



NORTH COAST REGIONAL DISTRICT

MINUTES of the Regular (Round 1 Budget) Meeting of the Board of Directors of the North Coast Regional District (NCRD) held at 344 2nd Avenue West in Prince Rupert, B.C. on Saturday, January 25, 2020 at 10:00 AM.

PRESENT

Chair B. Pages, Village of Masset

Directors B. Cunningham, City of Prince Rupert
 K. Bjordnal, District of Port Edward
 K. Olsen, Village of Queen Charlotte
 D. Daugert, Village of Port Clements
 D. Nobels, Electoral Area A
 K. Bergman, Area C
 J. Young, Electoral Area D
 E. Putterill, Electoral Area E

Regrets L. Brain, City of Prince Rupert

Staff D. Fish, Chief Administrative Officer
 J. Bagnall, Corporate Officer
 S. Landrath, Treasurer

Public 0
Media 1

1. CALL TO ORDER 10:00 a.m.

2. AGENDA

MOVED by Director Pages, SECONDED by Director Nobels, that the January 25, 2020 Regular (R1 Budget) agenda be adopted as presented.

031-2020

CARRIED

3. MINUTES & BUSINESS ARISING FROM MINUTES

None.

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

None.

5. DELEGATIONS

None.

6. FINANCE

Round 1 of the draft 2020 – 2024 North Coast Regional District (NCRD) Financial Plan was distributed to the Board and is available on the NCRD website.

7. CORRESPONDENCE

MOVED by Director Putterill, SECONDED by Director Cunningham, that the following correspondence be received for information:

- 7.1 Prince Rupert Regional Archives – 2020 Budget Request
- 7.2 Port Edward Historical Society – 2020 Budget Request
- 7.3 Haida Gwaii Museum – 2019 Annual Funding Report / 2020 Annual Funding Request
- 7.4 Delkatla Sanctuary Society – 2020 Budget Request
- 7.5 Dixon Entrance Maritime Museum – 2020 Budget Request
- 7.6 Port Clements Historical Society – 2020 Budget
- 7.7 Haida Gwaii Arts Council – 2018-19 Financial Support for Haida Gwaii Arts Council Society
- 7.8 Vancouver Island Regional Library – 2020 Budget Breakdown
- 7.9 Haida Gwaii Regional Recreation Commission – 2020 Budget Request
- 7.10 Dodge Cove Recreation Society – 2020 Budget Request
- 7.11 Prince Rupert Public Library – 2020 Grant Request
- 7.12 Oona River Community Association – ORCA 2019 Operating Grant

032-2020

CARRIED

8. REPORTS – RESOLUTIONS

- 8.1 S. Landrath, Treasurer – North Coast Regional District 2020 Budget Process

MOVED by Director Nobels, SECONDED by Director Daugert, that the report entitled “North Coast Regional District 2020 Budget Process” be received for information.

033-2020

CARRIED

9. FINANCIAL PLAN'S REVIEW

9.1 Administration – Function 110

MOVED by Director Nobels, SECONDED by Director Olsen, that the Five-Year Financial Plan 2020-2024 for Administration, Function 110, be referred to the Round 2 budget discussions as amended:

- Clean BC flow through funding to be moved from 900 (as presented in R1) to Administration
- Allowance for Gift Cards for HG staff (Island Solid Waste and Recreation) moved to Administration out of Island Solid Waste
- Transfer of EA Board computers and Microsoft 365 to Electoral Area Administration
- Adjustments for Management Intern as a result of increased salary/housing allowance

034-2020**CARRIED**

9.2 Electoral Area Administration – Function 120

MOVED by Director Putterill, SECONDED by Director Nobels, the Five-Year Financial Plan 2020-2024 for Electoral Area Administration, Function 120, be referred to the Round 2 budget discussions as amended:

- Transfer of Electoral Area Board computers and Microsoft 365 from Administration
- Add Electronic devices claim by Director Nobels

035-2020**CARRIED**

9.3 Electoral Area E Administration – Function 121

MOVED by Director Nobels, SECONDED by Director Putterill, that the Five-Year Financial Plan 2020-2024 for Electoral Area E Administration, Function 121, be referred to the Round 3 budget discussions as presented.

036-2020**CARRIED**

9.4 Elections – Function 130

MOVED by Director Nobels, SECONDED by Director Young, THAT, as per the 2019 budget, \$5,200 be transferred to the Elections general Reserve;

AND THAT the Five-Year Financial Plan 2020-2024 for Elections, Function 130, be referred to the Round 3 budget discussions as presented.

037-2020**CARRIED**

9.5 Grant-in-Aid (All) – Function 170

MOVED by Director Olsen, SECONDED by Director Cunningham, that the Five-Year Financial Plan 2020-2024 for Grant-in-Aid All, Function 170, be referred to the Round 2 budget discussions as amended:

- Increase tax requisition to equal the amount of the grant request

038-2020

CARRIED

9.6 Grant-in-Aid Area A – Function 171

MOVED by Director Nobels, SECONDED by Director Olsen, THAT the Five-Year Financial Plan 2020-2024 for Grant-in-Aid Area A, Function 171, be referred to the Round 3 budget discussions as presented.

039-2020

CARRIED

9.7 Grant-in-Aid Area C – Function 172

MOVED by Director Putterill, SECONDED by Director Bergman, that the Five-Year Financial Plan 2020-2024 for Grant-in-Aid Area C, Function 172, be referred to the Round 3 budget discussions as presented.

040-2020

CARRIED

9.8 Grant-in-Aid Area D – Function 173

MOVED by Director Young, SECONDED by Director Putterill, that the Five-Year Financial Plan 2020-2024 for Grant-in-Aid Area D, Function 173, be referred to the Round 2 budget discussions as presented.

- Increase Tow Hill to \$1,000 to agree with amounts for LHMCMC and Tlell Community Association

041-2020

CARRIED

MOVED by Director Putterill, SECONDED by Director Olsen, that staff be directed to prepare a staff report discussing and drafting a resolution for submission in regard to grant in lieu processes.

042-2020

CARRIED

9.9 Grant-in-Aid Area E – Function 174

MOVED by Director Putterill, SECONDED by Director Nobels, that the Five-Year Financial Plan 2020-2024 for Grant-in-Aid Area E, Function 174, be referred to the Round 3 budget discussions as presented.

043-2020

CARRIED

9.10 Member Municipality Debt – Function 190

MOVED by Director Nobels, SECONDED by Director Olsen, that the Five-Year Financial Plan 2020-2024 for Member Municipality Debt, Function 190, be referred to the Round 3 budget discussions as presented.

044-2020

CARRIED

9.11 Vancouver Island Regional Library Debt – Function 191

MOVED by Director Olsen, SECONDED by Director Young, that the Five-Year Financial Plan 2020-2024 for Vancouver Island Regional Library Debt, Function 191, be referred to the Round 3 budget discussions as presented.

045-2020

CARRIED

Director Putterill declared a conflict of interest and left the meeting at 11:30 a.m.

9.12 Sandspit Fire – Function 210

MOVED by Director Nobels, SECONDED by Director Olsen, that the Five-Year Financial Plan 2020-2024 for Sandspit Fire, Function 210, be referred to the Round 2 budget discussions as amended:

- 2020 budget request not received in time for R1

046-2020

CARRIED

Director Putterill rejoined the meeting at 11:35 a.m.

9.13 Emergency Programming – Areas A & C – Function 220

MOVED by Director Cunningham, SECONDED by Director Nobels, that the Five-Year Financial Plan 2020-2024 for Emergency Programming – Areas A & C, Function 220, be referred to the Round 3 budget discussions as presented.

047-2020

CARRIED

9.14 Emergency Programming – Area D – Function 227

MOVED by Director Young, SECONDED by Director Nobels, that the Five-Year Financial Plan 2020-2024 for Emergency Programming – Area D, Function 227, be referred to the Round 2 budget discussions as amended:

- Add CEPF Conditional Grant
- Add CEPF Professional fees (both unrecoverable and recoverable)

048-2020

CARRIED

9.15 Emergency Programming – Area E – Function 229

MOVED by Director Putterill, SECONDED by Director Olsen, that as per the 2019 budget, \$6,420 be transferred to the Emergency Programming – Area E general Reserve;

AND THAT the Five-Year Financial Plan 2020-2024 for Emergency Programming – Area E, Function 229, be referred to the Round 2 budget discussions as amended:

- Add CEPF Conditional Grant
- Add CEPF Professional fees (both unrecoverable and recoverable)

049-2020

CARRIED

9.16 Tlell Fire – Function 230

MOVED by Director Young, SECONDED by Director Putterill, that as per the 2019 budget, \$350 be transferred to the Tlell Fire Service general Reserve;

AND THAT the Five-Year Financial Plan 2020-2024 for Tlell Fire Service, Function 230, be referred to the Round 3 budget discussions as presented.

050-2020

CARRIED

9.17 Islands Solid Waste – Function 310-319

MOVED by Director Putterill, SECONDED by Director Nobels, that the Five-Year Financial Plan 2020-2024 for Island Solid Waste, Functions 310-319, be referred to the Round 2 budget discussions as amended:

- Presentation to occur in Round 2 from Island Solid Waste Superintendent on long term vision of department
- Allowance for Gift Cards for Haida Gwaii staff (Island Solid Waste) moved to Administration out of Island Solid Waste

051-2020

CARRIED

9.18 Regional Solid Waste – Function 330

MOVED by Director Nobels, SECONDED by Director Cunningham, that the Five-Year Financial Plan 2020-2024 for Regional Solid Waste, Function 330, be referred to the Round 2 budget discussions as presented.

- Electoral Area Advisory Committee to discuss possibility of using Gas Tax for Solid Waste Management Plan

052-2020

CARRIED

9.19 Regional (Mainland) Recycling – Function 340

MOVED by Director Nobels, SECONDED by Director Bjordnal, that the Five-Year Financial Plan 2020-2024 for Regional (Mainland) Recycling, Function 340, be referred to the Round 2 budget discussions as amended:

- Allowance for Christmas Salaries removed (no longer open Boxing Day)
- Adjustment made for parental leave and staff benefits

053-2020

CARRIED

9.20 Rural Land Use Planning – Function 510

MOVED by Director Putterill, SECONDED by Director Young, that \$175,000 of the surplus be transferred to the Rural Land Use Planning general Reserve;

AND THAT the Five-Year Financial Plan 2020-2024 for Rural Land Use Planning, Function 510, be referred to the Round 3 budget discussions as presented.

054-2020

CARRIED

9.21 Economic Development – Function 570

MOVED by Director Nobels, SECONDED by Director Daugert, that the Five-Year Financial Plan 2020-2024 for Economic Development, Function 570, be referred to the Round 3 budget discussions as presented.

055-2020

CARRIED

9.22 Prince Rupert Regional Archives – Function 710

MOVED by Director Bjordnal, SECONDED by Director Cunningham, the Five-Year Financial Plan 2020-2024 for Prince Rupert and Area Regional Archives, Function 710, be referred to the Round 3 budget discussions as presented.

056-2020

CARRIED

9.23 North Pacific Cannery – Function 715

MOVED by Director Nobels, SECONDED by Director Cunningham, that the Five-Year Financial Plan 2020-2024 for North Pacific Cannery, Function 715, be referred to the Round 2 budget discussions as presented.

057-2020

CARRIED

9.24 Haida Gwaii Museum – Function 720

MOVED by Director Daugert, SECONDED by Director Nobels, that the Five-Year Financial Plan 2020-2024 for Haida Gwaii Museum, Function 720, be referred to the Round 3 budget discussions as presented.

058-2020

CARRIED

9.25 Vancouver Island Regional Library – Function 725

MOVED by Director Cunningham, SECONDED by Director Putterill, that the Five-Year Financial Plan 2020-2024 for Vancouver Island Regional Library, Function 725, be referred to the Round 3 budget discussions as presented.

059-2020

CARRIED

9.26 Haida Gwaii Recreation – Function 730

MOVED by Director Nobels, SECONDED by Director Cunningham, that the Five-Year Financial Plan 2020-2024 for Haida Gwaii Recreation, Function 730, be referred to the Round 2 budget discussions as presented.

060-2020

CARRIED

9.28 Sandspit Community Hall – Function 735

MOVED by Director Putterill, SECONDED by Director Olsen, that the Five-Year Financial Plan 2020-2024 for Sandspit Community Hall, Function 735, be referred to the Round 2 budget discussions as presented.

061-2020

CARRIED

9.29 Mainland Recreation Area A – Function 751

MOVED by Director Nobels, SECONDED by Director Bjordnal, that the Five-Year Financial Plan 2020-2024 for Mainland Recreation Area A, Function 751, be referred to the Round 2 budget discussions as presented.

- Allocation for Prince Rupert Public Library Grant adjusted for 2020 assessed values

062-2020

CARRIED

9.30 Mainland Recreation Area C – Function 752

MOVED by Director Bergman, SECONDED by Director Bjordnal, that the Five-Year Financial Plan 2020-2024 for Mainland Recreation Area C, Function 752, be referred to the Round 2 budget discussions as presented.

- Allocation for Prince Rupert Public Library Grant adjusted for 2020 assessed values

063-2020**CARRIED**

9.31 Parks and Trails Service – Area E – Function 754

MOVED by Director Putterill, SECONDED by Director Olsen, that the Five-Year Financial Plan 2020-2024 for Parks and Trails Service – Area E – Function 754, be referred to the Round 2 budget discussions as amended.

- Tax requisitions set to be equal to decrease in Vancouver Island Regional Library (VIRL) requisitions for Area E

064-2020**CARRIED**

9.32 Feasibility Studies – Function 901

MOVED by Director Bjordnal, SECONDED by Director Cunningham, that as per the 2019 budget, \$4,970 be transferred to the Feasibility Studies general Reserve;

AND THAT the Five-Year Financial Plan 2020-2024 for Feasibility Studies, Function 901, be referred to the Round 3 budget discussions as presented.

065-2020**CARRIED**

9.33 Sandspit Water – Function 810

MOVED by Director Putterill, SECONDED by Director Young, that as per the 2019 budget, \$7,000 be transferred to the Sandspit Water general Reserve;

AND THAT the Five-Year Financial Plan 2020-2024 for Sandspit Water, Function 810, be referred to the Round 2 budget discussions as presented.

- Amendment to Bylaw 469 needed to increase Parcel Tax amount
- Record NCPG funding for professional fees for Sandspit Water Asset Management Plan

066-2020**CARRIED****10. OLD BUSINESS**

None.

11. NEW BUSINESS

None.

12. PUBLIC INPUT

There were 0 questions from the public.

13. IN CAMERA

None.

14. ADJOURNMENT

MOVED by Director Cunningham, SECONDED by Director Bjorndal, that the North Coast Regional District Regular (R1 Budget) meeting be adjourned at 12:25 p.m.

067-2020

CARRIED

Approved and adopted:

Certified correct:

Chair

Corporate Officer