

**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, December 14, 2013
9:00 A.M.

1. **CALL TO ORDER**
2. **CONSIDERATION OF AGENDA (additions/deletions)**
3. **BOARD MINUTES & BUSINESS ARISING FROM MINUTES**

None	-
------	---

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

None	-
------	---

5. **DELEGATIONS**

None	-
------	---

6. **FINANCE**

None	-
------	---

7. **CORRESPONDENCE**

<u>Recommendation:</u> <i>That the Board receive the following correspondence and each be referred to the corresponding service's Round 1 budget review for further discussion:</i>	
7.1 Haida Gwaii Arts Council [720] – 2014 Budget Submission	Pg 1-11 Budget P 53-54
7.2 Prince Rupert City and Regional Archives [710] – 2014 Budget Submission	Pg 12-13 Budget P 49-50
7.3 North Coast Transition Society [170] – 2014 Budget Submission	Pg 14-15 Budget P 10-11

7.4	Haida Gwaii Museum Society [720] – 2014 Budget Submission	Pg 16-26 Budget P 53-54
7.5	North Pacific Cannery [715] – 2014 Budget Submission	Pg 27-28 Budget P 51-52
7.6	Port Clements Historical Society [720] – 2014 Budget Submission	Pg 29-50 Budget P 53-54
7.7	Delkatla Sanctuary Society [720] – 2014 Budget Submission	Pg 51-57 Budget P 53-54
7.8	Dixon Entrance Maritime Museum Society [720] – 2014 Budget Submission	Pg 58-60 Budget P 53-54
7.9	Prince Rupert Public Library [751 & 752] – 2014 Budget Submission	Pg 61 Budget P 59-62
7.10	Dodge Cove Recreation Society [751] – 2014 Budget Submission	Pg 62 Budget P 59-60
7.11	Oona River Community Association [752] – 2014 Budget Submission	Pg 63-34 Budget P 61-62

8. REPORTS / RESOLUTIONS

8.1	J. Robb, Treasurer – 2014 Budget Process	Pg 65-68
8.2	J. Robb, Treasurer – Support Service Allocation 2014	Pg 69-70
8.3	J. Robb, Treasurer – R1 Budget Overview 2014	Pg 71-82

9. FINANCIAL PLANS' REVIEW

9.1	Administration - Function [110]	Budget P 1-3
9.2	Electoral Area Administration – Function [120]	Budget P 4-5
9.3	Electoral Area E Administration - Function [121]	Budget P 6-7
9.4	Elections – Function [130]	Budget P 8-9
9.5	Grant-in-Aid (All) – Function [170]	Budget P 10-11
9.6	Grant-in-Aid Area A – Function [171]	Budget P 12-13
9.7	Grant-in-Aid Area C – Function [172]	Budget P 14-15

9.8	Grant-in-Aid Area D – Function [173]	Budget P 16-17
9.9	Grant-in-Aid Area E – Function [174]	Budget P 18-19
9.10	Member Municipality Debt – Function [190]	Budget P 20-21
9.11	Sandspit Fire – Function [210]	Budget P 22-23
9.12	Emergency Programming – Areas A & C – Function [220]	Budget P 24-25
9.13	Emergency Programming – Areas A & D – Function [225]	Budget P 26-27
9.14	Emergency Programming – Area D – Function [227]	Budget P 28-29
9.15	Emergency Programming – Area E – Function [229]	Budget P 30-31
9.16	Islands Solid Waste (General) - Function [310]	Budget P32-38
9.17	Regional Solid Waste – Function [330]	Budget P39-40
9.18	Regional Recycling (Mainland) - Function [340]	Budget P41-44
9.19	Rural Land-Use Planning – Function [510]	Budget P45-46
9.20	Economic Development – Function [570]	Budget P47-48
9.20	Prince Rupert and Regional Archives – Function [710]	Budget P 49-50
9.21	North Pacific Cannery – Function [715]	Budget P51-52
9.22	Haida Gwaii Museum – Function [720]	Budget P 53-54
9.23	Vancouver Island Regional Library – Function [725]	Budget P 55-56
9.24	Haida Gwaii Recreation – Function [730]	Budget P 57-58
9.25	Mainland Recreation Area A – Function [751]	Budget P 59-60
9.26	Mainland Recreation Area C – Function [752]	Budget P 61-62
9.27	Feasibility Studies – Function [901]	Budget P 63-64
9.28	Oona River Telephone – Function [950]	Budget P 65-66
9.29	Sandspit Water – Function [810]	Budget P 67-68

10. LAND REFERRALS / PLANNING *(Voting restricted to Electoral Area Directors)*

None	-
------	---

11. OLD BUSINESS

None	-
------	---

12. NEW BUSINESS

None	-
------	---

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

None	-
------	---

15. ADJOURNMENT

NEXT MEETING:
Special Board Meeting (Budget) February 22, 2014



Haida Gwaii Arts Council

PO Box 35, Queen Charlotte
British Columbia, V0T 1S0
info@hgartscouncil.ca

Jennifer Robb - Treasurer
Skeena-Queen Charlotte Regional District
100 1st Avenue East
Prince Rupert, BC

November 21, 2013

Dear Jennifer,

2013/2014 Financial Support for Haida Gwaii Arts Council

Thank you for your email dated October 1st regarding SQCRD's financial support for our arts programs for 2014.

Please find enclosed:

1. our events report for our fiscal year 2012/2013
2. forecast budget for 2013/2014
3. a copy of our financial statements ending September 2012

Haida Gwaii Arts Council mainly receives funding grants from BC Arts Council (for operating and performing arts monies based on yearly performance merits), Canada Council (for literary readings) and SQCRD. Such support from the three main bodies has helped our society promote and engage literary works of local and off-island visiting writers, performing arts of various genres, organize arts workshops and exhibits that are of interest to islanders. We are once again, seeking a yearly financial support amount of \$3,500 from SQCRD. Our provision of arts and cultural activities on the islands would not be sustainable without SQCRD and other funders' yearly support.

Please note that Haida Gwaii Arts Council's fiscal year is from October 1st to September 30th and is not based on the calendar year. Hence, we would appreciate deeply if future SQCRD funding can be expedited by the first quarter of the calendar year. This really enhances the yearly programs we bring to our islands. We will be holding our AGM this weekend. Once the 2013 financial statements have been passed at our AGM, I will forward you a copy for your files. I will send you by November 25th, copies of our full year bank statements.

Please let me know if you need further clarification. Do extend our sincere gratitude to your Board for its continuous support to our Arts Council and all our island communities.

Sincerely,

Beng Favreau
Secretary –Treasurer



Haida Gwaii Arts Council

*PO Box 35, Queen Charlotte
British Columbia, V0T 1S0
info@hgartscouncil.ca*

Report for Skeena-Queen Charlotte Regional District Haida Gwaii Arts Council's events and programs for year 2012/2013

The funds we received from SQCRD have always gone into supporting basic arts operations like travel costs for bringing off-island musicians, artists and authors to Haida Gwaii, facility rental, printing and advertising expenses. We are a little arts council that does BIG things. Due to the appeal of our geographic location, Haida Gwaii continues to attract musicians, artists and authors who desire to visit our islands. Our arts council continuously strives to bring a wide selection of arts and literary events to our communities.

Performing arts

We hosted jazz singer Jaclyn Guillou, rockabilly trio band Cousin Harley, Jacky Essombe's African dance group, jazz band The Cookers, and Double Exposure comedian duo Bob Robertson and Linda Cullen.

Literary arts

We had yet another successful year in our literary events with big support from our communities. Authors Donna Morrissey, Eden Robinson, Susin Nielsen, Andrew Nikiforuk, Esi Edugyan and Steven Price came to share their writing. Their readings were made possible by Canada Council's literary grant. We also hosted two readings from authors George Opaac and Ben Nuttall-Smith, of the BC Union of Writers. Haida Gwaii Arts Council hosted two writing workshops for inspired local writers, one facilitated by author Donna Morrissey and the other by BC Union of Writers.

Visual arts

Our annual All Islands Art Show (AIAS) continues to draw interest within the communities. This is an adjudicated art show where local artists (professionals and amateurs) can exhibit their artwork. Last year, we showcased a total of 62 art entries from artists that reflected various art medium including Haida weaving, carving and jewellery. We invited former island artist Judy Hilgemann as our AIAS adjudicator. She also ran an art technique workshop for island residents.

Our full-month long exhibition of the All Island Art Show attracted about 700 attendees. We continue to partner with the Haida Gwaii Museum and the Haida Heritage Centre at Kay Llnagaay for this project. The Haida Gwaii Museum charges a very reasonable rental



Haida Gwaii Arts Council

*PO Box 35, Queen Charlotte
British Columbia, V0T 1S0
info@hgartscouncil.ca*

fee of \$150 for our month-long exhibition. We received assistance from the museum in setting up the exhibition and our AIAS coordinator collaborated with the museum in curating the show. In return, Haida Gwaii Arts Council agreed that the museum earned commission from the artwork sold at the AIAS. The Haida Heritage Centre provided free use of the Bill Reid Teaching Room for our art workshop and waived admission charges to attendees for our AIAS.

Some highlights of last year's programs:

~ We have a strong pool of volunteers, from a board of executives who direct the yearly goal and focus for the society to volunteers who spent countless hours in grant applications, organizing events and host our invited off island artists. For 31 years, our volunteers have ensured we could afford high quality programming within a small operating budget. Haida Gwaii communities are widely spread out with a commute time of at least 1½ hours between the north and south ends. Despite tedious setup efforts and long drives, our volunteers put in incalculable time in organizing music and literary events at both ends of the islands so as to reach a wider audience base. This way, we can bring the events to the different communities and we can generate a fairly good turnout.

~ We hosted our first Youth All Islands Art Show last year where we received 44 submitted artworks from island youth ranging from 4 years to 18 years of age. Invitations for artwork were sent to all our local schools. Students simply submitted their artwork at their respective schools and our coordinator picked them up across the islands. We also hosted two art workshops for the youth – a puppet making workshop for the juniors and an acrylic technique workshop for teens. Both workshops were taught by local artists. We are already working in partnership with our local School District to alternate their School District Art Day with our Youth All Islands Arts Show.

Our programming plans for 2013-2014

Performing arts

Once again, we will be offering an extensive musical and theatrical genre this coming year. We will kick off our season with Violinextremist Kytami, followed by comedy magician Matthew Johnson, a one-man play "Never Shoot a Stampede Queen", folk roots musicians Pharis and Jason Romero, Duo Rendezvous classical violinists Jasper Wood and guitarist Daniel Bolshoy.



Haida Gwaii Arts Council

*PO Box 35, Queen Charlotte
British Columbia, V0T 1S0
info@hgartscouncil.ca*

Literary Readings

We have received Canada Council's literary grant for the following authors this year:
Zsuzsi Gartner, Garry Thomas Morse, Christopher Moore, Richard Wagamese.

Visual Arts

We will host an adjudicated All Islands Art Show and an art workshop facilitated by our invited adjudicator (theme to be decided in December).



Haida Gwaii Arts Council

*PO Box 35, Queen Charlotte
British Columbia, V0T 1S0
info@hgartsCouncil.ca*

Haida Gwaii Arts Council 2013-2014 Operating Budget			
EXPENSES	(\$)	REVENUES	(\$)
admin	1,200	concert series revenue	13,200
advertising	2,000	literary series donation	1,000
art class expenses	500	workshop - art classes	1,000
bank charges/insurance	1,200	Exhibitions - Juried Shows	700
billet/accommodation	1,800	membership recruitment	2,500
concert series expenses	15,000	fundraising	1,600
exhibitions	2,000	BC Arts Council	17,000
facility operation (sound)	1,400	Canada Council	5,200
facility rental	3,000	SQCRD	3,500
fundraising costs	400	Gwaii Trust	1,000
honorarium	200		
Hospitality	800		
Internet/web maintenance	400		
literary series expenses	3,500		
membership/licenses	500		
office supplies	200		
postage	70		
printing	1,000		
sponsorship	500		
travel	11,000		
TOTAL	46,670	TOTAL	46,700

NOTICE TO READER

HAIDA GWAI ARTS COUNCIL

I have examined the statement of net assets of the Haida Gwaii Arts Council as at September 30, 2012 and the statement of financial position as at September 30, 2012 and the information presented in the statement of net assets and the statement of financial position and I am satisfied that the information presented is true and correct and that the statement of net assets and the statement of financial position are in accordance with the accounting principles and practices generally accepted in Canada.

FINANCIAL STATEMENTS

(UNAUDITED- SEE NOTICE TO READERS)

SEPTEMBER 30, 2012

Quinn Chisholm, P.C.
November 2, 2012

Sharon V. Smith

NOTICE TO READER

I have compiled the statement of net assets of the Haida Gwaii Arts Council as at September 30, 2012 and the statement of operations for the 12 month period then ended from information provided by the directors. I have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of such information. Accordingly, readers are cautioned that these statements may not be appropriate for their purposes.

Queen Charlotte, B.C.
November 2, 2012


Sharon Schultz

HAIDA GWAI ARTS COUNCIL STATEMENT OF NET ASSETS

(Unaudited- see Notice to Readers)

SEPTEMBER 30, 2012

FOR THE 12 MONTH PERIOD ENDED SEPTEMBER 30, 2012

Assets

	<u>2012</u>	<u>2011</u>
Current		
Cash, Operating account	\$28,140	\$15,269
Cash Float	<u>300</u>	<u>200</u>
	28,440	15,469
Capital, at cost		
Equipment	<u>14,649</u>	<u>9,374</u>
Other		
Credit Union Shares	152	148
Prepaid expense	<u>0</u>	<u>700</u>
	152	848
	<u>\$43,241</u>	<u>\$25,691</u>

Liabilities and Assets

Liabilities		
Accounts payable, accruals	505	275
Grant – Can Council 2012/2013	<u>6,800</u>	<u>0</u>
	\$7,305	\$275
Net Assets		
Operating	21,287	16,042
Capital	<u>14,649</u>	<u>9,374</u>
	35,936	25,416
	<u>\$43,241</u>	<u>\$25,691</u>

Approved by the Directors

Wendy Egger
Director

Bong Faurneau
Director

November 5, 2012

Date

HAIDA GWAI ARTS COUNCIL STATEMENT OF OPERATIONS

(Unaudited- see Notice to Readers)

FOR THE 12 MONTH PERIOD ENDED SEPTEMBER 30, 2012

	<u>2012</u>
Receipts	
Workshops – Art Classes	\$1,740
Concert Series	7,883
BC Arts Council	12,795
Local grants, miscellaneous	7,624
Canada Arts Council	5,406
Membership Dues	1,350
Literacy Series	973
Fundraising	971
	<u>\$38,742</u>
Expenditures	
Advertising	\$1,508
s/c Audit	639
Billets, accommodation	935
Concert Series Fees	10,285
Exhibition – juried shows	2,255
Facility Rental	1,976
Fundraising costs	124
Internet	168
Literacy Series costs	2,842
Memberships	739
Office Supplies, printing	252
Special Events	1,000
Travel	6,527
Sponsorship	763
Art Classes	1,709
Sound Equipment	5,275
	<u>\$36,997</u>
EXCESS RECEIPTS OVER EXPENDITURE	<u>\$1,745</u>

The accompanying notes are an integral part of these financial statements.

HAIDA GWAI ARTS COUNCIL
NOTES TO THE FINANCIAL STATEMENTS
(Unaudited- see Notice to Readers)
SEPTEMBER 30, 2012

1) NET ASSETS, OPERATING	Sept 30, 2012	Sept 30, 2011
Net assets, start of year	\$16,042	\$8,105
Excess of receipts over expenditures	1,745	7,938
Plus unrecorded grant from prior period	<u>3,500</u>	<u>0</u>
Net assets, end of year	<u>\$21,287</u>	<u>\$16,043</u>

2) SIGNIFICANT ACCOUNTING POLICIES

The Arts Council accounts for its activities on a fund accounting basis appropriate for a society using the deferral method. No amortization is recorded on capital assets.



Haida Gwaii Arts Council

PO Box 35, Queen Charlotte
British Columbia, V0T 1S0
info@hgartscouncil.ca

Addendum to Haida Gwaii Arts Council's 2012 financial statements

This Addendum modifies and supplements the attached 2012 financial statements of Haida Gwaii Arts Council

Liabilities for 2012

Our society did not manage to hire a website designer on time to re-design our current website. Hence, the Board has decided to carry forward the allotted **\$5,000** as expenses for website design into 2013.

Another **\$500** was earmarked for 2013 as cash prize for our society's new logo. Our society has decided on a new logo to celebrate our 30th anniversary and to better reflect the arts, music and culture scenes of Haida Gwaii.

Liabilities

\$7,305 (shown in page 3 of 2012's financial statements) + 5,500 = \$12,805

Unrestricted cash amount

\$28,440 (shown in page 3 of 2012's financial statements) - \$12,805 = \$15,635

Approved by

Astrid Egger
Chair

Astrid Egger
Signature

June 20, 2013
date

Beng Favreau
Secretary-Treasurer

Beng
Signature

June 20, 2013
date

COPY

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

Tel: (250) 624-3326
Fax: (250) 624-3706
Email: archives@citytel.net

November 7, 2013

Mr. Barry Pages
Skeena-Queen Charlotte Regional District
100 First Avenue East
Prince Rupert, BC
V8J 1A6

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 2014. Enclosed, you will find a budget for the upcoming year, balance sheet and income statements at September 30th and our bank statements.

We have requested an additional \$3000 from what we were receiving from the Skeena-Queen Charlotte Regional District (SQCRD) in 2008. Our four employees still work less than two full time positions.

We have been extremely busy this past year. I would like to highlight for your board some of the recent events that took place in the past three months; CBC TV in Vancouver contacted us for information and photographs on the Brigadier General M.G. Zalinski that sunk in Grenville Channel in 1946 for a documentary that aired two weeks ago on the CBC National News. CBC also requested information for an upcoming documentary.

Two weeks ago, we researched and were able to locate the son of a man from Louisiana who had served in Prince Rupert during World War II. In the past we have united two other families with their natural birth mothers who had given their babies up for adoption many years ago.

Last week we received a \$500 donation from Mr. John Hondros of Ohio whom we supplied photos and information on the Helgerson Block, (City Furniture building on Third Avenue,) which was built by his family in 1910. He was unable to land in Prince Rupert due to fog so we copied the information we had prepared and mailed it to him. As a result he was very pleased, hence the donation.

Plans for 2014 include a photo display and event celebrating the 100th anniversary of the completion and arrival of the first Grand Trunk Pacific Railway train from Winnipeg. We will also be recognizing the 100th anniversary of the beginning of World War I in 1914. Plans to make an 18 month calendar for the 2015 Homecoming are also underway.

The Archives will continue to fundraise for special projects. The digitization of negatives, photographs, and documents continue and we hope to make them accessible online on our searchable database on our website at www.princerupertarchives.ca.

We would like to thank you for your continued support of the Prince Rupert City & Regional Archives over the past 30 years. It has enabled us to help preserve the historical assets of the region for future generations.

If you have any further questions, feel free to contact me at anytime.

Yours sincerely,

Jean Eiers-Page
Archivist

Encl.



RECEIVED

NOV 15 2013

SKEENA-QUEEN CHARLOTTE
REGIONAL DISTRICT

November 9, 2013

Skeena-Queen Charlotte
Regional District
100 1st Ave East
Prince Rupert, BC V8J 1A6

Skeena-Queen Charlotte Regional District,

On behalf of the North Coast Transition Society, we would like to express our deepest gratitude for your generous financial assistance of \$2400.00.

The new Transition House premises has 15 bedrooms and opens up opportunity for women and children moving forward in their lives with the ability to house more women & children and offering residents the privacy of their own locked rooms. In our last fiscal year we accommodated 5820 bed stays of women and children.

The other new service we offer is Transitional Housing Apartments: six bachelor apartments and two 2- bedroom apartments, all partially furnished. One thing of note is the changing face of our work and how it has expanded in scope to address homelessness, addictions, and mental health issues.

Description of the programs we offer

HOP enhances access to community based support services which help individuals maintain their housing and connects homeless individuals and those at risk of homelessness to income assistance where needed. HOP also promotes housing stability by providing supports for both landlords and tenants, in addition to providing short term rent supplements for individuals working with the program.

SAIP These services include assessment, intervention and support to the child or youth, their families and community support people as well as referrals and coordination of complementary services.

SRP In the past year the Supportive Recovery Program has ran smoothly, while providing residents with a stable and safe living environment. Women were connected with longer-term networks for support to continue addressing their alcohol and drug issues.

The Stopping the Violence Counselling Program (STV) provides free and confidential counselling to women who have experienced violence/abuse in relationships, sexual assault, historical violence/abuse and other power-over crimes.

The Woman's Outreach Program offers free Advocacy and support for the following areas: court accompaniment, medical accompaniment, complete forms/documents, safety planning and also accompaniment to all Ministries.

We hope this brief description of the services SQCRD help us provide to our community and area helps to provide some insight into were your assistance dollars will go. As a non-profit agency, we rely on outside ministries & agencies to assist us in ensuring the services and programs are accessible and effective for the women and children in our region. Your support of our Society is greatly appreciated.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Christine White', with a stylized, flowing script.

Christine White
Executive Director



Barry Pages, Chair
Board of Directors
Skeena-Queen Charlotte Regional District
100-1st Ave, Prince Rupert V8J 1A6

November 22, 2013

Re: Haida Gwaii Museum Society Operating Request

Dear Mr. Pages,

It is with great pleasure that I extend our appreciation for the Regional District's support of the Haida Gwaii Museum. Your contributions have enabled us to further our mandate of educating the public about Haida Gwaii culture, history and contemporary issues.

Please find enclosed a summary of our 2013 achievements, as well as our proposed activities for 2014. We are respectfully requesting **\$43,000** for the upcoming year. This amount will be used towards building a dynamic team, developing our fundraising strategy, exhibitions featuring both local and off-island artists, workshops, catalogues, mentoring programs and overall operations of our organization. We recognize this is an increase from the previous request and believe it is justified by our goal of further developing our team and increasing our support for artists. The budget details are as follows:

1. Artistic expenses (incl. exhibitions, production, technical, programming and services)	\$ 162,964
2. Facility operating expenses	131,522
3. Marketing and communications	3,960
4. Wages and Administration	151,752
TOTAL	\$450,198

Again, we thank you for your support. I hope to have the pleasure of meeting with you at an upcoming SQCRD meeting to discuss our request and plans for 2014. Should you have any questions or require further information, please feel free to contact me.

Kind regards,

Jennifer Dysart, Acting Director

Encl.
2013-2014 summary of accomplishments and activity plan



2013 Accomplishments and 2014 Activity Plan

2013 was yet another year for the Haida Gwaii Museum to celebrate, especially considering our challenges in senior management transitions, funding and staffing. Due to the sudden and unexpected departure of our long-time director and visual arts curator late in 2012 and the move of our associate curator to Vancouver, we faced some unique challenges for the year!

By taking the time to evaluate and plan for our situation and with the dedication of staff and board from both the museum and the Haida Heritage Centre (HHC), we realized a successful year. Using various forms of modern technology, the associate curator worked from Vancouver for the winter and fall of 2013 without issue and seized the opportunity to build and strengthen off-island relationships.. On Haida Gwaii, curatorial duties were well managed by our director, gift shop manager and HHC staff. The associate curator returned to the museum for spring and summer.

In 2013 we remained dedicated to preserving and continuing the Haida language, supporting artists in their artistic development and maintaining our contributions of research, writing, exhibitions, publications and education to the museum community and beyond. Our main goals for our 2013 programming, as outlined in our 2012 application, have been met as follows:

- Build curatorial staff capacity: we mentored several summer staff, brought in new contract staff, built capacity in existing staff.
- Strategic and succession planning was given serious attention. A two-year capacity building, succession and funding plan was developed for our curatorial department, and the creation of an overall fundraising strategy is currently underway, with the support of a contract team member.
- Increased engagement with youth was achieved through summer employment as well as our arts and educational programming.
- Expanding partnerships was an additional goal met with our curator pursuing repatriation negotiations and spending time in Vancouver – connecting with individuals and organizations in regards to exhibitions, research and development for 2013/14 – and our director focusing on strengthening partnerships on Island, particularly with school district #50.

In meeting our organization's mandate:

- Research and development was pertinent to the historic and contemporary cultures of both Haida and Island settlers in the form of three major exhibitions: *Thanks, but No Tanks*, shown June through August 2013; *Haida 21* our 2014 major exhibition and a permanent exhibit, *The Living Room* to be installed in 2015.
- Recovery and documentation of knowledge was achieved through research in the form of oral history interviews in preparation for *Haida 21* and community engagement for smaller museum projects and external inquiries.
- The recovery of objects and art was achieved through repatriation and several donations.
- Natural history was touched on through the publishing of Dr. Norm Sloan's *Sea Otters of Haida Gwaii* and updating of exhibition labels.



As is the reality of our museum, none of these activities would be possible without community consultation/engagement and our extensive partnerships both on and off island.

Public programming is an important component of our mandate. This year our exhibitions' schedule was overly ambitious: In our main gallery we saw *Cocos y Cayucas*, a photographic essay of two Island cultures, Haida Gwaii and Cuba, by artist Jack Litrell (a resident of both islands). Subsequently the annual *All Islands Art Show* was presented in partnership with the Haida Gwaii Arts Council. Next, the Haida Gwaii Museum hosted *Strait Lines + Disruptive Currents*, curated by Dr. Ruth Beer and Dr. Kit Grauer of Vancouver, exhibiting a collaborative collection of works that provoked questions about the relationship between our current ecological situation, our history and future. Our summer exhibition, *Thanks but No Tanks*, is included as one of our top three highlights.

We cancelled two planned museum-generated exhibitions: *The Outer Spores*, based on the recently published *The Outer Spores: Mushrooms of Haida Gwaii* and the exhibition *Emerging Haida artists*, due to funding and staffing requirements of these shows. This spring we were thrilled to receive a sizeable Canadian Heritage grant, which revived *Emerging Haida Artists* (since renamed *Haida 21*) as a 2014 exhibition. The first workshop associated with this exhibition is currently in progress, as originally planned. This remarkable workshop, *Naaxiin (Chilkat) Weaving* delivered by master weaver Evelyn Vanderhoop, teaches students the basic techniques of two strand weaving left to right and right to left; three strand braided twining left to right and right to left as well as horizontally and vertically; adding and terminating warps for increasing curves in design; rules of design; history of Haida Naaxiin weaving. The opportunities for Haida weavers to learn these techniques are very rare.

To complete our Fall 2013 schedule, a *Call for Artists* resulted in three high-calibre art exhibitions. *Silk* exhibits over 40 painted silk paintings by local artist Debra Gardiner. *Beyond the Surface – An environmental art project with North Beach* is by local artist Kathy Pick whose programming includes five school workshops where students discuss environmental issues and make paper from beach materials, and an evening roundtable on the artistic, technological and food uses of seaweed. Both Debra and Kathy's shows introduce new art mediums to Haida Gwaii. *Vanishing Coastal Landscapes of Haida Gwaii* exhibits in our small gallery and will feature oil paintings by Dennis Bell who uses the "memory method." Dennis spends his time between Haida Gwaii and Ontario. His art workshop focuses on introductory level watercolour painting. Prior to Denis' show was *Artists in Gwaii Haanas*, produced in partnership with Parks Canada and featuring works from artists after a one-week residency in Gwaii Haanas.

The museum pays exhibition fees using the CARFAC *Exhibition Fee Schedule A.1* as a guideline. Professional fees are paid using the CARFAC *Presentation or Consultation C.1* as a guideline. Both fees are pro-rated based on museum's current operating budget, in relation to CARFAC's *Guiding Principles A.1.0*. This year artists received 63% of CARFAC's recommended fees.

Highlight # 1: *Thanks, but No Tanks*

The summer exhibition *Thanks, but No Tanks* (TBNT) was a critical inquiry into how one's relationships with their environment – natural, social, psychological, spiritual – change when under perceived threat or perceived opportunity using Enbridge's Northern Gateway Pipeline (NGP) and supertanker proposal as catalyst.

TBNT featured 28 works spanning a vast array of mediums by 21 artists from BC and Alberta (see attached images in support material). While all artworks were against the NGP, the pieces went far



deeper than a simple protest. Using a combination of emotion and intellect, artists explored a wide range of complex issues, pushing ideas and challenging beliefs. To ensure other viewpoints, large scale quotes in opposition of the NGP (using local testimonies from the 2012 Joint Review Panel hearings) were juxtaposed with those in support of the project (governments, industry, locals from off-island). Visitors spent considerable time reading these and often commented on the powerful impact they had. Enbridge itself was represented through exhibiting information taken from their website about the company, its approach and the benefits the NGP would bring to BC. Statistics on Alberta's oil industry and facts on local, international and world oil consumption could be found throughout the exhibition, as were texts on the extent to which oil permeates our daily lives –did you know that chewing gum is a petroleum based product?

A great deal of information to consider landed heavily on the shoulders of the audience and the viewer's reaction was an important part of the exhibition. They had conversations with staff and were encouraged to write down their comments, of which 215 were collected. People were observed reading other viewer's comments. One visitor wrote "I am from Alberta. Had I known that my admission fee and federal tax dollars would be used to finance your anti-oil campaign I would not have come in". On the same paper another person wrote, "Yes, keep your Alberta narrow-mindedness. And go back home." Over 170 comments were against the NGP and 20 were in support, likely reflecting the demographics of visitors to Haida Gwaii. Others were neither pro or against as much as they were contemplative.

Most interesting to the curator were the comments questioning the appropriateness of a museum holding an exhibition of controversy: "Great questions – but is the museum the right place for this?" and "Not the facility for condemning or supporting this topic!" These were the same questions debated by some museum board members and staff during early development of *TBNT* (although everyone was very happy with the result). And despite 99.9% of the Island communities being anti-NGP, two organizations that normally support our museum declined a sponsorship request and a new corporate sponsor had to remain anonymous. Three public service organizations refused to hang posters. All of them cited policy regarding controversy.

The search for a museum's role and relevance in modern society seems to have landed on the view of "museums as agents of change" (name of BCMA 2013 conference). A place that not only gathers and disseminates knowledge but also inspires critical thinking and dialogue. In pursuing this identity, dialogue and debate must occur. We are proud to have provoked discussion on this issue in addition to our original inquiry.

The exhibition was a great success as evidenced, first and foremost, by the overall response and support of the Island's community and visitors. Opening night saw over 200 people in attendance the show received good media coverage and sales were strong. Programming involved two school presentations; an evening discussion, *On the Ground Resistance*, about fracking, tankers, tar sands and the recent actions of the West'suwet'en activists; a film night featuring the award winning *Survival Prayer* and *GijahlgalanGa – My Story*, a film short by a local youth; from *Land Art to Space Art* an artist's talk with Pierre Leichner, one of the show's participating artists on the artistic and societal evolution of land art to environmental art to space art; and a 4-hour *Haida Nation Photo Shoot* by Michaela McGuire, another artist featured in the show, to mark the closing of the exhibition. We also did programming for the museum and HHC – staff created a artwork in response to the NGP, which they presented with verbal artist statements. Each piece and presentation showed considerable depth of thought towards the subject. We were also honoured to be invited to present on *TBNT* at the 2013 BCMA conference and to



receive a proposal from a local doctor and an artist for an art show exploring perceptions of health and medicine with the same approach and intent of *Thanks, but No Tanks*.

Highlight # 2: Capacity building and mentoring

Capacity building and mentoring were very strong this year, from summer students to contractors and regular staff. In many respects this has been one of the most successful years of mentoring in a long time for our museum.

A new, highly skilled and trained preparator/installer was contracted to provide his services throughout the year. His work has raised the design quality of our exhibitions in unprecedented ways and he was more than happy to share his knowledge with museum and HHC staff. In addition, our associate curator was mentored in graphic layout and design by the editor of *Haida Laas, Journal of the Haida Nation* and created her first in-house exhibition catalogue for *Beyond the Surface*.

The museum and HHC invested a great deal of time in planning our summer students' job descriptions, our approaches to mentoring and creating a team that supported both museum and HHC operations. Three and five summer students were hired and mentored by the museum and HHC, respectively, in research, interpretation, visitor experience, public programming, social media, installation and event openings. Staff also came together once a week to learn about Haida Gwaii, its people and environment using fun group activities such as playing Haida Jeopardy with questions on Haida history, plants, language, Gwaii Haanas and the Supernatural and playing Diigwey (Haida Bingo), where numbers are called out in the Haida language and players have to repeat them back.

Specific to the museum's students: the museum gift shop assistant worked in merchandise, inventory and learned to use a point of sales system. The museum's communications specialist created an overall communications plan and timeline for promoting exhibitions, public programming and museum mandate; wrote articles for the local paper and increased our use of social media to promote exhibitions, Haida language and programming; conceived and coordinated the public program *On the Ground Resistance*; photo documented *TBNT* and some permanent exhibitions; and wrote and designed two museum newsletters. He so enjoyed his experience of writing, graphic design, marketing and public relations that he has decided to focus his university studies on journalism.

The museum's curatorial assistant loved her experience so much she has decided she wants to become a curator at our museum! Her scope of work was extensive, as was her mentoring:

- Exhibition research, writing, planning and development in *Thanks, but No Tanks*, *Silk*, *Beyond the Surface* and *The Living Room*; updating permanent exhibitions; and participating as a member of our Call for Artists 2014 selections committee.
- Collections management: condition reports, loan agreements, photo release forms, donation forms, and exhibition prep.
- Community engagement: liaising with institutions, artists, media and general public.
- Public programming: creating a Haida Jeopardy game for the HHC anniversary, assisting in *TBNT* and school programming.

These summer students were the most professional, dedicated and capable we've had in years. All want to return next year. We believe the rise in interest by youth to work at our museum and the quality of applicants is consistent with the rise in our museum's accomplishments and energy.



Our contribution to building capacity in the museum's professional staff was also inspired by the need to ensure consistency, clarity and better support for our Visual Arts program. From this, three sets of documents were developed. The first is an *Exhibiting Artist Information Package* that provides a clear understanding of the exhibition process for both the curator and artist including gallery layout and measurements; artist and museum responsibilities for programming, writing for exhibition and catalogue; and an overview of the exhibition contract, artist fees, transportation of artworks, loan and condition report procedures, artist support, marketing, sales, etc. The second one is titled *Curatorial Procedures and Guidelines for Visual Art Exhibitions*. This document covers step-by-step details of planning and implementation to go from initial concepts to the opening reception. The third document is an *Exhibitions Schedule Template*, which has proven very valuable in planning our 2014/15 programming and for reviewing 2013 at a glance. We are very pleased with this work. It is of great value not only to existing staff, but to new staff working in our Visual Art program.

Highlight # 3: Project Collaborations and Community Engagement

The Haida Gwaii Museum has a deep connection with our local communities and strong partnerships with organizations worldwide. Most if not all of our work, is realized through collaboration and community engagement.

Publications

- *Sea Otters of Haida Gwaii* – written by Dr. N. Sloan (see support documents)
- *Beyond the Surface – An environmental art project with North Beach*, edited by N Collison, text by N Collison, K Pick and S Price (see support documents)
- *Nora Bellis*: our associate curator continues to work on the editing and publishing (2014) of a post-humus biography of the late Haida elder Nora Bellis based on hundreds of hours of oral history recordings transcribed by independent biographer/co-editor Jenny Nelson.

Consulting, reviews and presentations

- *Charles Edenshaw*: consulted on and provided Haida language support for the catalogue accompanying this Vancouver Art Gallery exhibition (October 2013).
- *Fowler Museum at 50*: review of NWC chapter of the 2014 UCLA catalogue and exhibition.
- *UBC Museum Anthropology External Review Committee* – associate curator sat on committee, conducting a written review with recommendations based on the past 10 years of MoA operations.
- *Indigeneity in the Contemporary World: Performance, Politics, Belonging*: University of London conference, Oct 24-26. "Ceremonial performance in the museum space: repatriation and relationships" co-presented by our associate curator and Dr. Laura Peers, Pitt Rivers Museum.
- *Museums as Agents of Change*: BCMA annual conference, Oct 23-25. *TBNT* participating artist Pierre Leichner will represent our museum, presenting the associate curator's written submission and his own lecture on art activating social awareness and change.

Artist support

The museum committed to raising the professional quality of our visual arts program. With feedback from artists and past exhibition selection committee members, we clarified our *Call for Artist Proposal Guidelines* and significantly improved our *Selection Committee Guidelines and Procedures*. The museum began offering a support program for artists not successful in art submissions. 75% of artists participated in this new program and they expressed thanks for this opportunity. They took feedback and direction to heart, and many acted on it immediately. These artists enjoy updating the museum on their progress



– getting their work into group shows and community galleries, advancing their artistic practice through formal education, workshops and mentoring and building their practice of critical inquiry.

Education (please refer to community engagement below)

Haida Language (advocacy, promotion of learning and use)

Dii Gidgalang Sqaalanga, Our Children's Songs – the museum, in partnership with Parks Canada, and the Old Massett Language Nest is creating an Old Massett community CD and songbook (nursery songs translated into Haida and traditional Haida lullabies) targeting early learners.

Artist Response Team – consultation and planning for an Old Massett environmental education program including new Haida songs with the Artist Response Team and School District #50.

Advocating for the incorporation of the Haida language in all work - working closely with the Skidegate Haida Language Program to ensure the Haida language is incorporated into all projects within the museum and with partnered initiatives.

Repatriation and Donations

In partnership with the Haida Repatriation Committee, the museum has been working with the UBC Laboratory of Archaeology and the American Museum of Natural History, NY on the repatriation of ancestral remains, scheduled for fall 2014. With the Skidegate chapter of the HRC the museum has been working with Aboriginal Australian John Clarke and the Melbourne Museum on the potential repatriation of a monumental pole (very early stages). The museum also received a number of donations this year and as our profile and friendships grow, so does interest in donating to our museum:

- One of the last silver bracelets carved by the late Haida artist Francis Williams c. 2000
- Photo of Haida Gwaii's first missionary, WH Collison, c. 1890 from his great-great grandson
- Archival papers & photos collection of AMD Fairbairn c. 1930-50 re: research and later friendships with Haida chiefs and artists
- Hand worked pieces of sandstone found on Haida Gwaii, date and use to be assessed
- Framed document signed by Gordon Campbell in 2010 marking the transition from the Islands' name as the Queen Charlotte Islands to Haida Gwaii, by the Skidegate Band Council
- Argillite carving by the late Haida artist, Rufus Moody c. 1960

PROPOSED PROGRAMS FOR 2014

After reflecting on the past year, and maintaining alignment with our institutional goals, the museum will continue to focus on building museum curatorial staff capacity; significantly strengthen the management and development of our educational and public programming; and restructure and strengthen our Visual Arts program and museum-generated exhibitions.

Main exhibitions gallery

1. *All Islands Art Show* (Feb-April) is an annual eclectic installation of local artwork. This exhibition is initiated by the Haida Gwaii Arts Council and is open to all Haida Gwaii residents to display recent works. An independent curator works closely with the museum to deliver this popular exhibit. The museum oversees curator mentorship, technical installation and sales. An educational component of the exhibition involves an adjudicator offering a public workshop.



2. *All My Relations – Haida Gwaii and the web of life* (April – June) by local artist Darrell Oike. Darrell is considered a master ceramic sculptor and showed in last year's *Artists in Gwaii Haanas*. His work is exceptional. The show will feature a collection of sculptures he's created over the past two years, each piece a result of a relationship with an aspect of Haida Gwaii and each piece is an homage to the uniqueness, the beauty and sanctity of Haida Gwaii. Programming is still in development but will include an artist workshop.

3. *Haida 21* (working title only) is scheduled to show June - October 2014. This exhibition examines the roles and responsibilities of Haida art and artist, returning it back to the most important role in Haida culture – social function and responsibility. This exhibition will be achieved through an in-depth examination of said subject from the time of the supernaturals, through colonial oppression, to the re-establishment of art into Haida society. Pairing private and institutional collections with oral history interviews and ethnological research, the historical journey of Haida art and artist in form and function will be conveyed by curator and master artists – including the artists' experiences in breaking through barriers of cultural oppression using their intensive study of historic Haida art and culture. Emerging artists will reflect on their learnings of historical arts in both form and function, the gifts inherited from their predecessors and living mentors and how they aim to preserve and carry on the historical roles of their art and culture with integrity. A catalogue, with never before published images of ancient Haida treasures held in the Pitt Rivers Museum and a series of lectures along with art workshops and mentorships (Naaxiin (Chilkat) weaving, crest design and applique) will provide additional access to the understanding, preservation and continuation of historical and contemporary Haida art in its role of social function.

Curated by our associate curator and overseen by an advisory committee comprised of master Haida artists: Jim Hart, Robert Davidson, Evelyn Churchill, Isabel Rorick and museum professionals: Bill McLennan, UBC Museum of Anthropology and Michael Robinson, Bill Reid Gallery of NWC Art, the committee will also assist in the selection of featured artists and artworks (from the museum's and private collections). *Haida 21* will make an important and lasting contribution to the access, preservation and continuation of the art and cultural heritage of the Haida, a nation whose material culture is held in collections worldwide and whose territory spans both Canada and the United States.

4. *Swarm* (working title, showing Oct – Dec), an exhibition by Saskatchewan Métis artist Karlie King will feature symmetrical, linear groupings of ceramic tiles depicting various insects, their artistic renderings influenced by early scientific depictions of insects. Her goal is to "explore the extremely complex and ambiguous world of 'bugs'--their role in our environment and minds, our understanding of them from a scientific perspective as well as their allegorical meanings." Workshops include insect themed school programming and possibly a ceramic tile workshop.

Small exhibitions gallery

5. *Patrick McGuire*, curated by Walker Brown, contract Haida curator. This exhibition will feature original works from private collections and select pieces from our collection by the late Haida artist Patrick McGuire. Pat was a talented Haida artist from the 60s who excelled in classical argillite carvings and jewellery but preferred a unique, avant-garde style of painting regarded still by his contemporaries and art galleries alike.

6. *Gyaaging.aay Sding* – this exhibition is our 2nd partnered community exhibition with the Islands' Wellness Society, featuring traditional regalia made by women in the community. The museum will provide curatorial mentorship and technical installation.



Permanent exhibitions

1. *The Living Room* is an exhibit where people can sit and relax while learning about the natural, Haida and settler history of Haida Gwaii. Using copies of photographs and documents from our museum's archives, we will develop photo albums, scrapbooks and other resources. Programs and documentaries on Haida Gwaii and its people will be available via an old-fashioned TV and radio from our museum's collection. Select pieces from our Haida and settler collections will be displayed on walls (framed photos and paintings); in a china cabinet (woodcarvings mixed with antique teacups, ceramics and other curiosities); and). Early phones, a piano and gramophone will expand beyond the living room into a hand-cranked washing machine and dentist drill - all of which can be touched and explored. Research and development will continue through 2014, installation in 2015.

2. *Archaeology wall* – in partnership with Parks Canada interpretive materials will be developed and an actual slice of a midden wall from an archaeological dig in Gwaii Haanas will be installed in our Oral History and Science Gallery.

Other

- Educational programming: serious focus on developing a strategic plan for the creation and management of public and school programming using existing and exhibition generated resources.
- Increased focus on product development through our Gift Shop, specifically products connected to exhibitions and programming.
- Repatriation of ancestral remains from the American Museum of Natural History and UBC Laboratory of Archaeology; continue work on return of pole from Melbourne Museum
- UCLA Fowler Museum conference: working with indigenous communities in understanding and interpreting collections, engaging the voices of artists and others
- Aboriginal Advisory Committee for the Canadian Museum of Civilization's new Canada Hall for Canada's 150th birthday
- Artists in Gwaii Haanas residency, in partnership with Parks Canada
- School District #50 curriculum support and educational programming

STRENGTHENING THE MUSEUM COMMUNITY

Three recent initiatives that strengthen the museum community:

Thanks, but No Tanks – undertaking an exhibition of controversy has contributed to the museum community by reinforcing the museum as a place to foster dialogue and critical thought and as “an agent of change.” As described in Highlight #1 there was controversy, discussion and dialogue from conception through to the end of the exhibition and it was very successful on several different levels. This pushing of controversy not only explored the controversial subject of the proposed NGP but broadened the debate to what a museum is and does.

Repatriation activities – the pursuit of building relationships built on mutual respect trust and cooperation is integral to the successful repatriation of our ancestors' remains and the building of successful partnerships with museums worldwide. Our achievements in this area are recognized by the global museum community. This approach allows for western academics and the Haida to know each other on a personal and equal level, leading to an understanding and acceptance of Haida academia as



equivalent to western academia and resulting in amazing collaborations, enduring partnerships and an education that neither party can acquire in school.

Haida 21 – this exhibition is being generated by Haida scholars and explores the social function of Haida art and artist through the eyes of 21st century Haida artists and other community knowledge holders. Connecting the historic and contemporary of Haida art, this intimate sharing is in itself a contribution to the museum world. The other contribution to the museum community will be the exhibition catalogue, featuring images of never before published or exhibited ancient Haida treasure held at the Pitt Rivers Museum. Haida reactions to and knowledge of these incredible, historic pieces of Haida society will accompany the images.

COMMUNITY ENGAGEMENT

Gina waadluxan gud ad kwaagiidang - *Everything depends on everything else*. This is the theme that runs throughout the Haida Gwaii Museum and it guides us in our relationships with various communities. We truly believe that our partnerships are of the utmost importance to our success as an organization as evidenced and highlighted above. Most of our work would be impossible without community engagement and partnerships. .

Specific examples of HGM's community engagement in action include:

Education

Hosting School District #50 Professional Development Day - Working closely with teachers and administrators, the HGM initiated and coordinated a Pro-D day to expose high school teachers to the learning opportunities at the museum and to connect them with local knowledge holders. Armed with learning objectives specific to each course they taught, teachers collaborated with museum staff and local community members to design an alternative day of learning at the museum. As a result of this day, the grade 11 Earth Science students had the opportunity to localize their understanding of earthquakes, archaeology and winds through exhibitions and presentations by local experts.

Community and Outdoor Education pilot project - HGM staff collaborated with Joanne Hager (local educator) on a pilot project aimed to provide learning opportunities for Grade 5 students outside of their classroom. We developed curriculum around 'storytelling' using the museum and community members as educators. Over the course of a month, three different classes came to the museum for a day and learned about the different ways to tell stories. Fortunately for the students, the Gwaii Haanas Legacy Pole was being carved at this time in our carving shed, and provided a real time example of storytelling outside of the conventional methods used in schools today.

Haida Gwaii Higher Education Society research project - the HGM was asked to provide a community based research topic for a course offered in the HGHEs semester program. Collaborating with 3 upper level university students, HGM proposed studying the level of local and traditional knowledge incorporated into the current public school system on Haida Gwaii. The result was an informative research paper and support towards the outdoor education pilot project mentioned above.

George M. Dawson school visit – this past summer, HGM coordinated programming to host 80 elementary school students for the day. This involved engaging our entire administrative and curatorial team, along with HHC staff, and developing various 'stations' through which the students rotated. These included playing a traditional Haida game, watching a locally developed video and exploring the museum.

Curatorial



Thanks, but No Tanks - this year's major exhibition (outlined above) focused on a topic that has touched all Haida Gwaii communities. Artworks were created by both locals and off islanders, excerpts of locals' statements from the Joint Review Panel hearings were displayed and visitors were encouraged to leave their thoughts about the show. The exhibition *Haida 21* engages master and emerging Haida artists; other community knowledge holders; and institutions such as UBC Museum of Anthropology in the research and development of the exhibition and catalogue and partnering with Pitt Rivers Museum with catalogue content.

North-South engagement

Naaxiin weaving workshop - Haida master weaver, Evelyn Vanderhoop, is hosting a multi-day Naaxiin weaving workshop. This workshop is a precursor to our 2014 major exhibition, *Haida 21* (working title). To ensure that all communities on Haida Gwaii are able to benefit from this free workshop, Evelyn has agreed to hold classes in both the North and South ends of Graham Island, contributing towards the museum's mandate of acting as an all island organization.

Museum sector collaboration

Executive Director Search Committee - as a demonstration to our commitment to collaboration, we have engaged Jill Baird (Curator of Education and Public Programmes at MOA) and Ernie Gladstone (Superintendent of Gwaii Haanas-Parks Canada) to serve as members of this committee along with two HGM board members from the Haida and Islands' communities, ensuring a broad range of perspectives is considered.

Local artists

Artists of the Week - each summer, HGM invites various local artists to work on their art in the Welcoming House of the Haida Heritage Centre, exposing visitors to the process of creating their pieces. The artists also have the chance to sell their work in a high traffic venue during this time. In total, 7 artists participated this summer.

Thank you for taking the time to read about our accomplishments and our future programs.

**NORTH PACIFIC
CANNERY**
NATIONAL HISTORIC SITE

November 7, 2013

Skeena Queen Charlotte Regional District Board

RE: 2014 Request for Funding

North Pacific Cannery was established in 1889 and operated until 1981, making it the longest-running cannery in British Columbia. In 1985, it was designated a national historic site by Parks Canada. The Port Edward Historical Society currently runs the site with a mandate to preserve, exhibit and interpret the history of the salmon canning industry while celebrating its role in the economic and cultural development of the province. The Society has worked to transform North Pacific Cannery into an important cultural and tourist attraction that connects over 5,000 visitors annually from around the globe with the history of our region.

Currently, North Pacific Cannery is pursuing designation as an UNESCO World Heritage Site. We have received letters of support from the Provincial and Federal governments which will aid our efforts in this regard.

Next year is North Pacific Cannery's 125th anniversary. We are excited to engage the community through events that will commemorate local industry. Event planning is underway to include cultural and educational activities showcasing North Pacific's history.

The Port Edward Historical Society appreciates the support that the Skeena Queen Charlotte Regional District provides to North Pacific Cannery. Without you the facility would not be recognized as the top museum in our community. The funding we receive from the SQCRD enables projects and educational work experience for students over the summer months. The funding also makes possible onsite amenities such as the restaurant. The restaurant provides a café dining experience for visitors and an exclusive annual "Dinner Series" for locals. Furthermore, contributions from the SQCRD supported newly-launched interpretive panels and will assist with expanded interpretation of the site.

This year, once again, North Pacific Cannery has secured funding towards site restoration through Parks Canada and the Province of BC's Job Creation Project. This project has begun and will continue for the next six months.

We are requesting that the Skeena Queen Charlotte Regional District Board considers providing NPC a contribution equivalent to its support of last year, in the amount of one hundred thousand dollars (\$100,000). You will find enclosed a copy of our proposed 2014 budget.

www.northpacificcannery.ca

2014 Operating Budget

Tour Operations & Grants

Revenues

Gate	\$	57,000
School	\$	1,000
Tours	\$	4,500
Cruiseship	\$	500
Donations	\$	4,000
Community Functions	\$	2,000
Private Functions	\$	4,000
Restaurant	\$	25,000
Bunkhouse	\$	6,000
GiftShop	\$	18,000
Grants- Operations	\$	15,000
Grants- Projects	\$	32,000
Core - SQCRD	\$	100,000
Grants - Restoration	\$	170,619

Total

\$ 439,619

Administration- Expenses

Administration/ Overhead

Bookkeeper wages	\$	8,000
Operations Manager	\$	57,600
Restoration Manager	\$	15,000
Maintenance	\$	24,500
Seasonal Staff Wages	\$	40,000
Rent	\$	2,400
Materials & Supplies	\$	7,000
Sub Contracts	\$	5,000
Advertising	\$	5,000
Accounting / Legal	\$	1,000
Office Supplies	\$	3,000
Bank Fees & Interest	\$	2,000
SQCRD Loan	\$	3,000
Membership/Dues	\$	500
Miscellaneous	\$	1,000
Telephone & Internet	\$	6,000
Hydro	\$	20,000
Travel	\$	500
Insurance	\$	500
Giftshop	\$	10,000
Restaurant	\$	25,000
Special Projects	\$	32,000
Restoration Projects	\$	170,619

\$ 439,619

Net

\$ -

PORT CLEMENTS HISTORICAL SOCIETY

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

November 8, 2013

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

ATTENTION: Jennifer Robb, Treasurer

RE: 2014 Annual Grant

Dear Jennifer

The Historical Society would like to thank the SQCRD for their past generous support and hope the Regional District can help us again in 2014 with a grant amount of \$10,000.00. This is an increased amount from the traditional annual grant of \$8,500.00. We hope the increase is possible with your requisition amount exceeding disbursement amount in 2013 and with the requisition amount falling short of the bylaw requirement.

Due to financial constraints during the last four years, the Port Clements Historical Society has been unable to conduct required maintenance on our outdoor exhibits and, as a consequence, the directors have recently approved a budgeted amount of \$10,000.00 towards needed exhibit upgrades next summer. This has, in part, been enabled by a grant of \$8,500.00 from the gaming commission but cost of the project will demand curtailment of other needed activity at the museum should we be unable to find additional funding.. With an increase in grant allocation from SQCRD, we could move forward with other needed work.

You will notice in our attached budget, we have assigned \$5,000.00 towards archiving written material, photographs and maps. This is another needed project we have been postponing because of our limited financial resources. Society directors realize this is something the museum cannot continue to postpone. With the budgeted amount we can get started and, in the meantime, look for additional funding to complete the project.

I am attaching our 2013 annual report with this letter and our 2014 budget. In the report, you will find details of our activity and special events carried out in 2013. Because our fiscal year end is September 30 and needed documentation for our year end cannot be compiled until the end of

October, our financial statements will not be prepared until sometime in December. When received, we will forward them to you as soon as they are received by us.

If you require any further information or have any questions, please contact me at my home phone number (250)557-4632 or e-mail me at w.cheer@portclements.ca.

Yours truly

Wally Cheer
Treasurer,
Port Clements Historical Society

PORT CLEMENTS HISTORICAL SOCIETY

ANNUAL REPORT

OCTOBER 1, 2012 TO SEPTEMBER 30, 2013

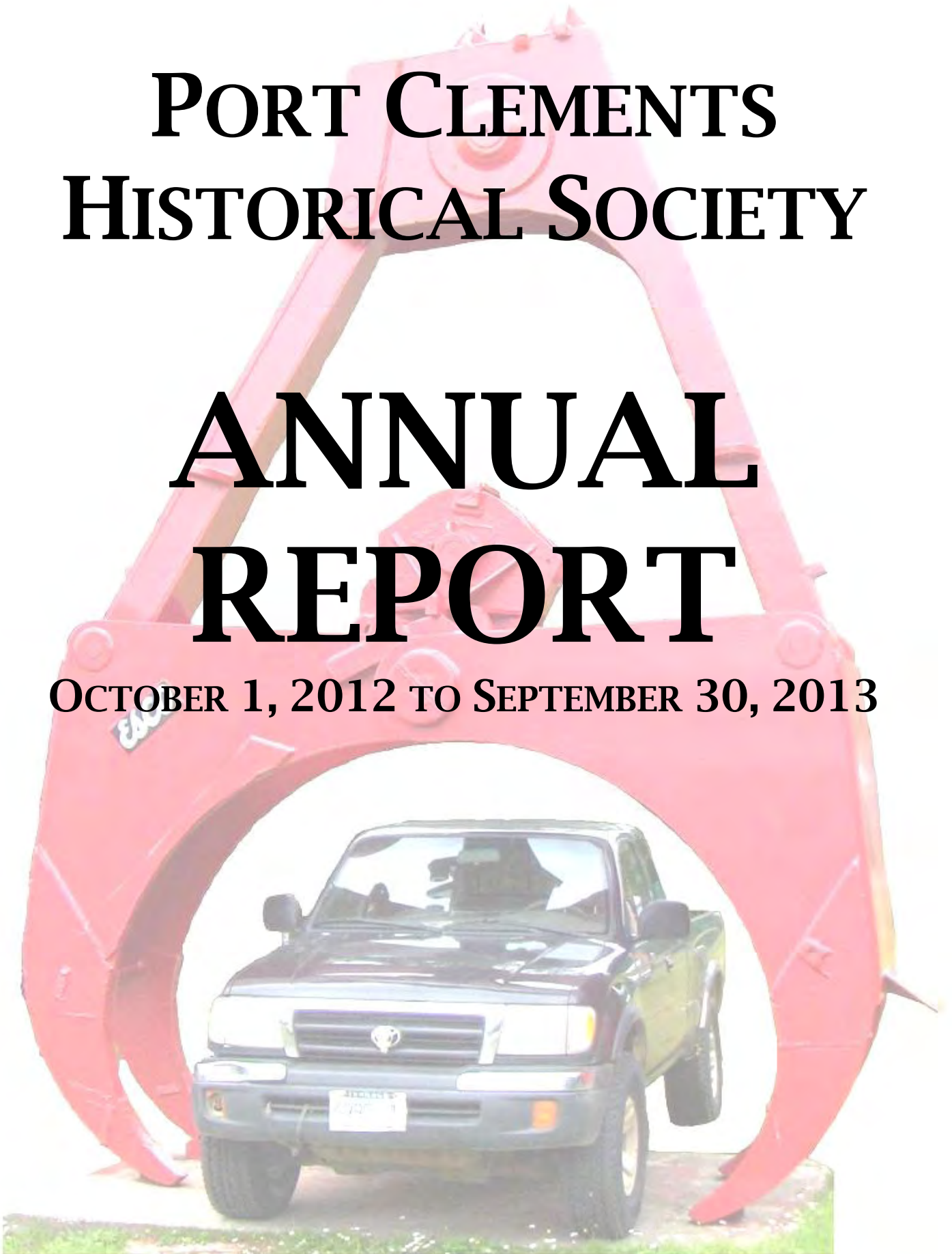


Table of Contents

Port Clements Historical Society.....	3
Background	3
Board of Directors	3
Major donation.....	3
Achievements.....	4
New web site	4
Museum site drainage.....	6
Work & Storage Sheds refurbishment & reorganization.....	9
Museum building front ‘facelift’	9
Damage from October 27, 2012 7.7 earthquake	11
Special Events	12
Remembrance Day.....	12
Canada Day Weekend, Parade Day.....	12
Canada Day Parade, Port Clements.....	12
Attendance & Publicity.....	13
Attendance	13
Publicity	15
Planned for 2013-2014	16
Urgent artifact reconditioning & restoration	16
Archives overhaul.....	16
Annual General Meeting Reports.....	17
Port Clements Historical Coordinators Report for 2012.....	17
March 5, 2013 mason jar owner	19
January 1, 2013 to September 30, 2013 Archive activity update ..	19
President’s Report to the AGM for 2012.....	20
Thomas Quinn.....	20

Port Clements Historical Society

Background

The Port Clements Historical Society was incorporated October 18, 1985, and opened its museum June 1987 on a 3+ acre waterfront site. In June 1998, with an expansion that more than doubled its display space, the museum building reached its current size.

Museum operations are funded by annual grants from the Skeena-Queen Charlotte Regional District and the Village of Port Clements, admission fees, souvenir sales, memberships, donations and other grants.

Board of Directors

President Clint Tauber
Vice President Eric O'Higgins
Secretary Kayoko Daugert
Treasurer Wally Cheer

Historical Co-ordinators Betty
Dalzell & Joan Hein
Directors David Unsworth &
Lou Bliss

Major donation

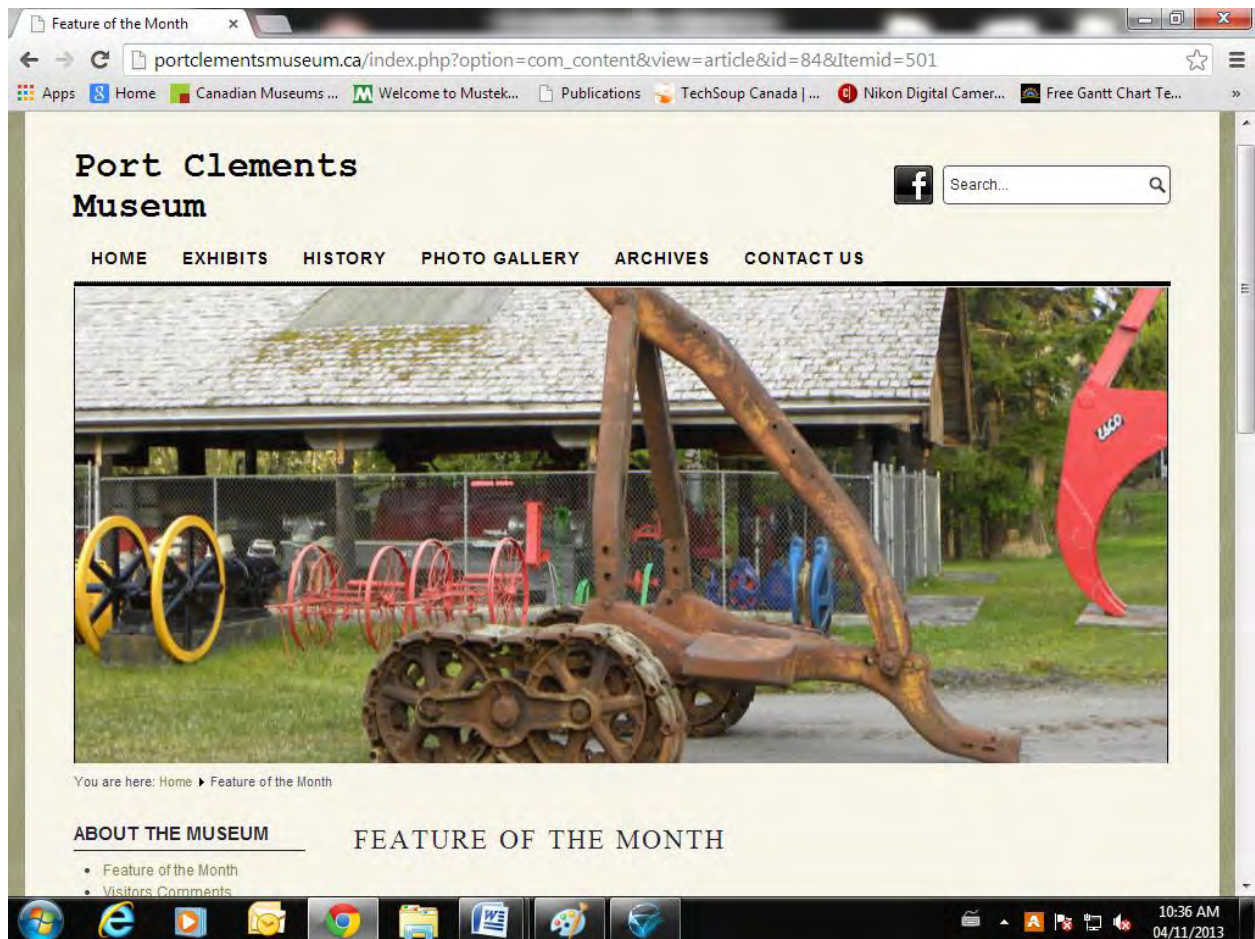
In February 2012, PCHS Life Member Ernie Chapman passed away. Ernie was born in Port Clements in 1916 and lived here all his life, being away only for his service in the Canadian Army during World War II.

In his memory, his daughter Patricia Buholzer made an extraordinarily generous donation of \$5,000 to the museum in August 2013. These funds will help ensure that several of our outdoor machinery exhibits are given urgently needed refurbishment. Donations to the museum are tax-deductible, as PCHS has charitable organization status with Revenue Canada.

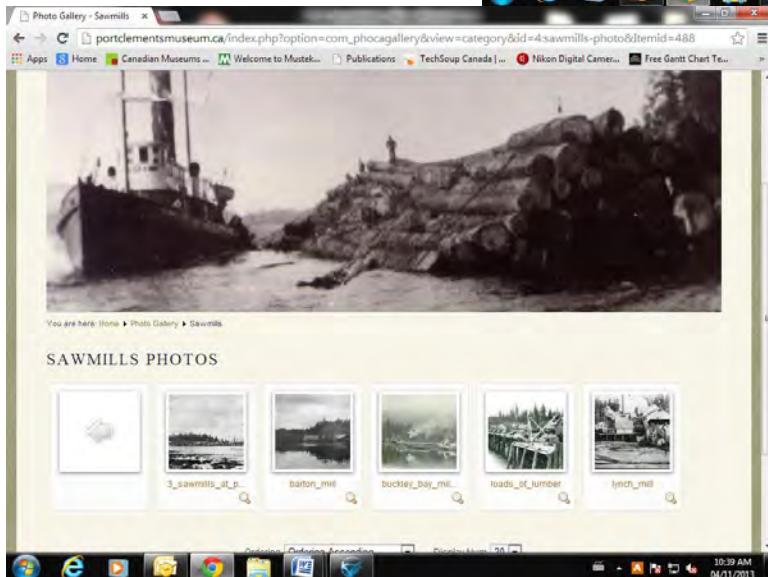
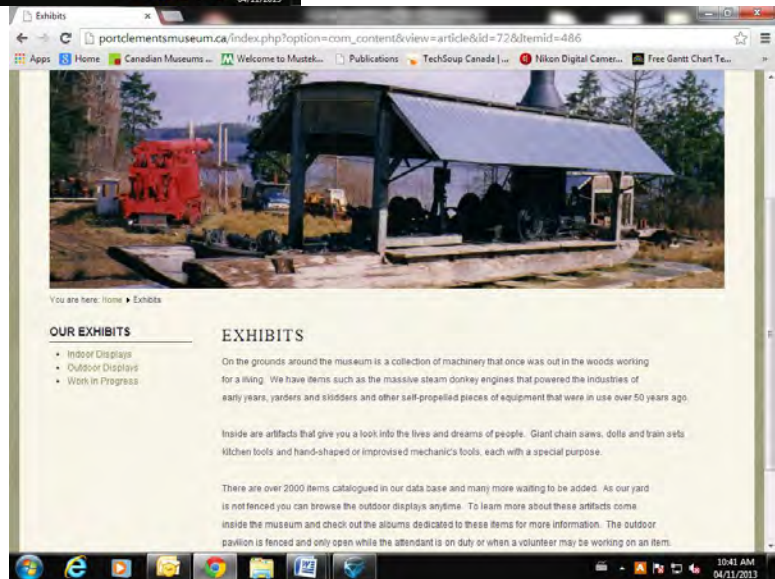
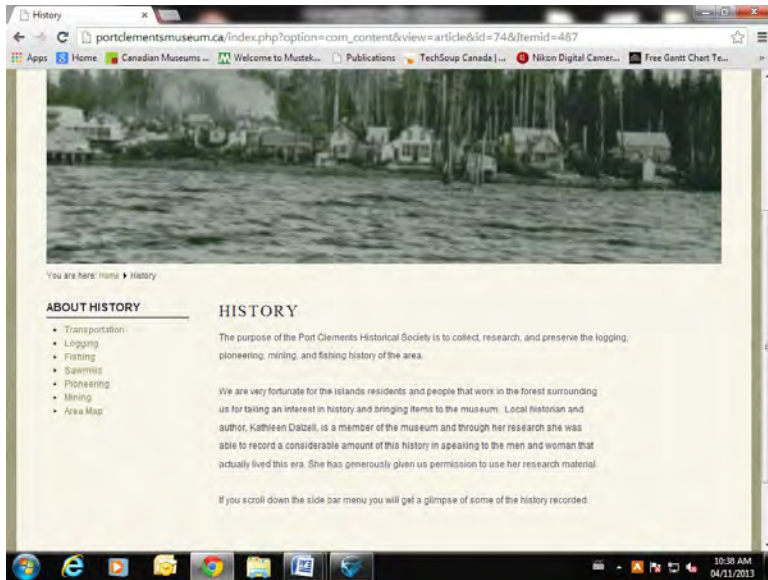
Achievements

New web site

Germain Vigneault of Inlet Networking Computer Service donated his services over several months working with a committee of three PCHS members to create a brand new website, portclementsmuseum.ca. One of the committee members, Historical Co-ordinator Joan Hein, has been steadily expanding and updating the site since May 2013, adding a new feature every month. The new website was launched in July 2013.



These screen shots give an idea of the wealth of information available on everything from local industry to knapsacks and other personal items contributed by veterans of World War I and II.



Museum site drainage

The 3+ acre waterfront site around the museum benefitted from extensive drainage work done during the extremely dry summer of 2013. Over 350 metres of ditching and two sumps were installed, one in the lower field by the Madill yarder and one at the top, beside the museum parking lot. Lengths of 8" drainage pipe, membrane and gravel were carefully packed into the ditching, and then it was leveled and re-seeded. The results have been exactly as desired—much dryer museum grounds.



Don Robinson & Doug Daugert working on the upper sump & first drainage ditch between museum and steam donkey.

Daugert, collectively donated 40+ hours of labour with shovel, rake and wheelbarrow.

This project would have cost over \$10,000. Thanks to some very generous donations, it came in at under \$6,500. PCHS member Don Robinson, owner & operator of Derex Equipment donated 25 hours of backhoe and operator time; O'Brien Road & Bridge discounted their gravel

price by 10%; and three members, Wally Cheer, Andrew Cragg and Doug





*To the left:
Don Robinson and Wally Cheer
working on lower sump and
second drainage ditch by Madill
yarder.*

*Below:
Don Robinson working on third ditch behind the museum.*



*To the Right:
Current view of first and
second drainage ditches
and of upper & lower
sump sites.*



Pavilion clean-up & exhibit overhaul

The Pavilion, an open-sided gravel-floored structure to the southeast of the museum, was built in 1991/1992 to house items too big for the museum, but which required some shelter. A cement path directs people around the outside of the structure, with chain-link fencing allowing viewing of the machinery inside.

The roof of the building needs replacement within the next five years (sooner if we can afford it) but this year the inside benefitted from a thorough clean-up and clear-out, including weed-pulling and weed-whacking as some very stubborn horsetails had worked their way through the gravel. (This was before all the drainage work was done!)



Members Lou Bliss, Wally Cheer, Murray VanKoughnett and student placement worker Dylan Condrotte worked diligently on:

- washing pole tractor;
- washing and painting the 17-foot lathe;
- moving, washing and painting the Caterpillar generator set;
- washing, painting and moving the fire truck;
- creating a display of freshly

sanded and painted rigging hardware & blocks;

- installing stanchions & ropes to create a viewing walkway through the pavilion.



Work & Storage Sheds refurbishment & reorganization

The two sheds on the museum grounds had slowly filled up with an accumulation of useful items, not-so-useful items and just-plain-junk over the years that they had been in use.

Starting this spring, Wally Cheer, Joan Hein, Larry Hein and Murray VanKoughnett donated over 120 hours completely clearing both sheds out and then sorting through every single item. Several truckloads went to the dump, a few items were unearthed that were accessioned, and many more tools, spare parts and other useful items were cleaned, oiled, properly stored and replaced in a re-organized environment.

The workshed, behind the museum, is now a functional workspace for minor projects—mostly rust-removal and re-painting. About \$1,000 worth of hand tools and miscellaneous hardware—bolts, nails, rope—was donated from the estate of the late Ernie Chapman.

In the storage shed, new shelving was installed and the old half-collapsed porch and steps were replaced with new sturdy ones. Wood and carpentry, both locally purchased, totalled \$2,700. The shelving provides much-needed storage, but as the shed (the former laundry shack from Juskatla) has no insulation and no heat, it is of limited suitability for storage.

Museum building front ‘facelift’

All the exhibits housed along the outside front deck of the museum front deck were reconditioned, repainted and secured with chain and bolts, as necessary.

The porch, railings and front of the museum were re-painted by Alana Cardinal, who worked at the museum this summer as an attendant but



volunteered additional time to the painting project.

Wendy Quinn once again made up hanging baskets of flowers and filled both windowboxes with blooms.

Inside, Wally Cheer installed lights in two display cases.

Port Clements Village Information Centre

Since the museum's opening in 1987, as one of the few places in Port Clements open Sundays and holidays, museum attendants have often informally advised tourists on where everything from the Golden Spruce to the nearest gas station could be found. Effective June 2013, this role was formalized as the village's Tourism Committee recommended to the Council of the Village of Port Clements that the museum be established as the municipal information centre.

A new sign, racks for pamphlets, business cards and maps, an answering machine and some minor rearrangements at the museum's main entry resulted in a more tourism-friendly space. Society members added a small reference library on all things Haida Gwaii for the attendant at the front desk, and a donated laptop with wired internet access was installed.

A member of the PCHS executive attends the regular meetings of the village Tourism Committee and two reports summarizing activities have been submitted, one in July and one in September.



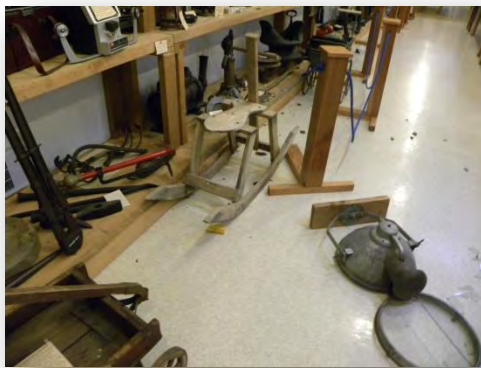
Damage from October 27, 2012 7.7 earthquake

Submitted by Joan Hein, Historical Co-ordinator

Amazingly there was very little damage to report from this massive earthquake.

From Paul Martin's bottle collection on loan to the museum, one bottle, number 99, was destroyed. It appears to have fallen from the shelf and broke when it hit another artifact. The bottle was beyond repair.

A small glass vial #1987-24-03LL from the Dalzell bottle collection was broken but we are going to try and repair it, as it is one of a kind in our collection. *(The item has since been successfully repaired.)*



A kerosene lamp or salamander, #2005-07-01, donated by Clint Tauber fell from the top shelf to the floor and the centre panel of glass covering the light broke. The light is still displayable and we are going to try and get a

new glass panel. *(The light is placed on the floor now.)*

So far these are the only three items we have found with any damage. There were numerous bottles on the floor and a few small items had fallen over and many of the display cards fell over but that was all.

The only other damage that was observed was not to do with the artifacts but structural. There is a large crack in the wall above the office door.

Pictures were taken before any cleanup was done for future reference if needed. These will be in a file in the archives.



Special Events



Remembrance Day **Sunday, November 11, 2012** *early opening, free entry all day*

The museum was open at 9 a.m. with coffee and a selection of muffins and cookies for visitors. Museum artifacts specifically related to WWI and WWII were highlighted with red poppies placed on or near the items. By 4 p.m., the regular closing time, there had been 37 visitors: 28 adults, seven children and two members. This is a huge turnout; typically attendance in November around Remembrance Day has averaged two or three. Advertising was via posters.



Canada Day Weekend, Parade Day **Saturday, June 27, 2013** *early opening, free entry all day*

The museum was open at 9 a.m. with coffee, juice and muffins for visitors. It was very wet—heavy, drenching rain all day, a striking exception in what has since proved to be an unusually dry summer. Attendance was impressive: by 4 p.m., 73 adults, 11 children and two members had visited for a grand total of 86! This is more than twice the previous best attendance of 33 at the museum on Canada Day parade day, the year that the madill spar was raised.



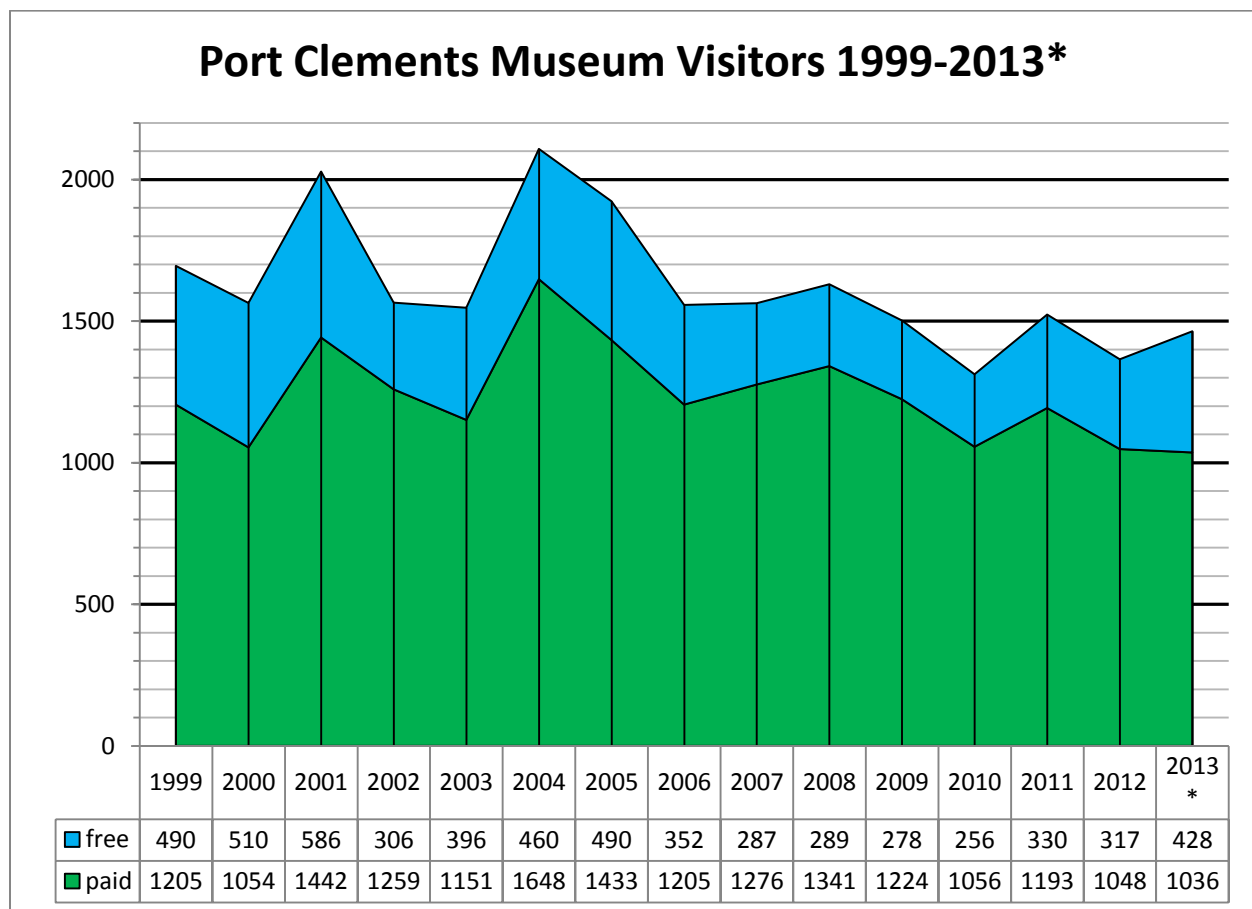
Canada Day Parade, Port Clements *Best Non-Commercial Float, 2013 for “Madill Spar”*

Saturday morning PCHS members finished decorating the 2013 parade entry. The Madill spar on the museum’s grounds was the inspiration.

Attendance & Publicity

Attendance

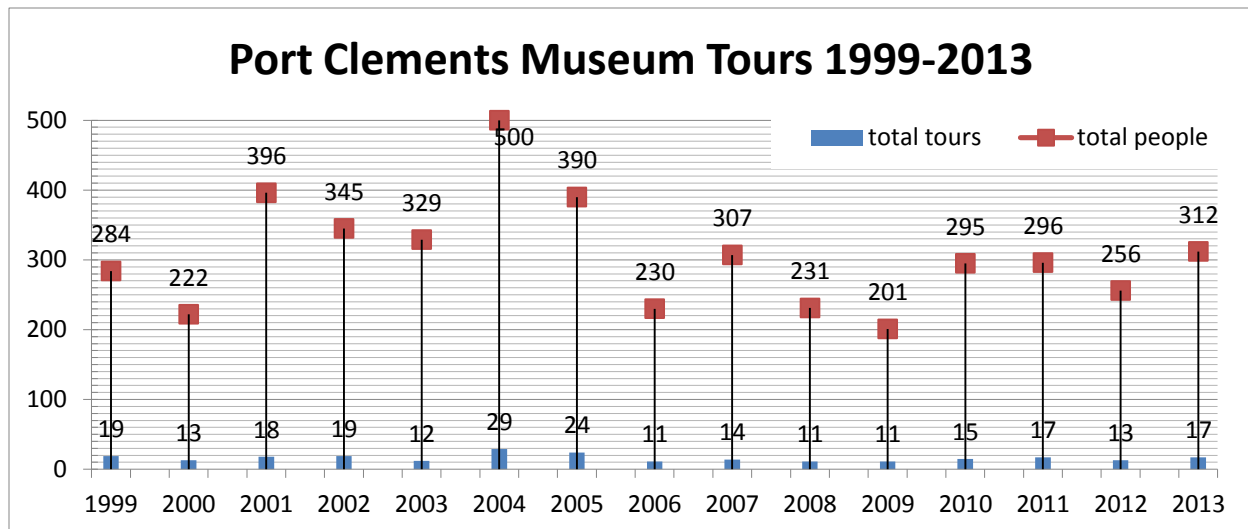
Attendance is presented for the calendar year rather than the PCHS fiscal year. This means that the attendance figures for 2013 are for a slightly shorter period, January 1-October 15. Based on previous year's attendance, a further 50 visitors are likely before December 31, resulting in an expected year-end total of 1510-1515.



The number of museum visitors over the past fifteen years has varied from a high of 2,108 in 2004 to a low of 1,312 in 2010, totalling over 24,300 visitors in the past fifteen years. The benefit of increased islands publicity from 2001-2007, between the pole raisings and opening of the Haida Heritage Centre, is clearly

illustrated. The effect of the 2008/2009 financial crisis is equally obvious as 2009 through 2013 have had below-average attendance and 2012 was the only other year besides 2010 that attendance fell below the 1,500 benchmark.

On average one in every five museum visitors—nearly 4,600 in fifteen years—is here as a member of a tour group, so they are a significant, if variable, segment of museum attendance.



An area where museum use could be improved is to encourage local school district tours during the school year. After the success of free admission on Remembrance Day and for Parade Day on the Canada Day weekend celebration in Port Clements, outreach to islands schools is planned this fall.

Copies of our new brochure and a letter explaining PCHS willingness to accommodate special openings in addition to the regular posted hours will be sent to all the islands schools, including the independent ones. The museum's formal open hours are limited from mid-September through the end of May, but it is hoped informing potential audiences of our flexibility will result in increased attendance during the winter and spring.

We also plan to send invitations to specific groups, such as the Port Clements Village Council, inviting them to come to the museum for a visit. The village council has held two tourism committee meetings at the museum, and for several people, all local residents, it was their first time inside the museum, or their first visit in a number of years.

Publicity

This spring, the Port Clements Historical Society brochure was redesigned and updated, with the work donated by member Brigid Cumming. One thousand of the new brochures were printed by Advantage Print & Design in Prince Rupert, which cost \$740. They have been distributed to islands visitor centres, B&Bs, coffee shops and other sites.



Next spring about 500 brochures will be placed aboard the ferry sailing to and from Haida Gwaii and Prince Rupert during the summer season, which will cost an estimated \$120. (Year round brochure placement is not available for this route.)

This year, for the first time the PCHS took out a ¼-page ad in the Guide to Haida Gwaii, which cost almost \$600. It appeared on the facing page to a write-up on the museum.

A second advertising option has been pursued with the Haida Gwaii Trader. For \$60/year, we have an ad on the website with three pictures, illustrated in the screen shots below, and it also appears in the “Community Service” section of the monthly printed editions of the Haida Gwaii Trader.



Planned for 2013-2014

Urgent artifact reconditioning & restoration

There are seven artifacts which are in urgent need of restoration and reconditioning, or they will soon be unsuitable for display. Individually, they form six projects ranging from \$300 to over \$3,000. When combined with associated project costs, such as a heavy-duty spray gun, angle grinder and safety equipment the total collective cost of this work is over \$9,000.

The Hose Carriages, Track Arch, Grade Bucket, Grade Shovel Bucket, LeTourneau Electric Arch and Madill Yarder all need grinding & sanding to remove old paint and rust; repairs and refurbishment where parts have rusted through; and repainting with enamel paint. Some items require sandblasting. One—the tower—requires a bucket-truck rental to access the extended boom.



Archives overhaul

For several years Historical Co-ordinators Betty Dalzell and Joan Hein have done most of their research and archival work at Betty's home in Port Clements, as the museum's archives room is full of maps, books and papers. The archival materials are stored in buckets, boxes and in binders on open 'temporary' plank-and-bracket shelving that has been in place for over 25 years.

The small office is stuffed with three desks, three chairs, a

filing cabinet and regularly has two people working in it on PCHS clerical, financial, administrative, record-keeping and fundraising tasks.

The museum's sole bathroom is not wheelchair accessible, nor suitable for use by anyone other than the able-bodied. The storage room is also the fire exit, so storage is of necessity confined to plank-and-bracket shelving on two walls.

This fall a commitment has been made to search for funding to re-configure the southeast end of the building. Combining re-arrangement with a modest 10' building expansion, we plan to create a much more functional and working space within the next two years, at an estimated cost of \$100,000.

In the interim, the archives, office and storage areas have been thoroughly re-arranged to maximize current use. We plan to buy acid-free storage boxes and binders for use in the archives, to ensure items in our care will continue to last.

Annual General Meeting Reports

Port Clements Historical Coordinators Report for 2012

Respectfully submitted to the Feb 5, 2013 AGM

Betty Dalzell & Joan Hein

Historical Coordinators, Port Clements Museum

During the 7.7 earthquake on October 27 several items fell over, a few damaged slightly, but one bottle from Paul Martin's collection was destroyed when it fell onto a metal object and shattered. Four other artifacts were removed from our collection due to severe rust deterioration, the Case, the Ford and John Deere tractors and the Scoopmobile. However with the addition of the 55 items which were accessioned this year, we now have a total of 2012 catalogued items in our database.

Perhaps of special significance to the history of this area are the two glass jars with porcelain lids, found by forestry engineer Robert Yearbury in a collapsed cabin about 3-4 miles northwest of

Collison Point. It was known that there were some 80 cabins in the Sewall area between Ian Lake and Collison Point during 1910-1920s. By the time WWI was over and later the Great Depression set in only two families remained—the Bastians and the Grewes. Not too much is known about those who left—who they were or where they lived, but recently the forestry engineers have found remains of three cabins. One on DL2069, where the jars and other household bits and pieces were unearthed, and 2 by a small lake on DL1423. (The jars are displayed in the glass case by the main door.)

List of accessioned items for 2012:

Accession #	Item	Source/Donor
2012-01-01	Copy of C.A. Smith manuscript	Prov. Archives via John Broadhead
2012-02-01	Draft Plan for Naikoon Park	Estate of Ernie Chapman
2012-02-02	Naikoon Park Brochure	Estate of Ernie Chapman
2012-02-03	Clippings, 1949 earthquake	Estate of Ernie Chapman
2012-02-04	Collection of 5 children's stories written by Wendy Lee Ice	Estate of Ernie Chapman
2012-02-05	"British Columbia—A Natural History" by R&S Cannings	Estate of Ernie Chapman
2012-02-06	"Minerals—Their Beauty and Structure" by V. deMichele	Estate of Ernie Chapman
2012-02-07	"Stories from the Charlottes" Canada Works (A. Myshrall)	Estate of Ernie Chapman
2012-02-08	"Field Guide to Mammals" by Burt & Grossenhider	Estate of Ernie Chapman
2012-02-09	"All Alone Stone" Volume III, Island Protection	Estate of Ernie Chapman
2012-02-10	"All Alone Stone" Volume IV, Island Protection	Estate of Ernie Chapman
2012-02-11a	"The Charlottes" Volume I, QCI Museum	Estate of Ernie Chapman
2012-02-11b	"The Charlottes" Volume II, QCI Museum	Estate of Ernie Chapman
2012-02-12	Wildlife Beautiful BC Magazine	Estate of Ernie Chapman
2012-02-13	Fall 1971 Issue Beautiful BC Magazine	Estate of Ernie Chapman
2012-03-01	"About Time for an Island" by Islands Protection	Betty Dalzell
2012-04-01	"To Bill With Love" (Bill Reid)	David Phillips
2012-05-01a	1983 Fax Machine	David Penna
2012-05-01b	Instruction book for above	David Penna
2012-06-01	Olympia typewriter, early 1990	Sr. Marie Bouchard
2012-07-01a	Sears manually-operated adding machine	Glen Woods
2012-07-01b	Instruction book for above	Glen Woods
2012-08-01	Canon P102-D calculator	Betty Lou Hunt
2012-09-01	Panasonic answering machine	Mr. Blount
2012-10-01a,b,c	Corona computer 1981, w/keyboard & monitor	Betty Dalzell
2012-10-01d,e	Floppy discs for above	Betty Dalzell
2012-10-02	Microsoft MS-DOS users guide and reference	Betty Dalzell
2012-10-03	PC File III Database program by Jim Button	Betty Dalzell
2012-10-04	1992 Sanyo bread machine & instruction booklet	Betty Dalzell

2012-11-01	Photos and information re Crocker Family	Crocker Family
2012-12-01a-i	Kitchen scale with tray and weights	Wendy Quinn
2012-13-01	Oil/gas galvanized can	Edward Lowrie
2012-14-01	"Early Settlers Masset Area"	Dixon Entrance Museum
2012-15-01	3 slides re Port Clements Aug 1956	Jasmine Ryland
2012-16-01	Neil Carey's "Guide to the Queen Charlotte Islands"	Tom & Wendy Quinn
2012-16-02	Booklet "Haida Totems"	Tom & Wendy Quinn
2012-17-01	Lavishly illustrated QCI Brochure	Marlene Stebeck
2012-18-01	Hand-made wooden cookie mould	Jon Salter
2012-18-02	Skil Saw model 77 portable circular saw	Jon Salter
2012-19-01	Logger's lunch bucket	Leslie Richardson
2012-20-01	1984 toy John Deere Tree Farmer	Clint Tauber
2012-21-01	Red rotary dial telephone 1960s	John Squires
2012-22-01	"Ball" perfect mason jar and porcelain lid	Robert Yearbury
2012-23-01	"Genuine" mason jar, zinc ring and porcelain lid	Robert Yearbury

March 5, 2013 mason jar owner

Since they knew the lot number, Joan & Betty inquired at the Ministry of Forests on how to proceed to find ownership in the 1910-1920s. As a one-time courtesy Forestry confirmed that the cabin where the mason jars were found was that of William Beebee. Normally, there would be a charge for this information.

January 1, 2013 to September 30, 2013 Archive activity update

To date this year we have added 44 new items to our accessioned items

Presently we are working on a donation of over 200 items that have been donated by the family of one of early pioneers.

This is the year for photographs. The above mentioned donation contains around 40 photos that need identification that we are working on. A collection of over 200 photos were given to us to help with identification. These photos are all taken in the early 1900s. We have been successful with over 50 of them.

Two other small collections of photos of around 30 in each have also been given to the museum, most of these have thankfully been identified, and we just need to categorize them.

President's Report to the AGM for 2012

Clint Tauber

2012 was a busy year at the museum, with progress made on several ongoing projects. Drain rock, pipe, etc. are currently on the grounds, awaiting drier weather.

Several deteriorated outdoor exhibits were sold for scrap, giving a much-needed boost to our budget.

Sadly, our otherwise good year was blackened by the loss of our long-time desk attendant, Tom Quinn. He will be missed by all.

Thank you to everyone for making the museum the success that it is!

Thomas Quinn

December 17, 1934—November 30, 2012

"Ar dheis Dé go raibh a anam uasal." ♦ "At God's right hand may his noble soul be."

Tom's first day as museum attendant was June 10, 2001. His final day of work was August 31, 2012, just over eleven years later.

In his memory, his wife Wendy has installed *Quinn's Bench* on the museum grounds. Visitors enjoy a view of the grapple Tom's brother John Quinn built.



**Delkatla Sanctuary Society
Report to the Skeena-Queen Charlotte Regional District
October 2013**

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

- The Nature Centre at Delkatla is built on land leased to Delkatla Sanctuary Society from the Village of Masset for a 25 year period - April 1 2001 to March 26 2026.
- The Provincial Government granted the land to the Village for this purpose.
- The Society paid all costs, including land survey.



The Nature Centre at Delkatla; owned and operated by Delkatla Sanctuary Society

Events at the Centre

The Nature Centre at Delkatla opened on September 21 2002 and is now in its twelfth year. It is a viable operation in Masset, attracting visitors and school groups throughout the year. With the exception of a part-time staff-person four hours a week, work at the Centre is almost entirely voluntary.



A musical evening at the Centre

Our 2013 season got under way with our **Annual Great Delkatla Cleanup** which was held on Saturday April 20, the weekend closest to Earth Day. We were joined by eight members of the George M. Dawson High School Soccer Team who have participated in the clean-up for some years. and a few truck-loads of garbage were picked up both from the centre of the Sanctuary and around the perimeter.



Cleaning up Delkatla Wildlife Sanctuary

There was no evidence that debris from the Japanese Tsunami of 2011 washed into Delkatla Wildlife Sanctuary; most of the garbage was from the marina and fishing floats downstream and plastic bags and bottles along the fringe. We find that the amount of debris in the Sanctuary is actually less each year and the annual cleanup helps to keep the area clean.

During the May long weekend we held our **Annual Bird and Muffin** walk. This usually occurred as part of Masset's Harbour Days, however as Harbour Days was moved to August this year and bird migration is in full swing in May, the walk continued. We had eight participants, we met at the Stewart Viewing Tower on Tow Hill Road then walked down Cemetery Road where we stopped for coffee and home-made muffins. It's always a light-hearted event and both Sandhill Cranes and White-fronted Geese were back in the Sanctuary to greet us.



'Bird and Muffin' walk in Delkatla

In May we also hosted a **talk on Sea Otters** given by Parks Canada's Dr. Norm Sloan. There was an interested turnout and the Centre's lecture room is ideal for such events. The Arts Council also held a **weekend writer's workshop** at the Centre. Two writers from off-island gave a workshop on writing skills. We plan to continue being a venue for these kind of events. One other was held this fall and another was canceled due to severe weather, as the highway was flooded during a storm.

In June Grade four students and their parents from the **Twain-Sullivan Elementary School** in Houston came to the Centre as part of an outdoor education class and the **Junior Canadian Rangers**, during their Spring exercises, also visited to learn about birds and their habitat on Haida Gwaii. **Science Alive, Junior Stewardship Forest Rangers** and the **Summer Youth Program** all visit the Centre as part of their summer schedule.



Canadian Junior Rangers at the Centre

The Nature Centre **opened** on the first week in June and remained open until the end of September. Our regular semi-volunteer staff-person, Denise Wagner, who worked Thursday and Friday, left the islands in mid-Summer and we filled the gap with two high school students, Melody Williams and Darienne Lavoie. The students worked Thursday and Friday; Society Directors opened the Centre on Saturday and Sunday. If we had more funds we would open more days a week.

In September 2012 we hosted a **Fish Fry** at the Centre to celebrate our first ten years. It was a huge success, over ninety people came out and we raised almost \$1,000 after expenses for the Centre. We provided fresh halibut and chips and others brought salads and desserts. Two members of the community, well known for their fish fries at other events, donated and cooked the fish and chips.



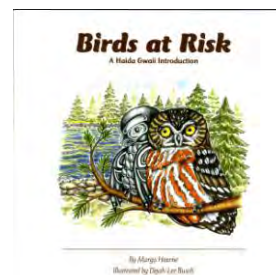
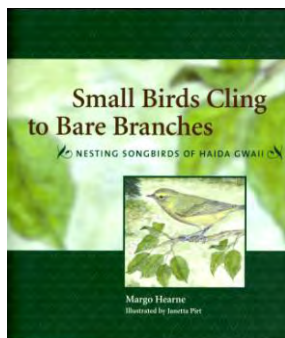
A meal at the Centre – one of our fundraising events

There will be a Surfing Expression Session **Art Show** on November 4 2012. The Centre is an ideal venue for this type of event and we have hosted art shows semi-annually since the Centre opened. One of our directors photographic art work is on show year-round as is local artist Kayoko Daugert' work.

Education

A major part of the Society's work is education and public awareness. This summer, as well as the events hosted at the Centre noted above we worked with the **Haida Gwaii Recreation Summer Program** and took groups of youngsters along the Sunset Trail in Port Clements and through Delkatla Wildlife Sanctuary in Masset. They were a cheerful group, interested in everything, even taking our spotting scope apart and putting it back together! Yes, it still works.

The Centre has also hosted two book launches for "**Nesting Songbirds of Haida Gwaii**" and "**Birds at Risk; A Haida Gwaii Introduction**" written by a Delkatla board member and illustrated by local artists Janetta Pirt and Dejah-Lee Busch.



This fall we also opened the Centre to the **Haida Gwaii Higher Education Society** as part of their **Terrestrial and Marine** studies. After Society members had presented the history of the restoration of Delkatla Wildlife Sanctuary from a fresh-water impoundment to a salt-marsh area, Dr. Scott Wallace, who led the class, spoke about the importance of the Sanctuary. "There are only 200 sq. km. of salt marsh on the coast similar to Delkatla," he explained. "That includes the Fraser River Estuary. Blue-green algae is the primary source of productivity. The amazing thing about algae is that it fixes carbon 100 times faster than forest ecosystems. The forest is not nearly as good at carbon sequestration as is algae."

Bird work

Each winter we do up to six **Christmas Bird Counts** which are part of the National Audubon Society and Bird Studies Canada winter bird census. Society members started the count on Haida Gwaii in 1982 (31 years ago) and it has been held annually ever since. Other members of the community also participate and sometimes we have up to 49 participants in the Masset area alone. We have now completed 140 counts, a Canadian record. Our reports on the counts are printed in the Haida Gwaii Observer and "American Birds".

Society members also started **Breeding Bird Surveys** in 1989 and continue to do so every summer. This is part of a continental North Americas summer survey. They also participated in the **Breeding Bird Atlas, a five-year program** and are helping to compile the results with Bird Studies Canada. We also share our bird data, which covers over 100 years, at a high

level. Our raptor (hawk) data will be incorporated in the upcoming publication “**Raptors of North America**” by Brian W. Wheeler, the foremost authority on raptors in North America.

Society members have visited the schools for many years, both to **Tahayghen Elementary School** and **George M Dawson High School** and were recently invited to the high school to discuss both sides of the wind-farm issue in Hecate Strait. We also visited each school on island and gave copies of “Birds at Risk” to Kindergarten and Grade 1 students.

Injured Birds

Society members are the ‘go to’ group when it comes to injured birds. Every couple of weeks another injured bird is delivered. Just this week a Song Sparrow was dropped off early in the morning, which, after a rest, flew away. A month ago an injured Saw-whet Owl was dropped off. It had been picked up from the side of Highway 16 and had concussion. It was sent to the Wildlife Rehab Station in Prince Rupert in the care of Nancy and Gunther Golinia who do such wonderful work on injured animals. The bird was restored to health and returned to the island two weeks later. The Society has a wonderful working relationship with the Golinias and the local airline company Inland Air, who fly injured birds to Prince Rupert at no cost. Our connection with the Golinias began with the injured Frigatebird which landed on the BC Ferries Queen of Prince Rupert on 14 January 2004 and made regional headlines after it was rescued.



Injured Snowy Owl being fed before flight to the Golinias in Prince Rupert

Calendars

For the past two years we have published a **Tide Table Calendar** as a fundraiser for the Nature Centre. The calendar is printed by Stuck on Designs in Prince Rupert and generates around \$300 for the Centre. They sell for \$15.



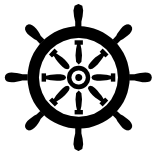
- We have a 'salvage permit' from the Federal Government which allows us to hold birds accidentally killed (window strikes, cats, road-kills) for research purposes.
- We have WCB coverage, renewed annually
- Volunteers help with maintenance, including eaves-trough cleaning, sewer pump problems, landscaping, gardening, interior cleanup and general operation/maintenance issues.
- We receive no assistance from any other government agency.
- Our annual financial statements are done by AK Hooper, CA, Prince Rupert.

Conclusion

The Nature Centre at Delkatla is a major attraction on Haida Gwaii. As shown above, it is used for many different community events. It operates on a shoe-string and remains viable through the committed work of a few volunteers. At our AGM in 2011 a breakdown of volunteer hours over a 12-month period was presented; they made a contribution of 3,554 hours.

In conclusion, the Nature Centre and the Society provide a service unlike any other on Haida Gwaii. It is the only Nature Interpretive Centre in the Skeena Region. (The next closest one is Scout Island, Williams Lake.) We could not survive without financial help from SQCRD. Our financial statements are enclosed.





.....

Item 7.8
P.O. Box 183
2182 Collison Ave
Masset, BC
V0T 1M0

DIXON ENTRANCE MARITIME MUSEUM SOCIETY

October 8, 2013

Mr. Barry Pages, Chair
Skeena-Queen Charlotte Regional District
100 - 1st Avenue East
Prince Rupert, BC
V8J 1A6

Dear Barry:

This will acknowledge with thanks receipt of our Regional District Grant of \$8,000.00.

The Board wishes to express our appreciation for the ongoing support of our museum by the Regional District.

Without your support it is doubtful if our museum would be able to operate. A letter of our major activities has been forwarded earlier to the Board's attention.
If Regional District has any questions or suggestions Jennifer Robb has my e-mail address and phone number.

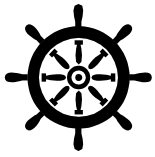
We are hoping that 2014 will see an increase of visitations as we were down this year quite substantially over last year (-245 to date).

Thank you.

Yours sincerely

Jack Thorgeirson
Treasurer

.....



P.O. Box 183
2182 Collison Ave
Masset, BC
VOT 1M0

DIXON ENTRANCE MARITIME MUSEUM SOCIETY

September 24, 2013

The Board of Directors
Skeena-Queen Charlotte Regional District
100 - 1st Ave East
Prince Rupert, BC
V8J 1A6

Dear Sirs:

The Board of Directors of our museum have requested this letter outlining our activities be forwarded to you.

Our Seasonal opening is always started off with a **Spring Tea**. The proceeds from this event is deposited into our Reserve Account to be used for special projects of the museum. At present we have two areas of concern that need to be dealt with when sufficient funds are available.

1. Installation of a Fire monitoring and detection system.
2. Updating the lighting on the main floor of the museum.

Our major fundraiser of the year is our **Christmas Social & Auction** held in November just prior to our local lions club Telethon. This successful auction is always conducted by our very own and capable Mayor, Andrew Merilees. He is very successful at opening our guests cheque books. This has always been very successful and funds raised go into our chequing account to be used for assisting the R.D. Grant in operating the museum.

The only paid staff in the museum are three local ladies who keep the museum open in June, July, August and September up until the day after Labour Day. These ladies receive \$10 an hour with the charge lady \$11 and they operate the museum daily from 1 pm until 5 pm.

The Grant received from Regional District which is very much appreciated goes primarily towards the operation of the museum. No funds from our chequing account are transferred into the Reserve fund unless the money was specifically raised for an upcoming project. Without the grant the operation of the museum would in all probability force us to close our doors. Even with the fund raising activities of our Board of Directors who are all unpaid volunteers, sufficient funds would not be raised to enable us to stay open. The building itself is owned by the Village of Masset and we have a 99 year lease which has been paid for the 99 years.

During the summer months we display the works of local artists in our gallery. This past summer we hosted and displayed the works of Guy Kimola photographs in June, Maryanne Wettlaufer paintings in July and the works of Haida artist April White in August. We receive a 15% commission on any works sold during their display in the museum.

.....

December 4, 2013

Page 2

The museum is used during Harbour Days to present Village of Masset Community awards and the Masset-Haida Lions Citizen of the Year and Youth Citizen of the Year awards.

Our museum is used by various groups such as the Q.C.I. Arts Council or any small group requiring space rental. We have a special rate for non-profit groups and organizations.

Another group that has started using our museum for their fundraiser is the Bow Meow Animal Help Line organization.

We advertise ourselves extensively on our local T.V. Community Channel with our Hours of Operation and any special events that are going to be held. I have attached a copy of the ad that we will be using on our Community Channel and posters around town for this year's Christmas Social to give you an idea how we advertise.

We normally advertise in Northword magazine as well except for this past year when it was overlooked in error.

We have 3 Bus Tours that stop at our museum regularly on their visits to Haida Gwaii during the summer months. These are Marshall Anderson Tours of Calgary, Paramount Travel Inc of Surrey, and Westworld Tours. To encourage them to visit we have set a special bus rate of \$25.00 or \$2.00 per guest whichever is cheaper.

Presently we have an admission charge of \$2.00 per person with 12 years and under free. We anticipate raising the admission charge to \$3.00 per person next year.

During our closed period which is only because we get no visitors we advertise on our local Community Channel that Special Openings can be arranged for any group wishing to make use of the museum, tours or School visits.

We are a totally hands on volunteer Board of Directors who feel very strongly about our museum and the value that its presence adds to our area. The Board wishes to express strongly how much we appreciate the grant and ensure Regional District that the money received is spent very carefully.

If you have any questions or would like further information I might have overlooked Jennifer Robb has my e-mail address and telephone number.

Yours sincerely

Jack Thorgeirson
Treasurer

Prince Rupert Public Library



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

Board of Directors
Skeena-Queen Charlotte Regional District
100-1st Ave E
Prince Rupert, B.C. V8J 1A6

October 8, 2013

To the Board,

The Prince Rupert Library is asking for a grant of \$5,000.00 for 2014 to support library service to outlying areas of the SQCRD. This figure is calculated on a formula of \$2.62 per capita in Electoral areas A and C, based on Electoral A population of 1334 and Electoral C population of 572. Population figures used are the 2011 Census.

Attached you will find:
SOFI for 2012
Budget for 2014
2013 Budget Projected and Actual until July 31
Current financial statement to September, 2013

Over the past several years our main source of support has decreased and economies have been realized wherever we can find them. The grant we receive from the SQCRD matches the grant we receive from the province to provide library service to outlying areas. It goes to support the online services accessed through our website: the library catalogue, Library To Go – a service that provides free downloads of talking books and ebooks to library members, online databases, and reference service available through email or telephone. Upon request, residents in outlying areas also receive books and other library materials through the mail.

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

Please contact me if you require any information.

Sincerely,

Joe Zelwietro
Chief Librarian
Prince Rupert Library

Jennifer Robb
OCT 21 2013

November 3, 2013

TO:

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

Jennifer Robb

NOV 16 2013

FROM:

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

Thank you to the SQCRD for granting a request made in January 2013 for \$2000 towards the cost of operating the Dodge Cove community building.

I am writing on behalf of the Dodge Cove Recreation Society (DCRS) to request the same grant of \$2000 from the SQRD to help with the maintenance and operating costs in 2014.

Our operating costs remain fairly constant. We have achieved some reduction in the cost of hydro, first by the extensive renovations we have completed, and also by having an electrician install separate switches for the heaters, so that we can run them selectively, rather than in tandem. Hydro and insurance remain our largest operating costs.

We have had a quieter year, with a hiatus in projects, but we have several listed, notably the need to replace a rotting walkway, and the need for some storage shelves. Hopefully, we will be able to begin addressing those before the end of the calendar year.

We will be happy to provide the SQCRD with copies of our financial statements at the end of the year, and the budget for the projects as soon as we have them available. We do the funds for those already. Right now our main challenge is that our directors and volunteers have been too busy to take on the work.

We greatly appreciate your assistance in helping us maintain and operate this building.



Lou Allison
Director, DCRS

cc. Des Nobels, Representative to the SQCRD for DC

RECEIVED

NOV 1 2013

SKYANA-QUEEN CHARLOTTE
REGIONAL DISTRICT

To

SQCRD

100-1st Ave. East, Prince Rupert, B.C.

V8J 1A6

Re; usage of the local Community hall

The Calendar year of 2013 was a successful year for our community in regards to its community hall building and its use.

Our one bedroom suite had about seven months of rental income and is currently rented to Triumph Timber for the foreseeable future. We also have a two month rental pre-booked for next summer. Our boardroom and kitchen facilities were used continuously for numerous local functions including Christmas, New Years, Easter, a Thanksgiving social (with community donations accepted), and several donation auction fundraisers, as well as social gatherings to residents and visitors. Laundry and shower/toilet facilities are also used by summer and travelling visitors. We also hosted the SQCRD annual general meeting and meals. The gymnasium portion is always open and is used daily as a place for local children and parents to play in out of the weather and stay dry. The "Little Red School House" is still used as our first aid post as well as housing historical photos and is still used for some small summer events.

Using some of the donations, this year we have purchased 84 padded board room/ hall chairs, curtains and drapery rods which also helped with the loud sound problems with having an empty room of any soft furnishings. We used some funds to upgrade the insufficient lighting in the buildings gymnasium. Some other donated funds have been set aside for future use of attaining a wheel chair ramp connected to a main entrance porch/landing and main entrance doors. We have also recently received \$1000.00 from Northern Savings Credit Union to add towards the Wheel chair ramp savings allotment. This is very encouraging for our endeavours. Thankfully each year we use the SQCRD grant of \$3000.00 to cover off the utility expenses incurred by this building as well as the onsite "Little Red School House". Our fundraising activities are on-going as we endeavor to raise enough funds for the access ramp, stairs and new entranceway as well as other smaller community hall improvement projects.

Our future plans are to complete the new main entrance area and double doors with wheel chair access, and also to replace the aging side fire escape stairway (currently used as our main and only entrance to the building), and a gravel sidewalk leading from the main road to the fire escape entrance area.

We would also like to ask your continued support of granting us the \$3000.00 per annum to help cover our utility costs. Thank you for your consideration of this matter.

ORCA would also like to inquire whether the SQCRD has had any success in locating a grant to cover the expense of new helicopter pad light beacons requested by the Air Ambulance Service for Oona River.

The Oona River community Association would like to thank the Skeena Queen Charlotte Regional District for their continued support and also for their recent first visit to our community!

In closing; please find attached our 20013 financial statements.

Sincerely,

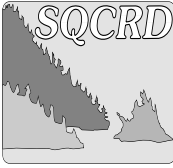
R. Mark Rudderham

President,

Oona River Community Association

P.O. Box 222, Oona River, B.C.

V0V 1E0



STAFF REPORT

DATE: December 14th, 2013

FROM: Joan Merrick, Chief Administrative Officer
Jennifer Robb, Treasurer

SUBJECT: 2014 Budget Process

Recommendation:

THAT the Board receives the staff report “2014 Budget Process”.

Background:

As part of the annual budget, staff has prepared an overview of the process which they hope will serve as a refresher to existing Directors of the recommended process to be used.

Overview:

Budget / Financial Plan / Provisional Budget

Although the terms “budget” and “financial Plan” are interchangeable, for this purpose, the term “budget” is used when referring to the current year and “financial plan” is used when referring to the five-year plan. The “Financial Plan” process should be a logical, orderly series of steps - detailed, yet fairly simple to follow - designed to ensure the goals and objectives of the organization are quantified and executed.

In order to carry on activities and operations prior to the adoption of the financial plan in March, a provisional budget is used. The provisional budget is the annual budget for the current year that was approved by the Board as part of the previous year’s financial plan and is in effect between January 1st and the adoption of the new Financial Plan in March. For example, when the 2013 Financial Plan was approved, it included five years of budgets - 2013 through 2017. The amounts approved for 2014 (as part of the 2013 bylaw) will serve as the 2014 provisional budget.

SKEENA-QUEEN CHARLOTTE RD

Budget Department by Category



GL5290

Date : Dec 03, 2013

Page : 1

Time : 2:25 pm

From Category: 110 To Category: 110
Account Code: ??-?-??-???? To: ??-?-??-????

Budget Detail: Adopted Budget
Year: 2013

Account Code	Account Description	2012 Actual Values	2012 Adopted Budget	2013 Adopted Budget	2014 Financial Plan	2015 Financial Plan	2016 Financial Plan	2017 Financial Plan
	General Operating Fund							
	General Revenue							
	Administration							

This becomes the Provisional Budget for 2014 until the adoption of the new budget bylaw.

Between January 1st and the adoption of the financial plan in March, expenditures are limited to those included in the Provisional Budget until the adoption of the new financial plan. If an expenditure is required that is not included in the provisional budget, staff is required to seek the approval of the Board prior to making the expenditure. For capital projects that were approved but not completed in the prior year, staff will seek Board approval to amend the provisional budget to include those projects.

Regional District Services

Regional Districts differ from municipalities in that each service is treated as if it were a stand-alone service in terms of funding and expenditures. While some services are funded by all the electoral areas and member municipalities, others are funded only by the participants identified within the service establishment bylaws. For example: Everyone participates in Administration while only the island communities participate in the Island Solid Waste service. This has implications in terms of who can vote on certain issues regarding a service.

The *Local Government Act* is specific in that the cost of each service must be borne by that service, including the cost of administration. To this end, a number of costs that are recorded under the administration function are recovered as support service charges to other functions or services. A separate report has been prepared by staff to further explain support service allocations.

Strategic / Policy Direction

A key element to the financial plan process is the role that the Board and Staff play:

1. The role of the Board is to provide strategic and policy direction to staff for all activities carried out by the Regional District.
2. The role of Staff is to evolve the strategic and policy direction into work plans designed to achieve the desired Board-directed results – that is, the objectives contained within the Strategic Plan.

Although the SQCRD does not have a formal strategic plan, the priorities from the April 2013 workshop are:

1. Regional Leadership & Advocacy
2. Emergency Planning & Preparedness
3. Recycling on Haida Gwaii
4. Governance Structure for Sandspit
5. Water Quality in Sandspit

Financial Sustainability

Another important aspect to note is the need to strive for financial sustainability. In recent years, financial sustainability has come to the forefront in order to help local governments address the ever increasing pressure to become more fiscally prudent, while still addressing the demand for services. A financial sustainability policy addresses key areas of concern such as growth, demand for services, alternative revenues, capital and surplus funds and specifies guidelines to aid the Board in making sound decisions in relation to achieving stable, equitable and affordable taxation and fees in relation to the services provided.

Although the Board has not adopted a formal financial sustainability policy, it has implemented a number of key principles of financial sustainability, such as not using one-time revenues to fund ongoing costs.

The Process

The Financial Plan process includes three rounds of review prior to the adoption of the final financial plan in the form of a bylaw. Progressively, during the three rounds of discussion and review, the financial plan should be matured and refined to a level of taxation and service that is acceptable to the Board.

Staff recommends the Board use the following system for reviewing the Financial Plan and making changes if required:

1. Each function / service's financial plan will be reviewed and discussed individually by the Board. The Board should make motions for each financial plan to either amend or approve it as presented.
2. Motions should be in the form of:
 - a. **Receive the individual financial plan as presented.**
(This would mean that the financial plan would be automatically brought back for further review at Round 2).
 - b. **Amend the individual financial plan and refer to Round 2 for further review.**

- c. **Receive the individual financial plan as presented and refer to Round 3.** (This could be used if no further changes are anticipated prior to adoption. The whole financial plan would be subject to review for the final time at Round 3.)

Example of the motions are as follows:

MOVED by Director XX, SECONDED by Director YY, that the Round 1 financial plan for Administration be received as presented.

Or

MOVED by Director XX, SECONDED by Director YY, that the Round 1 financial plan for Administration be amended to include \$xxxx under legal expenses for the xxx project.

Or

MOVED by Director XX, SECONDED by Director YY, that the Round 1 financial plan for Oona River Telephone be referred to round three as presented.

The goal, as the Board moves through the three rounds of review is to refine the financial plan so that, by the time it is presented for public consultation (following Round 2), it is a substantially complete document. Changes during Round 3 should be minor or that were the result of public input or some other unknown factor. The final review happens during Round 3. At the March 21st, 2014 Board meeting, when the bylaw is brought forward for adoption (with the Round 3 numbers), it is more of a housekeeping matter and there should be no expectation that further changes would be made to the financial plan at that time.

Although most of the focus is directed to the current year budget, it is important to remember that the subsequent four years included in the financial plan should also be reviewed. This helps to identify trends such as user fees not keeping up with costs and to ensure that the Board is aware of any significant projects that have been identified for future years; i.e.: replacement of capital.

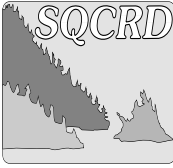
Round One (R1) – December 14th, 2013 (a full day of review)

This is when the most comprehensive review should take place. As it is the first opportunity for the Board to review the financial plan, staff encourages Directors to ask questions on any item of concern.

Following the direction provided by the Board in Round 1, the financial plan will be amended by staff and reproduced for review in Round 2.

Round Two (R2) – February 22nd (half-day review).

During Round 2 discussions, further amendments may be identified. At the end of Round 2, the financial plan, including any identified amendments, should be a close representation of the desired final financial plan.



STAFF REPORT

DATE: December 14th 2013

FROM: Joan Merrick, Chief Administrative Officer
Jennifer Robb, Treasurer

SUBJECT: Support Service Allocation 2014

Recommendation:

THAT the Board receives the staff report “Support Service Allocation 2014”.

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 believe that the 2013 method of allocating wages and other costs remains appropriate. For the 2014 budget year, only minor adjustments have been made to further refine the allocation.

The refinements include a reduction in staff time spent on accounts payable (-4%) for the Sandspit Water service. As a result, the reduction for Sandspit Water was reassigned to Regional Recycling (+2%) and Island Solid Waste (+2%). Both Regional Recycling and Island Solid Waste require a large amount of payables work and staff feel that this is an accurate refinement.

Public Consultation

The public consultation process takes place between Rounds 2 and Round 3, when the financial plans have been “matured” to provide a realistic representation of the budget, taxation and service impacts. The public process required by the *Local Government Act* does not specify a particular format for the public consultation. Staff recommends the following for the public consultation process:

1. All budget meetings are open to the public and the meeting times and agendas will be posted to the website and notice board. Paper copies of the financial plan will be available upon request.
2. Following Round 1, the financial plan will be amended as directed and subsequently forwarded to the CAOs of each member municipality, the Moresby Island Management Committee, and any other agencies or committee the Board recommends. In addition, it will be posted to Regional District website.
3. Following Round 2, the financial plan will be amended as directed and subsequently forwarded to the agencies identified in 2 above, with an explanation of any significant changes from Round 1. It will be posted to the website along with an invitation for the public to provide written comments.

Round Three (R3) – March 8th, 2014 (half-day review)

Following the direction provided in Round 2, the financial plan will be amended by staff and reproduced for review in Round 3. Round 3 is the final opportunity for the Board to make changes to the financial plan in preparation for its adoption.

Financial Plan Bylaw Adoption – March 21st, 2014

The financial plan bylaw must be adopted before March 31st each year. Following Round 3, staff will make any final amendments and update all tax calculations using the Revised Assessment Rolls. The Financial Plan Bylaw will be produced for three readings and adoption by the Board.



BOARD REPORT – SPECIAL MEETING (BUDGET)

DATE: December 14th, 2013

FROM: Jennifer Robb, Treasurer

SUBJECT: Budget Overview 2014

Summary:

The budget, as presented, is primarily status quo with some adjustments to grants and inflation where appropriate. Budget line items that appeared to be out of line with the actuals for 2013 have been adjusted where appropriate.

This is the second year of the new format for the budget. Staff continue to provide a more detailed budget for each department or service. In 2013 staff have “cleaned up” and finalized the conversion to the new system and reconciled prior year surplus accounts. These up to date surplus amounts have been brought into the 2014 budget for discussion. There are however some minor accounting entries need to be made prior to year and these will be reflected in the R2 budget.

For this first budget review staff have made minor refinements to the administration recovery allocation. These refinements more accurately reflect the amount of staff support required. Please refer to the staff report for more details. In addition, grants-in lieu have been adjusted to 2013 actual levels. Grants for various agencies and nonprofit groups have been updated per their budget requests.

Of significance to this budget is the overall focus on financial sustainability. This includes a number of sustainable measures. The R1 budget includes an overall tax increase of 2.9% or \$36,700. This includes contributions to reserves and rate stabilization. In addition, lease & debenture debt continues to be paid out.

Currently the latest BC Assessment data is unavailable and staff is not able to accurately show how assessment trends will affect the budget. Therefore, this is an opportunity to view this round of budget discussions as an overall strategic look at the coming year(s). 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

2013 – The estimated surplus for this department is approximately \$20,000. The areas primarily responsible for this surplus are savings in Professional Fees (\$9,000), Computer Maintenance (\$6,000), Staff Travel (\$5,300) and Legal Services (\$4,000).

2014 – 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 increased by 2.3% or \$7,560. Taxation was only increased to cover the increase in Staff Salaries & Wages.

On the revenue side, investment income was higher than anticipated by \$8,000. Staff have adjusted the investment income budget to a more realistic level but caution against raising it any higher.

Support Service Recovery was increased by \$4,000 to bring the total up to \$290,622. This increase in revenue is partially offset by the increase in salaries and wages.

The budgeted amount for Director Remuneration (as per Bylaw 537) increased mainly due to the \$1,200 step increase for each board member starting in December 2013.

Cost savings have been made in the following areas: Professional Fees (\$10,000), Computer Maintenance (\$2,000), Building Maintenance (\$1,700), and Email/Website (\$1,200).

Please note: The 2014 budget is not balanced due to the prior year's surplus being brought into the 2014 R1 budget. Options for this surplus could be used to fund reserves, offset taxes or a combination of the two. Staff is seeking Board direction on the remaining 2014 surplus.

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.

Department 120 - Electoral Areas

2013 – Estimated surplus for this function is \$5,000 for 2013.

2014 – This budget represents an overall tax decrease of 3.3% or \$3,360.

The most significant cost savings is the reduction of the MIMC Grant by \$12,000 to \$23,000.

However, these savings have been partially absorbed through cost increases in the following areas: Director Remuneration (\$4,300) and Director Travel (\$3,000).

The prior surplus from 2011 & 2012 of \$30,314 has been brought into the budget; when combined with the 2013 surplus, it totals a significant amount. As such, staff have suggested a contribution to reserve for R1.

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

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

Department 121 – Electoral Area ‘E’ Administration

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

Staff Recommendations: That the budget for Electoral Area ‘E’ Administration be approved as presented to Round 3.

Department 130 - Elections

2013 – On budget for 2013.

2014 – This budget represents an overall tax increase of \$2,700.

As 2014 is an election year, the budget reflects the transfer from funds set aside each year to minimize large tax swings in election years. Funds set aside in prior years (\$15,000) will be used to offset costs related to election expenses.

In addition, this budget represents a transfer of staff wages & benefits from Administration to reflect staff time devoted to elections.

2015 to 2018 – The subsequent years include an increase in the requisition amount of \$2,000 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

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

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

Currently Area C does not have any Grant-in-Aid budgeted. However, there is the potential to fund the helipad lights under this function. The approximate funding limit would total \$1,400.

Staff Recommendations: Staff is seeking direction regarding this budget.

Department 173 – Grant in Aid – Area D

This department contributes \$500 a year towards the Lawn Hill Community Association to maintain 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

This department contributes \$4,000 a year towards operations in Electoral Area E. This \$4,000 is split between costs of Sandspit Hall Insurance (\$2,700) and the Sandspit Community Society Grant (\$1,000). A small amount has also been set aside in contingency.

Staff Recommendations: That the budget for Grant in Aid – Area E be approved as presented.

Department 190 - Municipal Debt Service

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

2013 – On budget.

2014 – This service has reached its taxation limit of \$27,500. As this service has reached its taxation limit, the grant has been adjusted accordingly to balance the budget. In addition, the prior years' deficit (2011 & 2012) has been recorded in the budget.

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

Department 220 – Emergency Program Areas A & C

2013 – Total surplus of \$10,244.

2013 – This department contributes \$5,000 a year towards the cost of emergency planning. Previously this was budgeted under Planning. Staff have split this amount between two new functions to provide clarity.

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

2013 – This department was split during the 2013 budget. The amounts from the split of Emergency Planning into separate services for Area D and E have been updated. The surplus for 2013 is \$24,255.

2014 – A tax requisition of \$5,000 per year has been added to fund the cost of emergency planning.

2015 to 2018 – 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 as presented.

Department 225 – Emergency Program Area E

2013 – This department was split during the 2013 budget. The amounts from the split of Emergency Planning into separate services for Area D and E have been updated. The total surplus is \$24,063.

2014 – \$10,000 has been budgeted to fund the cost of emergency planning.

2015 to 2018 – 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

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**

2013 – On budget for 2013.

2014 – 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 changes in the overall ISW budget including:

- 1) The budgeted amount for Landfill Closure Costs (\$62,000) has been split into two accounts. The Landfill Reserve contribution is now budgeted under department 310 - General while the funding of the Landfill Closure Liability remains under department 317 – Landfill.
- 2) The MMBC Contract takes effect in 2014 creating cost savings in recycling hauling as well as a small increase in recycling revenue. This has been prorated for the year (Dept. 311 – Recycling)
- 3) The Collection Handling charge has increased to \$21,900 (Dept. 310 – General).
- 4) The final payment for the excavator lease is in May 2014 (Dept. 317 – Landfill).
- 5) Purchase of a used forklift has been included in the ISW budget. 50% of the costs have been budgeted under department 311 – Recycling (\$10,000) and 50% under department 317 – Landfill (\$10,000).

In addition, the accumulated surplus has been brought into the 2014 budget. As it is a significant amount, staff have budgeted for a large contribution to reserves.

2015 to 2018 – Inflationary increases have been included for wages, utilities and fuel. Replacement Bins have been budgeted every 2 years including 2015 and 2017.

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

Department 330 - Regional Waste Management

2013 – This service has had a surplus for several years. In 2012 the balance was transferred in to a reserve for future use.

2014 – Staff have not budgeted any funds.

2015 to 2018 – Not applicable.

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

Department 340 - Mainland Recycling

2013 – Staff will provide a verbal update at the budget meeting.

2014 – Taxation levels have increased by \$5,886 or 2.7% mainly to cover the rising costs of wages and staff salaries.

Revenues have been adjusted in line with 2013 actuals.

The Multi-Materials BC Agreement takes effect in 2014 increasing Recycling Agreement Revenue and reducing costs in Freight/Transportation. This has been prorated for the 2014 budget as it comes into effect partway through the year. This agreement also provides an adjustment for Advertising & Promotions which has been reflected in the budget.

The purchase of a new forklift (\$30,000) has been included in the budget funded from the Regional Recycling Equipment reserve.

This budget also includes adjustments to various expense accounts to bring them closer in line with 2013 actuals. This includes increases in Shop Supplies (\$3,500) and Repairs & Maintenance (\$5,500) and Professional Fees (\$4,000).

2015 to 2018 – 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

2013 – The estimated surplus for 2013 is \$18,000. Savings were noted in the following areas: Contract services (\$19,600) and Professional fees (\$11,300).

2014 – The tax requisition has been decreased by 7.5% or \$2,880.

Cost reductions have been made in the areas of Staff Travel (\$1,500), Professional Fees (\$10,000) and Legal Services (\$2,000).

There were also some decreases on the revenue side. Planning fees have been adjusted down to \$12,500.

Increased costs for 2014 are in the areas of Contract Services (\$15,500). This increase however has been offset by the 2012 & 2013 surplus of \$30,605.

2015 to 2018 – The financial plan includes the continuation of the planning consultant funding and GIS training and mapping.

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

Department 570 - Economic Development

2013 – On budget. The Regional District had budgeted for a grant from NDI in the amount of \$35,000 which will be split between the Misty Isles Economic Development Society and the Mainland Electoral Areas (A & C).

2014 – The budget is presented as status quo with the \$35,000 grant being split equally between the MIEDS and Electoral Areas A & C.

2015 to 2018 - 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

2013 – The 2013 budget included a grant of \$70,900 to the archives.

2014 – The grant requested has been increased to \$77,760. This represents a 9% increase (\$6,800) to the grant. The increase is offset by the prior year surplus and therefore taxation has only increased by 3.4% or \$2,400.

2015 to 2018 – The financial plan has been presented with the increase continued throughout the subsequent years.

Staff Recommendations: That the Board consider whether to increase the operating grant as requested for the Prince Rupert Regional Archives Service.

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

2013 – The 2013 budget allowed for a grant of \$100,000.

2014 – The 2014 budget is status quo. However, as the prior year surplus has been brought into the 2014 budget, taxes have decreased by 5.8% or \$5,300.

2015 to 2018 – The financial plan includes a continuation of the grant for the subsequent four years.

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

Department 720 - Haida Gwaii Museum & Arts Council Contributions

2013 – A small budget deficit of \$2,887 due to a decrease of budgeted Grant in Lieu payments.

2013 – The budget is primarily status quo. The 2013 deficit has been offset by the 2011 & 2012 surplus of \$6,400.

Please see requests below:

	2012 Actual	2013 Actual	2014 Request
Haida Gwaii	40,000	40,000	43,000
Dixon Entrance	8,000	8,000	8,000
Port Clements Historical	8,500	8,500	10,000
HGI Arts Council	3,500	3,500	3,500
Delkatla Nature Centre	2,000	4,000	4,000
Total	\$64,000	\$64,000	\$68,500

2015 to 2018 – The budget shows a continuation of the requested budget.

Staff Recommendations: That the Board considers the operating grants as requested.

Department 725 - Vancouver Island Regional Library

2013 – On budget.

2014 – The Vancouver Island Regional Library has increased their levy to \$40,725. The prior year surplus has been brought into the 2014 budget and therefore offset the tax increase. The total tax increase is minimal at \$434 or 1.1%.

2015 to 2018 – 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

2013 – This service is on budget for 2013.

2014 – Staff have not received any budget information for the 2014 R1 budget. Staff have followed up with HG Rec staff and this budget will be updated in time for R2.

2015 to 2018 – The staffing costs have been adjusted back. No other changes.

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

Department 751 - Mainland Recreation Area A

2013 – There is a small surplus of \$150 which has been carried forward.

2014 – This service continues to provide small grants of \$2,000 for the Dodge Cove Community Hall and \$3,500 for the Prince Rupert Library.

2015 to 2018 – No changes have been incorporated into the financial plan.

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

Department 750 - Mainland Recreation Area C

2013 – There is a small surplus of \$370 which has been carried forward.

2014 – This service continues to provide small grants of \$2,500 to the Oona River Community Association and \$1,500 for the Prince Rupert Library.

2015 to 2018 – No changes have been incorporated into the financial plan.

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

Department 810 - Sandspit Water Utility

2013 - The 2013 estimated surplus is \$6,000. This is mainly due to the savings in Professional Fees (\$5,000) and Legal Services (\$1,000).

2014 – The budget for 2014 has a number of changes. On the revenue side, the most significant change is the addition of metering revenue estimated at \$24,000.

The support service allocation has decreased to reflect the reduction in staff time associated with accounts payable.

Due to the introduction of metering revenue, a portion of parcel tax has been budgeted towards a \$36,000 contribution to reserves. It should be noted that parcel taxes are generally used for capital replacement; however a portion is still being used to fund operations.

2015 to 2018 – The financial plan shows the grant at a level consistent with 2014.

Staff Recommendations: That the Board approve the Sandspit Water budget as presented.

Department 901 - Feasibility Studies

2013 – On budget.

2014 – The current budget maintains the contribution of \$5,000 towards the “Feasibility Fund”.

2015 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

2013 – On budget.

2014 – This is the final year of debt payments for the Oona River Telephone service.

2015 to 2018 – As the debt will have been paid off in 2014, we will be receiving the debt reserve fund payout. This payout will be put towards recovering the outstanding portion of the support service allocation.

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

ROUND 1