.51 4,264.51					-	-	-	-
613	August 23, 2013	8.50%	5,918.83	6,402.47 6,402.47					-	-	-	-
623	June 9, 2017	5.00%	904.22	730.34 730.34	904.22	730.34 730.34	904.22	730.34 730.34	904.22	730.34 730.34	904.22	730.34
624	November 30, 2016	7.87%	2,975.10	3,115.00 3,115.00	2,975.10	3,115.00 3,115.00	2,975.10	3,115.00 3,115.00	2,975.10	3,115.00 3,115.00	-	-
626	June 9, 2014	9.62%	15,647.82	23,048.68 23,048.68	15,647.82	23,048.68			-	-	-	-
			34,570.39	82,813.34	24,709.29	38,430.70	3,879.32	7,690.68	3,879.32	7,690.68	904.22	730.34

**BOARD REPORT – SPECIAL MEETING (BUDGET)**

**DATE:** March 2<sup>nd</sup>, 2013

**FROM:** Jennifer Robb, Treasurer

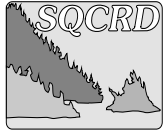
**SUBJECT:** Budget Overview 2013 – Round 3

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The Round 2 changes have been incorporated into this budget. The variance column shows the changes from Round 2 to Round 3.

This is the final round of budget discussions and the final opportunity to make changes prior to the bylaw being adopted.

Please note that staff require a resolution for each service to confirm that the Board is approving the budget either as presented or as amended.



## STAFF REPORT

**DATE:** March 2, 2013  
**FROM:** Joanne Fraser, Deputy Corporate Officer  
**SUBJECT:** Electronic Agendas

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### RECOMMENDATION:

That the staff report entitled "Electronic Agendas" be received for information.

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### BACKGROUND:

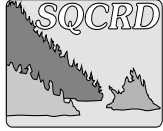
At the November 23, 2013 Regular SQCRD Board Meeting, Resolution No. 400-2012 was adopted:

*MOVED by Director Kulesha, SECONDED by Director Ashley, that staff provide a report to the 2013 budget discussions on the Board potentially using laptops to view Board meeting agendas instead of paper.*

### DISCUSSION:

Staff has polled the Directors and determined that the majority of Directors are in favour of using a laptop or similar electronic device to view agendas instead of paper.

Staff is in the process of researching different options with associated costs and will report back in April or May with different options available, including funding.



## STAFF REPORT – REGULAR MEETING

**DATE:** March 2, 2013  
**FROM:** Tim Des Champ, Superintendent of Waste Management  
**SUBJECT:** Mainland Recycling – Staffing Levels

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### RECOMMENDATION:

That the staff report entitled “Mainland Recycling – Staffing Levels” be received.

### DISCUSSION:

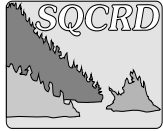
During Budget discussions in round one budget staff had proposed efficiencies in staffing to reduce the wages and benefits by \$20,000.

During round two budget discussions the board approved a reduction of \$20,000, which was through a reduction in casual hours. However, in order to maintain some casual staffing levels to cover leave for regular staff it is not feasible to reduce the budget by the full \$20,000.

Staff proposes keeping 416 hours of casual time to cover staff leave. This would equate to \$6,000 in wages and benefits. Staff will continue to monitor peak times and staffing requirements to operate as efficiently as possible.

### Recommendation:

Staff recommends that \$6,000 be added back to the Mainland Recycling wages and benefits in order to maintain a minimum level of casual staffing.



## STAFF REPORT

**DATE:** March 2nd, 2013  
**FROM:** Jennifer Robb, Treasurer  
**SUBJECT:** Mainland Recreation Service Funding

### RECOMMENDATION:

That the staff report entitled "Mainland Recreation Funding" be received for information.

### DISCUSSION:

Throughout the 2013 budget process, staff have endeavored to organize costs in a manner consistent with the applicable bylaws and legislation.

Staff have been in discussion with the Ministry to clarify the ability to recover costs under the Mainland Recreation Service. Until such time as the Ministry responds to staff inquiries, staff propose to recover costs as follows:

Oona River Hall Insurance	Mainland Rec	\$	2,235
Oona River Community Association	Mainland Rec	\$	2,500
Prince Rupert Public Library*	Mainland Rec	\$	1,505
<b>Mainland Rec Area 'C' Total:</b>		<b>\$</b>	<b>6,240</b>
Dodge Cove Garbage	GIA Area 'A'	\$	660
Dodge Cove Community Association	Mainland Rec	\$	2,000
Prince Rupert Public Library*	Mainland Rec	\$	3,495
<b>Mainland Rec Area 'A' Total:</b>		<b>\$</b>	<b>6,155</b>
Sandspit Hall Insurance	GIA Area 'E'	\$	2,200
<b>Included in Electoral Area 'E' Grant-in-Aid:</b>		<b>\$</b>	<b>2,200</b>

*\*Please note: The split of the Prince Rupert Public Library is based on the funding formula of \$2.62 per resident based on the 2011 Census population figures.*

Previously the split was as follows:

<b>Item</b>	<b>Department</b>	<b>Current Cost</b>
Oona River Hall Insurance	EA Admin	\$ 2,235
Sandspit Hall Insurance	EA Admin	\$ 2,200
Prince Rupert Public Library	EA Admin	\$ 4,000
Dodge Cove Garbage	EA Admin	\$ 660
<i>(All Electoral Area's contribute)</i>	<b>EA Admin Subtotal:</b>	<b>\$ 9,095</b>
Oona River Community Association	Mainland Rec ('C')	\$ 2,500
<i>(Funded by Area 'C' only)</i>		
Dodge Cove Community Association	Mainland Rec ('A')	\$ 2,000
<i>(Funded by Area 'A' only)</i>		
	<b>Mainland Rec Subtotal:</b>	<b>\$ 4,500</b>