

**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT
SPECIAL (BUDGET) BOARD MEETING AGENDA**
To be held via teleconference on Saturday, March 7, 2015
At 3:00 P.M.

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

3.1	Minutes of the Special (Budget) Meeting of the Skeena-Queen Charlotte Regional District (SQCRD) Board held February 21, 2015	Pg 1-5
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4. **STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING**

	None.	
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5. **DELEGATIONS**

	None.	
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6. **FINANCE**

	Round 3 of the draft 2015 – 2019 Skeena-Queen Charlotte Regional District (SQCRD) Financial Plan was distributed to the Board and is available on the SQCRD website.	
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7. **CORRESPONDENCE**

	None.	
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8. **REPORTS / RESOLUTIONS**

8.1	J. Robb, Treasurer – Round 3 Budget Summary	Pg 6
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9. FINANCIAL PLANS' REVIEW

9.1	Administration - Function [110]	Budget 1-11
9.2	Electoral Area Administration – Function [120]	Budget 12-16
9.3	Electoral Area E Administration - Function [121]	Budget 17-19
9.4	Elections – Function [130]	Budget 20-22
9.5	Grant-in-Aid (All) – Function [170]	Budget 23-25
9.6	Grant-in-Aid Area A – Function [171]	Budget 26-28
9.7	Grant-in-Aid Area C – Function [172]	Budget 29-31
9.8	Grant-in-Aid Area D – Function [173]	Budget 32-34
9.9	Grant-in-Aid Area E – Function [174]	Budget 35-37
9.10	Member Municipality Debt – Function [190]	Budget 38-40
9.11	Sandspit Fire – Function [210]	Budget 41-43
9.12	Emergency Programming – Areas A & C – Function [220]	Budget 44-46
9.13	Emergency Programming – Area D – Function [227]	Budget 47-49
9.14	Emergency Programming – Area E – Function [229]	Budget 50-53
9.15	Islands Solid Waste (General) - Function [310]	Budget 54-74
9.16	Regional Solid Waste – Function [330]	Budget 75-76
9.17	Regional Recycling (Mainland) – Function [340]	Budget 77-87
9.18	Rural Land-Use Planning – Function [510]	Budget 88-92
9.19	Economic Development – Function [570]	Budget 93-95
9.20	Prince Rupert and Regional Archives – Function [710]	Budget 96-98
9.21	North Pacific Cannery – Function [715]	Budget 99-101
9.22	Haida Gwaii Museum – Function [720]	Budget 102-104
9.23	Vancouver Island Regional Library – Function [725]	Budget 105-107
9.24	Haida Gwaii Recreation – Function [730]	Budget 108-111

9.25	Sandspit Community Hall – Function [735]	Budget 112-115
9.26	Mainland Recreation Area A – Function [751]	Budget 116-118
9.27	Mainland Recreation Area C – Function [752]	Budget 119-121
9.28	Sandspit Water – Function [810]	Budget 128-132
9.29	Feasibility Studies – Function [901]	Budget 122-124
9.30	Oona River Telephone – Function [950]	Budget 125-127

10. OLD/NEW BUSINESS

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

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

**Regular Board Meeting March 20, 2015
in Prince Rupert at 7:00 p.m.**



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

MINUTES of the Special (Budget) Meeting of the Board of Directors of the Skeena-Queen Charlotte Regional District (SQCRD) held on February 21, 2015 at 344 2nd Avenue West, Prince Rupert, B.C at 10:00 a.m.

PRESENT**PRIOR TO ADOPTION**

Chair B. Pages, Village of Masset

Vice-Chair D. Nobels, Electoral Area A

Directors L. Brain, City of Prince Rupert
 N. Kinney, Prince Rupert
 D. Franzen, District of Port Edward
 I. Gould, Village of Port Clements
 G. Martin, Village of Queen Charlotte
 L. Budde, Alternate, Electoral Area C
 M. Racz, Electoral Area D
 B. Beldessi, Electoral Area E

Staff: K. Mellor, Chief Administrative Officer
 J. Robb, Treasurer
 D. Fish, Deputy Corporate Officer
 T. Des Champ, Recycling Operations Manager
 R. Kidd, Islands Solid Waste Operations Manager (*via teleconference*)

Public: 0

Media: 0

1. CALL TO ORDER 10:03 a.m.

2. AGENDA

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

122-2015

CARRIED

3. MINUTES & BUSINESS ARISING

None.

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

None.

5. DELEGATIONS

- 5.1 A. Langdon & M. Zarbl, Managing Director and Director of Operations, Multi-Material BC – MMBC Program

Allen Langdon and Michael Zarbl, Managing Director and Director of Operations for Multi-Material BC (MMBC), addressed the Board in regard to the MMBC program at it pertains to the Skeena-Queen Charlotte Regional District.

Mr. Langdon noted that MMBC representatives have met with Skeena-Queen Charlotte Regional District staff to identify key issues of concern on Haida Gwaii including the staffing of recycling drop off locations and the distinction between residential and industrial, commercial and institutional (ICI) materials for shipment.

The Chair thanked Mr. Langdon and Mr. Zarbl for their presentation.

6. FINANCE

The 2015 – 2019 SQCRD Financial Plan (Round 2) was distributed to the Board.

7. CORRESPONDENCE

- 7.1 Sandspit Community Hall – 2015 Budget

MOVED by Director Beldessi, SECONDED by Director Racz, that the correspondence from the Sandspit Community Hall in regard to the 2015 Budget be received for information.

123-2015

CARRIED

- 7.2 Haida Gwaii Regional Recreation Commission – 2015 Requested Budget

MOVED by Director Nobels, SECONDED by Director Beldessi, that the correspondence from the Haida Gwaii Regional Recreation Commission in regard to the 2015 Requested Budget be received for information.

124-2015

CARRIED

- 7.3 Sandspit Emergency Preparedness Planners – 2015 Budget Request

MOVED by Director Franzen, SECONDED by Director Gould, that the correspondence from the Sandspit Emergency Preparedness Planners in regard to the 2015 Budget Request be received for information.

125-2015

CARRIED

8. REPORTS – RESOLUTIONS

- 8.1 J. Robb, Treasurer – Support Service Allocation – Sandspit Water

MOVED by Director Beldessi, SECONDED by Director Franzen, that the staff report entitled “Support Service Allocation – Sandspit Water” be received for information.

126-2015

CARRIED

8.2 J. Robb, Treasurer – Reserve Funds

MOVED by Director Kinney, SECONDED by Director Nobels, that the staff report entitled “Reserve Funds” be received for information.

127-2015

CARRIED

8.3 T. Des Champ, Recycling Operations Manager – Staffing Levels

MOVED by Director Nobels, SECONDED by Director Franzen, that the staff report entitled “Staffing Levels” be received.

128-2015

CARRIED

8.4 J. Robb, Treasurer – 2015 Budget - Round 2 Summary

MOVED by Director Gould, SECONDED by Director Kinney, that the staff report entitled “2015 Budget - Round 2 Summary” be received for information.

129-2015

CARRIED

9. FINANCIAL PLANS’ REVIEW

9.1 Administration – Function 110

MOVED by Director Nobels, SECONDED by Director Franzen, that the Five-Year Financial Plan 2015-2019 for Administration, Function 110, be referred to the Round 3 budget discussions as presented.

130-2015

CARRIED

9.2 Islands Solid Waste – Function 310-319

MOVED by Director Kinney, SECONDED by Director Franzen, that the Five-Year Financial Plan 2015-2019 for Islands Solid Waste, Function 310-319, be referred to the Round 3 budget discussions as presented.

131-2015

CARRIED

9.3 Regional Recycling (Mainland) – Function 340

MOVED by Director Brain, SECONDED by Director Franzen, that the Five-Year Financial Plan 2015-2019 for Regional Recycling, Function 340, be referred to the Round 3 budget discussions as presented.

132-2015

CARRIED

9.4 Electoral Area Administration – Function 120

MOVED by Director Nobels, SECONDED by Director Franzen, that the Five-Year Financial Plan 2015-2019 for Electoral Area Administration, Function 120, be referred to the Round 3 budget discussions as presented.

133-2015

CARRIED

9.5 Grant-in-Aid Area D – Function 173

MOVED by Director Kinney, SECONDED by Director Racz, that the Five-Year Financial Plan 2015-2019 for Grant-in-Aid Area D, Function 173, be referred to the Round 3 budget discussions as presented.

134-2015

CARRIED

9.6 Grant-in-Aid Area E – Function 174

MOVED by Director Beldessi, SECONDED by Director Nobels, that the Five-Year Financial Plan 2015-2019 for Grant-in-Aid Area E, Function 174, be referred to the Round 3 budget discussions as presented.

135-2015

CARRIED

9.7 Sandspit Fire – Function 210

MOVED by Director Beldessi, SECONDED by Director Gould, that the Five-Year Financial Plan 2015-2019 for Sandspit Fire, Function 210, be referred to the Round 3 budget discussions as presented.

136-2015

CARRIED

9.8 Haida Gwaii Museum – Function 720

MOVED by Director Franzen, SECONDED by Director Racz, that the Five-Year Financial Plan 2015-2019 for Haida Gwaii Museum, Function 720, be referred to the Round 3 budget discussions as presented.

137-2015

CARRIED

Staff noted that there was an administrative error within the financial information provided to Directors for this service.

9.9 Haida Gwaii Recreation – Function 730

MOVED by Director Kinney, SECONDED by Director Beldessi, that the Five-Year Financial Plan 2015-2019 for Haida Gwaii Recreation, Function 730, be referred to the Round 3 budget discussions as presented.

138-2015

CARRIED

9.10 Sandspit Community Hall – Function 735

MOVED by Director Franzen, SECONDED by Director Nobels, that the Five-Year Financial Plan 2015-2019 for Sandspit Community Hall, Function 735, be referred to the Round 3 budget discussions as amended to include updated financial information from the former Chief Administrative Officer to the Skeena-Queen Charlotte Regional District.

139-2015

CARRIED

9.11 Sandspit Water – Function 810

MOVED by Director Beldessi, SECONDED by Director Franzen, that the Five-Year Financial Plan 2015-2019 for Sandspit Water, Function 810, be referred to the Round 3 budget discussions as amended to include a 2015 tax requisition of \$50,000.

140-2015**CARRIED****10. OLD BUSINESS**

None.

11. NEW BUSINESS

None.

12. PUBLIC QUESTION PERIOD

There were 0 questions from the public.

13. IN CAMERA

None.

14. ADJOURNMENT

MOVED by Director Franzen, SECONDED by Director Kinney, that the Skeena-Queen Charlotte Regional District Special (Budget) Board meeting be adjourned at 11:40 a.m.

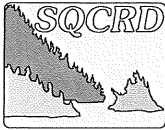
141-2015**CARRIED**

Approved & Adopted:

Certified correct:

B. Pages
Chair

K. Mellor
Chief Administrative Officer



BOARD REPORT – SPECIAL MEETING (BUDGET R3)

DATE: March 7th, 2014
FROM: Jennifer Robb, Treasurer
SUBJECT: 2015 Budget – Round 3 Summary

Background

The budget process allows for three rounds of review. Most amendments are typically reviewed and discussed in Rounds 1 and 2, with Round 3 being the final opportunity for making any refinements. As per the Regional District's budget process, after Round 2, no new financial information is introduced.

Discussion

The complete budget has been provided for your review. In summary, there were only a few small adjustments made in Round 2 which had little impact to the overall budget. Overall, there is a modest tax increase of 0.3%.

Staff would like to impress that as a result of year end not being completed; changes to surplus amount are anticipated during the audit process. Therefore, these changes will be brought to board in late spring or early summer. If needed, the financial plan will be amended at that time.

The following adjustments have been included in the R3 budget:

1. 730 Haida Gwaii Recreation (*pages 108 – 111*):
 - 2014 surplus was reduced as a result of year end accounting entries
 - Maximum taxation limit of \$122,294 has been reached
 - In order to balance this budget, a reduction has been made to the HG operating grant (reduced to \$51,691 from \$52,959)
2. 735 Sandspit Community Hall (*pages 112 – 115*):
 - Repayment of the \$15,000 deficit previously carried by MIMC has been added to the budget & financial plan
 - In 2015, the \$3,000 repayment is used for referendum costs of \$2,402 with the remaining going towards deficit repayment (\$598)
3. 810 Sandspit Water (*pages 128 – 132*):
 - Parcel Tax has been increased to the maximum of \$50,000