



**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT
SPECIAL (BUDGET) BOARD MEETING AGENDA**
To be held via teleconference on Saturday, March 8, 2014
9:00 A.M.

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 22, 2014	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 2014 – 2018 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

None.	
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8. REPORTS / RESOLUTIONS

8.1	J. Fraser, Deputy Treasurer & J. Merrick, CAO – 2014 Budget – Round 3 Summary	Pg 7
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9. FINANCIAL PLANS' REVIEW

9.1	Administration - Function [110]	Budget 2-4
9.2	Electoral Area Administration – Function [120]	Budget 5-6
9.3	Electoral Area E Administration - Function [121]	Budget 7-8
9.4	Elections – Function [130]	Budget 9-10
9.5	Grant-in-Aid (All) – Function [170]	Budget 11-12
9.6	Grant-in-Aid Area A – Function [171]	Budget 13-14
9.7	Grant-in-Aid Area C – Function [172]	Budget 15-16
9.8	Grant-in-Aid Area D – Function [173]	Budget 17-18
9.9	Grant-in-Aid Area E – Function [174]	Budget 19-20
9.10	Member Municipality Debt – Function [190]	Budget 21-22
9.11	Sandspit Fire – Function [210]	Budget 23-24
9.12	Emergency Programming – Areas A & C – Function [220]	Budget 25-26
9.13	Emergency Programming – Areas D & E – Function [225]	Budget 27-28
9.14	Emergency Programming – Area D – Function [227]	Budget 29-30
9.15	Emergency Programming – Area E – Function [229]	Budget 31-32
9.16	Islands Solid Waste (General) - Function [310]	Budget 33-39
9.17	Regional Solid Waste – Function [330]	Budget 40-41
9.18	Regional Recycling (Mainland) - Function [340]	Budget 42-44
9.19	Rural Land-Use Planning – Function [510]	Budget 45-46
9.20	Economic Development – Function [570]	Budget 47-48
9.21	Prince Rupert and Regional Archives – Function [710]	Budget 49-50
9.22	North Pacific Cannery – Function [715]	Budget 51-52
9.23	Haida Gwaii Museum – Function [720]	Budget 53-54
9.24	Vancouver Island Regional Library – Function [725]	Budget 55-56
9.25	Haida Gwaii Recreation – Function [730]	Budget 57-58
9.26	Mainland Recreation Area A – Function [751]	Budget 59-60

9.27	Mainland Recreation Area C – <i>Function [752]</i>	Budget 61-62
9.28	Sandspit Water – <i>Function [810]</i>	Budget 63-64
9.29	Feasibility Studies – <i>Function [901]</i>	Budget 65-66
9.30	Oona River Telephone – <i>Function [950]</i>	Budget 67-68

10. OLD/NEW BUSINESS

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

None.	
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13. ADJOURNMENT**NEXT MEETING:**

**Regular Board Meeting March 21, 2014
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 22, 2014

PRESENT

PRIOR TO ADOPTION

Chair B. Pages, Village of Masset

Vice-Chair D. Nobels, Electoral Area A

Directors A. Ashley, City of Prince Rupert
 N. Kinney, Prince Rupert
 L. Johnson, Alternate, Village of Queen Charlotte
 K. Bergman, Electoral Area C
 M. Racz, Electoral Area D
 E. Putterill, Electoral Area E

Regrets: C. Kulesha, Village of Queen Charlotte
 D. Franzen, District of Port Edward
 I. Gould, Village of Port Clements

Staff: J. Merrick, Chief Administrative Officer
 J. Fraser, Deputy Treasurer
 D. Fish, Deputy Corporate Officer

Public: 0

Media: 0

1. CALL TO ORDER 9:03 a.m.

2. AGENDA

2.1 MOVED by Director Kinney, SECONDED by Director Nobels, that the agenda be adopted as presented.

075-2014

CARRIED

3. MINUTES & BUSINESS ARISING

None.

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

None.

5. DELEGATIONS

None.

6. FINANCE

The 2014 – 2018 SQCRD Financial Plan (Round 2) was distributed to the Board.

7. CORRESPONDENCE

MOVED by Director Nobels, SECONDED by Alternate Director Johnson, that the following correspondence regarding funding requests for 2014 be received:

7.1 Haida Gwaii Regional Recreation Commission

076-2014

CARRIED

Director Ashley joined the meeting at 9:10 a.m.

8. REPORTS – RESOLUTIONS

MOVED by Director Putterill, SECONDED by Director Nobels, that the following staff reports be received:

- 8.1 J. Fraser, Deputy Treasurer – 2014 Round 2 Budget Summary;
- 8.2 J. Fraser, Deputy Treasurer & J. Merrick, CAO – Regional Solid Waste Surplus;
- 8.3 J. Fraser, Deputy Treasurer & J. Merrick, CAO – Analysis of Administration Surplus;
- 8.4 Moresby Island Management Committee – 2013 Operating Statements & 2014 Budget (MIMC Administration);
- 8.5 Moresby Island Management Committee – 2013 Operating Statements & 2014 Budget (MIMC Water).

077-2014

CARRIED

9. FINANCIAL PLANS' REVIEW

9.1 Islands Solid Waste – Function 310 – 319

MOVED by Director Ashley, SECONDED by Director Kinney, that the Five-Year Financial Plan 2014-2018 for Islands Solid Waste, Functions 310 – 319, be referred to the Round 3 budget discussions as presented.

078-2014

CARRIED

9.2 Administration – Function 110

MOVED by Director Nobels, SECONDED by Director Ashley, that the full amount of the \$79,916 administration surplus be transferred into reserves for a future use to be identified;

AND THAT the Five-Year Financial Plan 2014-2018 for Administration, Function 110, be referred to the Round 3 budget discussions as presented.

079-2014

CARRIED

9.3 Electoral Area Administration – Function 120

MOVED by Director Ashley, SECONDED by Director Nobels, that the Moresby Island Management Committee be allowed to retain the \$4,525 surplus until such a time that the Committee identifies, and reports back to the SQCRD Board, on a particular project to be funded with these surplus funds;

AND THAT the Five-Year Financial Plan 2014-2018 for Electoral Area Administration, Function 120, be referred to the Round 3 budget discussions as presented.

080-2014

CARRIED

9.4 Electoral Area E Administration – Function 121

MOVED by Director Ashley, SECONDED by Director Nobels, that the Five-Year Financial Plan 2014-2018 for Electoral Area E Administration, Function 121, be referred to the Round 3 budget discussions as presented.

081-2014

CARRIED

9.5 Grant-in-Aid Area C – Function 172

MOVED by Director Nobels, SECONDED by Director Ashley, that the Five-Year Financial Plan 2014-2018 for Grant-in-Aid Area C, Function 172, be referred to the Round 3 budget discussions as presented.

082-2014

CARRIED

9.6 Grant-in-Aid Area D – Function 173

MOVED by Director Kinney, SECONDED by Director Ashley, that the Five-Year Financial Plan 2014-2018 for Grant-in-Aid Area D, Function 173, be referred to the Round 3 budget discussions as presented.

083-2014

CARRIED

9.7 Sandspit Fire – Function 210

MOVED by Director Ashley, SECONDED by Director Nobels, that the Five-Year Financial Plan 2014-2018 for Sandspit Fire, Function 210, be referred to the Round 3 budget discussions as presented.

084-2014

CARRIED

9.8 Emergency Programming – Area E – Function 229

MOVED by Director Ashley, SECONDED by Director Kinney, that the Five-Year Financial Plan 2014-2018 for Emergency Programming – Area E, Function 229, be referred to the Round 3 budget discussions as presented.

085-2014**CARRIED****9.9 Regional Solid Waste – Function 330**

MOVED by Director Ashley, SECONDED by Director Nobels, that the \$11,782 surplus be split proportionally between Islands Solid Waste (\$2,230) and Mainland Recycling (\$9,552) to fund one-time projects, to be identified, for each service;

AND THAT the Five-Year Financial Plan 2014-2018 for Regional Solid Waste, Function 330, be referred to the Round 3 budget discussions as amended.

086-2014**CARRIED****9.10 Regional (Mainland) Recycling – Function 340**

MOVED by Director Ashley, SECONDED by Director Putterill, that the Board approves the use of up to an additional \$35,000 of Gas Tax to fund the Recycling Transfer Station project including a roof;

AND THAT the Regional (Mainland) Recycling budget be amended to include \$123,000 as a capital expenditure with the following offsetting grant funding:

- Prince Rupert Port Authority: \$18,000;
- City of Prince Rupert: \$10,000 (In-kind);
- The Coast Sustainability Trust II: \$29,500;
- Gas Tax: \$65,500

AND FURTHER THAT the Five-Year Financial Plan 2014-2018 for Regional (Mainland) Recycling, Function 340, be referred to the Round 3 budget discussions as amended.

087-2014**CARRIED****9.11 Rural Land Use Planning – Function 510**

MOVED by Director Ashley, SECONDED by Director Nobels, that the Five-Year Financial Plan 2014-2018 for Rural Land Use Planning, Function 510, be referred to the Round 3 budget discussions as presented.

088-2014**CARRIED**

9.12 Haida Gwaii Museum – Function 720

MOVED by Director Ashley, SECONDED by Director Racz, that the Five-Year Financial Plan 2014-2018 for Haida Gwaii Museum, Function 720, be referred to the Round 3 budget discussions as presented.

089-2014**CARRIED****9.13 Haida Gwaii Recreation – Function 730**

MOVED by Director Ashley, SECONDED by Director Kinney, that the Five-Year Financial Plan 2014-2018 for Haida Gwaii Recreation, Function 730, be referred to the Round 3 budget discussions as presented.

090-2014**CARRIED****9.14 Mainland Recreation Area C – Function 752**

MOVED by Director Putterill, SECONDED by Alternate Director Johnson, that the Five-Year Financial Plan 2014-2018 for Mainland Recreation Area C, Function 752, be referred to the Round 3 budget discussions as presented.

091-2014**CARRIED****9.15 Sandspit Water – Function 810**

MOVED by Director Putterill, SECONDED by Director Ashley, that grant funding to the Moresby Island Management Committee be increased to \$53,283, with the offset to Contingency, Line Item 02-3-810-8700;

AND THAT the Five-Year Financial Plan 2014-2018 for Sandspit Water, Function 810, be referred to the Round 3 budget discussions as amended.

092-2014**CARRIED****9.16 Feasibility Studies – Function 901**

MOVED by Director Ashley, SECONDED by Director Kinney, that the Five-Year Financial Plan 2014-2018 for Feasibility Studies, Function 901, be referred to the Round 3 budget discussions as presented.

093-2014**CARRIED****10. LAND REFERRALS**

None.

11. OLD BUSINESS

None.

12. PUBLIC QUESTION PERIOD

None.

13. IN CAMERA

MOVED by Director Ashley, SECONDED by Director Nobels, that the Board move to the In-Camera meeting following the Special (Budget) Meeting under section 90(1)(c) of the Community Charter – “employee relations and other labour relations.”

094-2014

CARRIED

14. ADJOURNMENT

14.1 MOVED by Director Nobels, SECONDED by Director Racz, that the SQCRD Special (Budget) meeting be adjourned at 10:45 a.m.

095-2014

CARRIED

Approved & Adopted:

Certified correct:

B. Pages
Chair

J. Merrick
Chief Administrative Officer



BOARD REPORT – SPECIAL MEETING (BUDGET R3)

DATE: March 8, 2014

FROM: Joanne Fraser, Deputy Treasurer
Joan Merrick, Chief Administrative Officer

SUBJECT: 2014 Budget – Round 3 Summary

Background

The budget process allows for three rounds of review. Most amendments are typically reviewed and discussed in Rounds 1 and 2, with Round 3 being the final opportunity for making any refinements.

Discussion

The complete budget has been provided for your review. In summary, there were only a few small adjustments made in Round 2 which had little impact to the overall budget. Overall, there are some modest tax increases in line with inflation, primarily for Board remuneration and staffing costs.

The following capital expenditures are included in the budget, with all funding coming from reserves:

1. Islands Solid Waste:
 - \$20,000 for a used forklift
2. Regional (Mainland) Recycling:
 - \$30,000 for a new forklift
 - \$10,000 for building roof repairs
 - \$123,000 transfer station with a roof (reserves and grant funding).

In keeping with previous discussions about financial sustainability, this budget continues to set aside funding for future capital, rate stabilization and building reserves, while still maintaining an expected level of service.