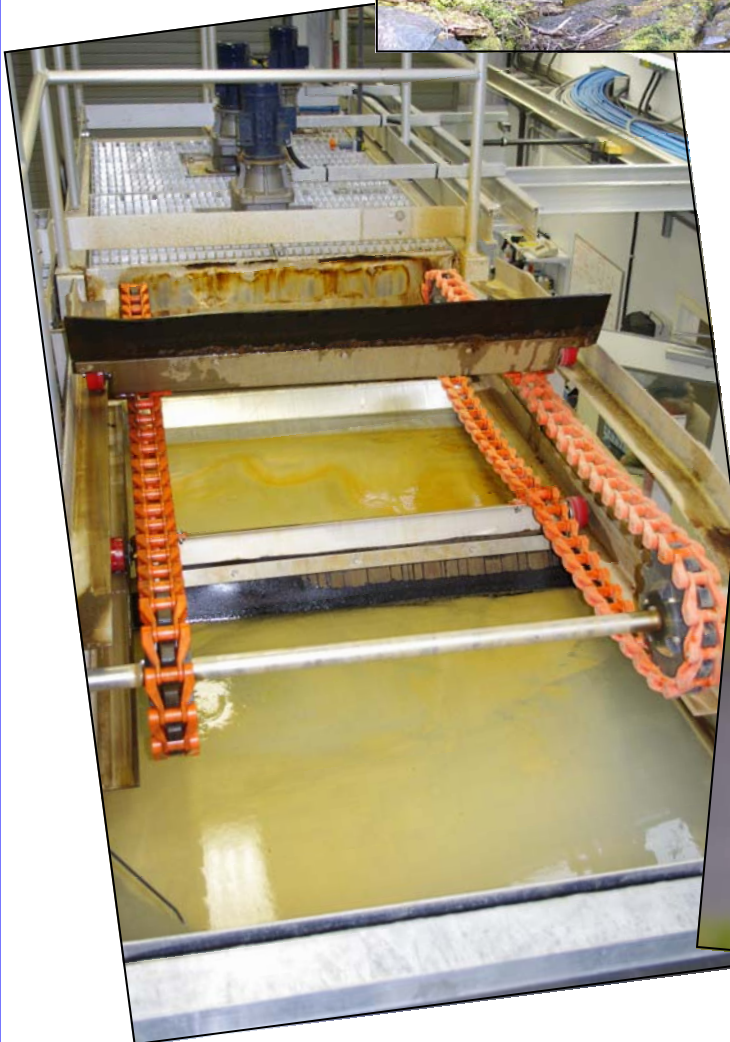




# 2010 ANNUAL REPORT

FOR THE FISCAL YEAR ENDED  
DECEMBER 31, 2010



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Cover photos of the Honna River, Water Treatment Plant skimmers and our final product

## Message from the Mayor

It takes a lot of invisible preparation, applications, and staff work to bring a project from the planning phase to the building phase. In 2010 planning came to fruition both within our community and island-wide.

Council worked to bring our infrastructure projects such as our clean, clear water from funding applications to a completed project. It also looked at the future by continuing the Advisory Planning Commission's work on an Official Community Plan. We would like to ensure that we have a community that is accessible and appealing to all of our residents. We want to encourage a healthy community both physically and economically while being respectful of its natural beauty.

The new Hospital and Health Centre Planning is underway. The NW Regional Hospital District fronted the funding for the design work and made our facility their number one priority. I am attending monthly Project Building Committee meetings and will keep the community informed. Design plans can be viewed outside the pharmacy.

Working together with the other island communities and the Haida Nation remain a priority of council. Thinking of the danger to our way of life, we spoke up against crude oil tanker traffic and the Enbridge tar sands at the September Union of BC Municipalities convention and won resolutions to put forward to the province as a united front. Support from the majority of the local governments is no small accomplishment. Much thanks to the efforts of Councilors Olsen and Johnson.

As Vice Chair of the Misty Isles Economic Society I meet with the other mayors and electoral area directors to set the stage for increasing economic activity on islands. A community forest, a temporary license to cut, strategies for trails, tourism, and value added projects as well as local agriculture are all in the works.

We also encourage the efforts of other societies and organizations doing good work in our community. The Haida Gwaii Higher Education Society is one of them. With community support we housed students coming as far away as Guelph and as near as Skidegate. They studied at the Skidegate Cultural Centre and roamed the islands in vans and bicycles. It was great to see that young energy, inspiring for our own students and an economic boost mid winter.

I would also like to acknowledge our volunteers. They are the mainstay of our community. Where would we be without our volunteer fire department and our ambulance crew? And a big thanks to the Queen Charlotte Community Club, the Hospital Day Committee, the Friends of the Visitors Information Centre, the Christmas Hamper, Thrift Shop and our Queen Charlotte Seniors for their attention and devotion to our village.

Thank you



*Carol Kulesha*  
Mayor



## Chief Administrative Officer

2010 was a milestone year for the Village of Queen Charlotte. As a new municipality, we have lots of reasons to be proud of the way our community has developed and has met the challenge of change in very difficult economic circumstances.

Some of the memorial achievements in 2010 are:

- Completion of the new \$4.6 million dollar Water Treatment Plant and opening the valves to treated drinking water from the Honna River source;
- Commenced site development and construction of Spirit Square;
- Assumed full responsibility for maintenance of municipal roads;
- Celebrated 5 years as a municipality;
- Hosted the All Island Protocol Table;
- Commenced a review of the Draft Official Community Plan Bylaw;
- Presented two resolutions to the Union of BC Municipalities opposing the Enbridge Northern Gateway Project which were unanimously adopted by the communities attending the 2010 UBCM Conference in Whistler;
- Provided for the governance of the municipality by adopting 11 new bylaws and 11 policies ;
- Reviewed and updated the Mission Statement, Vision and Community Values sections of the Strategic Plan and provided direction to staff on priority projects to be developed or completed.

Looking ahead, 2011 promises to be another very busy year for Council and staff. Major projects to be completed include Spirit Square, the Community Park adjacent to the municipal office and the Stanley Lake Control Structure Project. These projects will be worked on with the assistance of engineers and contractors and they will be the focus of much of the efforts of staff who are responsible to coordinate activities.

In addition, 2011 is a Local Government Election Year and commencing in July, our Chief Election Officer and staff will be very involved in preparing for the election process which culminates with the general voting on November 19<sup>th</sup>.



**Celebrating 5 years as a Municipality**

## Community Profile

Located on Haida Gwaii, the territory of the Haida Nation, and built on the site of the Haida Village of Daajing.giids Lnagaay (“common-hat village”), Queen Charlotte City was established 1891 and officially incorporated as a village municipality on December 7, 2005.

Queen Charlotte has a friendly demeanour and small town charm. The Village is situated on Skidegate Inlet on the southern shore of Graham Island. It is five kilometers long stretching from its eastern most point at the BC Ferry Terminal at Skidegate Landing and west to Kagan Bay.



The Village has deep roots in the forest and commercial fishing industries and these were the main stays of the economy for generations. Times have changed and though resource industries are still very important, service industries, administration, small businesses, arts, tourism, sport fishing are now the main economic drivers .

Queen Charlotte is a beautiful place to live and to raise a young family or to retire. It has an established infrastructure, a safe environment and a diverse population. Increasingly, these life style opportunities, rather than employment in the resource industries, will be the attraction that brings people to the Village and keeps them here. Haida Gwaii and Queen Charlotte are accessible via BC Ferries from Prince Rupert, and by commercial air services from Vancouver and Prince Rupert. Private passenger planes, helicopters and private vessels also regularly travel between Queen Charlotte and the BC Mainland.

The Village is a complete community providing basic amenities for both residents and visitors. Local services include a hospital, medical clinic, pharmacy, library, community centre, recreation areas, camp grounds, hotel and B&B accommodations, restaurants, schools, child care, a major grocery store and a variety of retail operations and specialty boutiques. Queen Charlotte is also home to Federal and Provincial Government services as well as BC Ferries.



## Vision and Values

In 2010 Council and staff met to review and discuss the Mission and Values that were adopted in 2006. The result was the adoption of a new Mission Statement and Values as well as a list of Priorities and Goals to be worked on in 2011 and beyond:

### Mission:

“Queen Charlotte is a hard working, healthy, progressive and sustainable community that welcomes the world”

“We strive to balance individual, environmental and economic needs within a safe, accessible and inclusive environment where we are free to work, live and prosper”

### As a Community we value:

- **Leadership** (proactive, community first, engaging)
- **Accountability** (personal integrity, financial, organizational)
- **Inclusiveness** (involvement, engaging, consultative)
- **Volunteerism and Participation**
- **Learning** (knowledge seekers, listening, sharing, building capacity)
- **Independent Spirits** (initiative, common sense, out of the box)
- **The Environment** (stewardship, good planning)



### Council Goals and Priorities:

#### Community Economic Development

Encourage sustainable economic development by supporting local businesses and attracting new businesses that provide value to the community

#### Health, Recreation and Social Wellbeing

Encourage and promote healthy living by providing municipal regional spaces where age appropriate recreational opportunities can be provided and by encouraging the development of affordable housing and supportive services

Encourage and support community volunteerism

#### Governance, Infrastructure and Services

Provide for good government, services, laws and other matters for community benefit

Develop the capacity of our employees by encouraging ongoing learning and professional development

#### Island Relationships

Promote and develop good relations with all Island communities and the Regional District

Acknowledge and respect all of the cultural and archaeological records, both Haida and non-Haida, that have contributed to the history of this land

#### Environmental Sustainability

Protect our community watersheds and environmentally sensitive areas through planning and education

Comply with laws and regulations that govern development or other activities that occur in riparian areas and adopt bylaws and policies that encourage responsible development and compliance with established standards

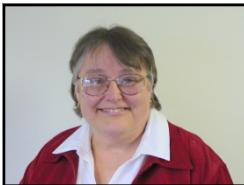
The projects that council and Staff have worked on or are planning for 2011 and subsequent years reflect the Mission and Values of the community and are consistent with the Strategic Priorities that have been adopted by Council.

## Elected and Appointed Officials

### VILLAGE COUNCIL



**Mayor  
C. Kulesha**



**Councillor  
G. Noddin**



**Councillor  
L. Johnson**



**Councillor  
K. Olsen**



**Councillor  
G. Martin**

### VILLAGE STAFF

Chief Administrative Officer	B. Beamish
Chief Financial Officer	D. Uliana
Superintendent of Public Works	B. Greenough
Senior Financial Clerk	S. Brown
Financial Clerk	J. Bulbrook
Utility Operator I	E. Anderson
Utility Operator II	A. Olsen
Temporary Worker	D. Parker
Summer Student	C. Benoit

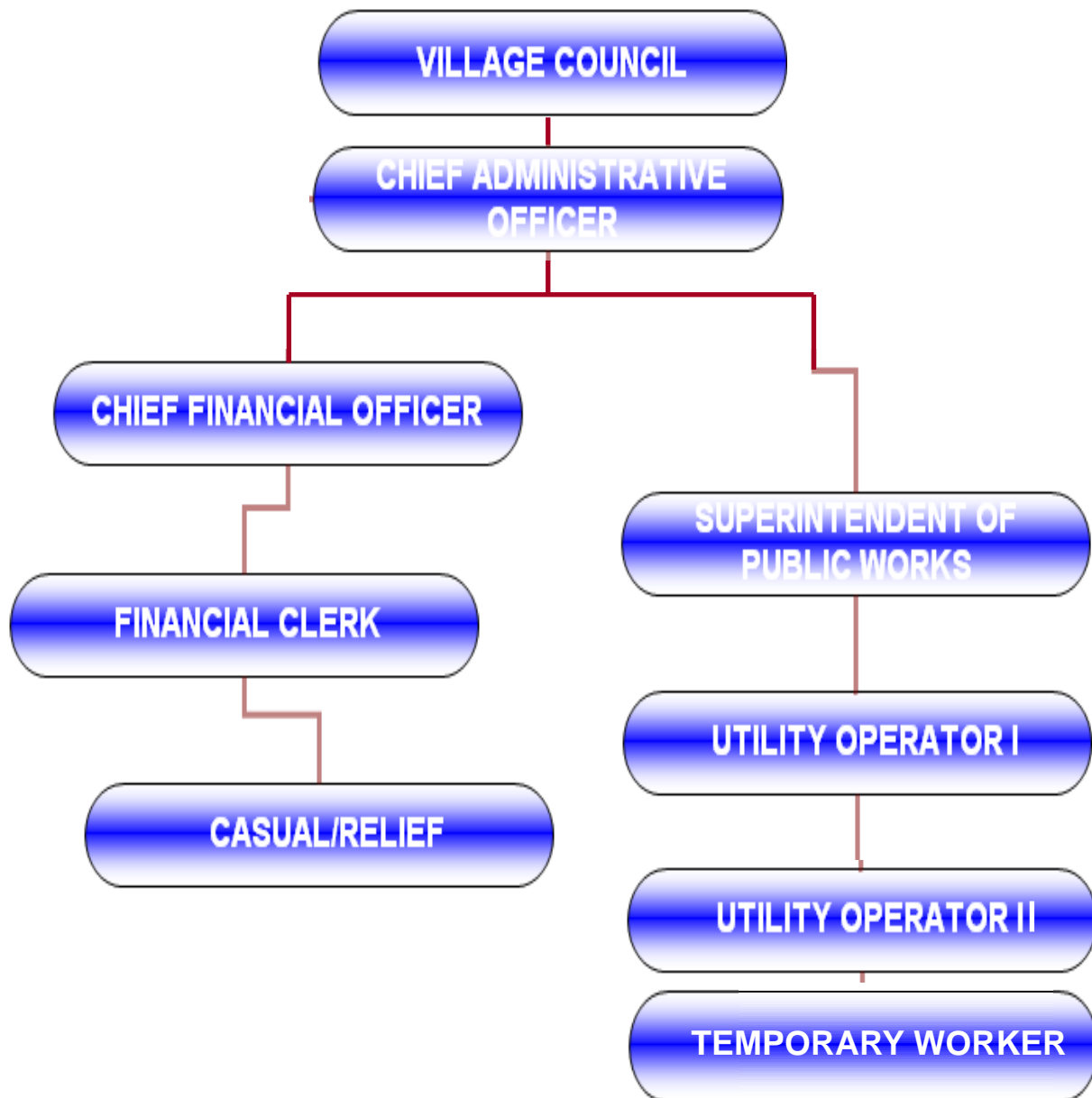
### MUNICIPAL AUDITORS

**A. W. Vandermeer & Associates**

### BANKERS

**Northern Savings Credit Union  
Municipal Finance Authority**

## Village of Queen Charlotte Organizational Chart – 2010



## Village of Queen Charlotte Council



**Mayor and Council**

### **2008-2011 Village Council**

**V**illage Council is the legislative body that represents the citizens of the Village of Queen Charlotte, provides leadership and establishes policies and priorities for the municipal government of Queen Charlotte. Council reviews and establishes budget levels for civic operations and capital expenditures.

Village Council is made up of the Mayor and four Councillors. All members of Council hold office for a three year term. The Mayor chairs meetings of Council and is also an ex-officio member of all Council Committees and all bodies to which Council has the right to appoint members.

There are also five special committees of Council: Health and Wellness Advisory Committee, Advisory Planning Commission, Emergency Preparedness, Technical Advisory Committee, and Finance Committee.

Village Council holds two regular meetings a month on the first and third Monday. Meetings are open to the public and agendas are available at the Village Office or the Village's website ([www.queencharlotte.ca](http://www.queencharlotte.ca)).

## Administration



The **Chief Administrative Officer** (CAO), is appointed by Council and is responsible for the overall administration of the municipality. Where appointed, the *Community Charter* assigns the following specific duties to the CAO :

- (a) overall management of the operations of the municipality;*
- (b) ensuring that the policies, programs and other directions of the council are implemented;*
- (c) advising and informing the council on the operation and affairs of the municipality.*

In the Village of Queen Charlotte, the CAO is also appointed to be the **Corporate Officer**, a required position under the *Community Charter*, and has the following additional responsibilities:

- (a) ensuring that accurate minutes of the meetings of the council and council committees are prepared and that the minutes, bylaws and other records of the business of the council and council committees are maintained and kept safe;*
- (b) ensuring that access is provided to records of the council and council committees;*
- (c) administering oaths and taking affirmations, affidavits and declarations;*
- (d) certifying copies of bylaws and other documents;*
- (e) accepting, on behalf of the council or municipality, notices and documents; that are required or permitted to be given to,*
- (f) keeping the corporate seal.*

**Meetings of Council:**

In 2008, council held 47 meetings;  
 In 2009, council held 80 meetings.  
 In 2010 council held 60 meetings

**Bylaws and Policies:**

Council adopted 11 bylaws and 11 policies in 2010

In carrying out these duties assistance is provided by the Chief Financial Officer and by other employees of the Village.

Another statutory appointment of the CAO is that of **Approving Officer**. The Approving Officer is appointed by Council and has independent authority pursuant to the *BC Land Title Act*, Section 77, to receive and approve or reject applications for the subdivision of property within the municipality. In 2010, two subdivisions were initiated and will be completed in 2011.

The CAO attended the 2010 Approving Officers Training course held in conjunction with the Local Government Officers Conference in Whistler. The purpose of this training session is to keep informed of legal and procedural matters with respect to sub-divisions and to network with other approving officers.

**2010 Major Accomplishments:**

2010 was an extremely busy year for both council and staff. As you will see in this report, the Public Works Department was focused on completing work on the new water treatment plant and once it became operational, on learning about all of the new and complex systems within the plant that require monitoring and maintenance. In addition, the department geared up to take over responsibility for road maintenance and was immediately challenged to keep the roads safe during unusually high volumes of snow. Details will be found in the report on the Public Works department for 2010.

The Finance Department was also busy preparing the 2010 budget and 5 year plan and monitoring expenditures. In addition, in 2009, the province mandated that all tangible capital assets be valued and accounted for in municipal budgets. This includes roads, water mains, and sewer mains which up to now have largely been ignored in the municipal budgeting process. Details will be found in the Finance Department section and appendices to this Annual report.

The administration was also busy reviewing, updating or establishing new policies and procedures as well as preparing new bylaws or bylaw amendments for Council. In addition, several large projects were implemented or ongoing which required the regular attention of the CAO. In October, Council and senior staff worked to review and update the Mission, Vision and Values of the municipality as well as to develop a list of major projects and initiatives for council.

The following table summarizes the activities of the CAO/Corporate Officer/Approving Officer with reference to the goals established for 2009 (as per the 2009 Annual Report):

OBJECTIVE		SUCCESS MEASURE and ACCOMPLISHMENTS
1.	Develop policies and bylaws for the efficient administration of the Village	<p>Council approval of policies that improve the administration of the Village:  <b>11 new Policies were prepared and adopted by Council in 2011</b></p> <ul style="list-style-type: none"> <li><b>7.0 Cell Phone and Telephone Long Distance calling Procedure</b></li> <li><b>8.0 Tents for Community Use</b></li> <li><b>9.0 Proclamations</b></li> <li><b>10. Computer Use Policy</b></li> <li><b>11. Employee Performance Planning &amp; Review Policy</b></li> <li><b>12. Purchasing Policy</b></li> <li><b>13. Council expense &amp; Travel Policy</b></li> <li><b>14. Employee Expense &amp; Travel Policy</b></li> <li><b>15. Annual Student Bursary Policy</b></li> <li><b>16. Encroachment Policy</b></li> <li><b>17. Road Maintenance Policy</b></li> </ul> <p>Council approval and adoption of Bylaws intended for the effective administration and governance of the community:  <b>Council adopted 5 administrative bylaws in addition to the 6 annual bylaws required for the budget process</b></p> <ul style="list-style-type: none"> <li>36. Council Procedure Bylaw</li> <li>37. Amendment to Water Service Area</li> <li>38. OCP Amendment Bylaw</li> <li>43. Council Cost of Living Adjustment Bylaw</li> <li>44. Fees and Services Bylaw</li> </ul>

2.	Complete and implement the new Official Community Plan	Review draft OCO and consult with the community: <b>In 2010 Council commenced the process of reviewing the Draft OCP that was prepared by the Advisory Planning Committee in 2009;</b> <b>Michael Rosen, Municipal Planner, was hired in May to assist Council ;</b> <b>Several open meetings were held by Council to work on the draft bylaw and by the end of 2010, Council was within reach of its goal to have a new draft ready for consultation and adoption in 2011.</b> Adoption of a new OCP Bylaw in 2010: <b>Not completed—BF to 2011</b>
3.	Complete a Climate Action Plan	Amend OCP by May 31, 2010: <b>Bylaw 30.0 adopted</b> Complete a Climate action Plan by 2011: <b>Not Completed: a new joint project was undertaken with the Village of Port Clements and Masset to prepare climate action plans for each community;</b> <b>Sustainability Solutions Group was hired to complete this project;</b> <b>Completion planned for 1<sup>st</sup> quarter 2011</b>
4.	Transfer ownership and responsibility for the cemetery to the Village	Ownership transferred from the Legion to the Village in 2010: <b>Not Completed: the process to transfer ownership of the cemetery was initiated and will be completed early in 2011</b>
5.	Improve communications with the community and within the organization	Implement a variety of new measures to improve communications to and with the community: <b>9 Village Voice Newsletters were published</b> <b>6 Community Dialogue Opportunities</b> <b>Facebook and e-mails used to inform people of meetings and events</b> <b>Commencing Feb. 1, 2010, Monday Morning Staff Meetings were held consistently to exchange information</b> <b>Cell phones acquired for communications</b>
6.	Amend or replace the Council Procedure Bylaw	Adoption of a new Procedure Bylaw: Completed : Bylaw 36 developed and adopted on March 15, 2010
7.	Complete Spirit Square Project	Complete by October 2010 <b>Not Completed: BF to 2011</b> <b>Council approved final architectural design and site plan in August 2010</b> <b>Site preparation commenced in September – concrete works, some drainage work, underground wiring across Causeway St.</b> <b>Construction project was tendered in November but there were no bidders</b> <b>Construction scheduled to commence in January 2011 and will be substantially completed by June 2011.</b>
8.	Complete Stage 2 of the Community Park Project	BMX Park; improve the tennis courts; parking area; prepare site for tot-lot: <b>Not Completed: BF to 2011</b> <b>Issues with the tenure on the property</b> <b>Village has applied to Crown Lands for a 30 Lease</b> <b>Some work done to develop a ball hockey court within the tennis court area under an additional grant</b>

9.	Ensure that policies and bylaws are in place to facilitate the VQC assuming responsibility for road maintenance	Adoption of: a road maintenance policy; road standards for development; and, a Street and Traffic Bylaw : <b>Completed: Policy 17: Road Maintenance was adopted on November 1, 2010</b> <b>Street &amp; Traffic Bylaw BF'd to 2011</b>
10.	Other Projects that were initiated or completed in 2010	<b>Noise Bylaw discussions</b> <b>Crown Land Applications</b> <b>Privately Managed roads</b> <b>2 subdivisions</b> <b>Road closure</b> <b>Age Friendly Grant Program</b> <b>Initiated research into the responsibility to conduct fire inspections</b> <b>Strategic Planning with Council</b> <b>Attended the Local Government Officers Association Conference and, with council, the Union of BC Municipalities Conference</b> <b>Completed 2 courses at the University of Victoria – Public Administration Faculty</b> <b>Assist MIEDS to present a workshop for Not-For-Profit boards and organizations</b> <b>Assist to the Ministry of Lands, Forests and Natural Resources to clean up 3 properties on Bearskin Bay</b> <b>Implement Monthly Community Dialogue Program</b>

**Objectives and Outcomes for 2011**

OBJECTIVE		SUCCESS MEASURE
1.	Develop policies and bylaws for the efficient administration of the Village	Council approval of policies & bylaws that improve the administration and governance of the Village
2.	Consultation, adoption and implementation of the new Official Community Plan Bylaw 50-2011	Complete the review draft OCP; consult with the community; hold a public hearing and adopt the new OCP Bylaw
3.	Complete a Climate Action Plan and implement recommendations	Complete a Climate Action Plan by March 31, 2011; incorporate elements of the plan into the OCP
4.	Complete the transfer ownership and responsibility for the cemetery to the Village; update cemetery mapping	Ownership transferred from the Legion to the Village; updated cemetery mapping and records
5.	Adopt a VQC Cemetery Bylaw	Cemetery Bylaw Adopted and approved by BC Consumers protection; VQC Licenced to operate a cemetery
6.	Improve communications with the community and within the organization	Monthly newsletters; public consultations on strategic issues; presentation of information to prospective members of council; community support for important issues and directions of council
7.	Complete a Noise Bylaw and policies	Adoption of a Noise Bylaw by Council; adopt policies for enforcement of 'Good Neighbour Bylaws' and the process for consultation in the development of additional 'Good Neighbour Bylaws' if necessary.
8.	Complete Spirit Square Project	Complete by June 2011; NDI and CST funding applications drafted and approved for Phase 2 of the Spirit Square Project
9.	Initiate work on Stage 2 of the Community Park Project	BMX Park; improve the tennis courts; parking area; prepare site for tot-lot
10.	Develop and adopt a Works & Services Bylaw	Bylaw adopted and implemented

11.	Prepare and Present a pre-election workshop for candidates and post-election orientation workshop for the new municipal council	Potential council members will be informed about municipal projects and proceedings; The newly elected members of council will be informed about the administration, finances and operation of the municipality in a timely manner after the November 2011 election
12.	Queen Charlotte Seawalk project	WestCAPP Funding approval for work on the Community Club and Oceanview sections of the project
13.	Retrofit Village Office with Heat-Pumps	Fraser Basin Council grant application drafted and approved and project completed
14.	Artist in Residence Project	Demonstration project for painting utility boxes; art workshop opportunities
15.	Develop a Street & Traffic Bylaw	Draft Bylaw and consultation with the RCMP and community; Bylaw adopted and implemented

**Communications and Community Dialogue:**

In 2010 we attempted to introduce monthly community dialogue sessions held at the Municipal Office. The program started in May and a total of five (5) dialogues were held on the following topics:

1. Building Trust Through Public Engagement: What works? What does not work? What can we do better?
2. Government Regulation: How Much Regulation do we Need (or Want)?
3. Community Participation: How can we encourage people to become involved in community affairs? and, Dealing with Volunteer Burnout.
4. Local Government Projects: Spirit Square
5. Open Dialogue – no specific topic

The theme, “**Building Trust Through Public Engagement,**” was chosen for the first dialogue in response to our need as a Village Government to ensure that we are being effective and efficient in our official communications and information gathering and in our efforts to inform the community. We discussed the various forms of communication that the Village uses. These include:

- Regularly scheduled and open Council meetings are held in Council Chambers on the first and third Monday of each month;
- Special Council meetings at the call of the Mayor or members of Council to deal with specific issues;
- Committee of the Whole meetings, usually monthly, to deal with projects and to make recommendations to Council;
- Agendas are published in advance of meetings and posted on the municipal website with the information packages for the meeting;
- Staff reports are prepared for Council which serve the purpose of informing them and the public of an issue and of the options available to respond or act on a specific request or item;
- Meeting activities or decisions are reported in the Queen Charlotte Island Observer newspaper;
- Minutes are prepared and posted on the Village website;
- Meeting notices are posted on the Official Notice Board at the Village Office and at the Post Office;
- Meeting notices are also advertized in the newspaper for regular and committee of the whole meetings and, if time permits, for special meetings;
- The Village publishes a monthly newsletter, the ‘Village Voice’ that is mailed to property owners and others on our mailing list and is distributed to coffee shops;
- An e-mail notice is sent on occasion to people (‘e-group’)who have asked to be included on a list;
- Facebook is also used on occasion for special issues (recently used to provide notice of a meeting to discuss ‘noise’ issues);
- Word of mouth is also used to inform people of issues or upcoming meetings;
- Monthly ‘Brown Bag Lunch’ sessions are held in Council Chambers at noon – 1:00pm on the first Friday of each month;
- Council also responds to correspondence received on issues or requesting information.

It was noted that many of the participants in the dialogue were not aware of the extent of Council's activities and communications efforts and several suggestions for improvements were received:

1. Be consistent in the means used to communicate and in the objectives of communication;
2. Ensure that a broad cross section of the community is reached by using as many different means as is reasonable, practicable and manageable by village staff;
3. Investigate the opportunity to use our web provider to initiate electronic notices by e-mail or Facebook;
4. Facebook use needs to be expanded to include meeting notices and other details such as notice of bylaws up for consideration or special projects to be reported on and discussed at upcoming meetings;
5. The 'e-group' needs to also be used more consistently and effectively;
6. Published advertisements need to provide more information about topics under consideration by Council;
7. Greater use of community bulletin boards besides the official board at the Village office and the post office board;
8. The Village Voice works and should be continued;
9. Information about meetings needs to be disseminated well in advance of a meeting so that residents and stakeholders can prepare to attend;
10. Community dialogues should continue and should be balanced between being issue oriented and being responsive to the wishes of participants.

Several of the ideas that came out of this Dialogue have been implemented by staff and council. Unfortunately after the summer community interest in both the Dialogues and in the Brown Bag Lunches declined to the point that people stopped coming and both of these activities have been suspended.

Ideas that came out of the Dialogues and have been implemented by staff and council include:

1. Preparation and distribution of a 'New-Comer Package' that is available to new residents of Queen Charlotte. This package is available at the Library, the Visitor Information Center and the Village Office.



**All Island protocol Meeting  
Hosted in Queen Charlotte,  
June 2010**

2. Implementation of a Council practice of giving 3 distinct readings to new bylaws or bylaw amendments at separate meetings of council. This is to ensure that the public has an opportunity to understand what the bylaw or amendment is all about and to comment on it before it is adopted. While it is still possible for 3 readings to be given at a meeting, this practice is reserved for urgent bylaws that relate to public safety or situations when time is of the essence and delay would cause undue hardship.

**In June 2010, Queen Charlotte Council hosted a successful meeting of the All Island protocol Table. This is another example of how our community works to communicate with local residents as well as with other communities on Haida Gwaii.**

## Finance

The Chief Financial Officer (CFO), is appointed by Council, reports to the Chief Administrative Officer and is responsible for the following powers, duties and functions (*Community Charter* section 149):

1. Receiving all money paid to the municipality;
2. Ensuring the keeping of all funds and securities of the municipality;
3. Investing municipal funds, until required, in authorized investments;
4. Expending municipal money in the manner authorized by the council;
5. Ensuring that accurate records and full accounts of the financial affairs of the municipality are prepared, maintained and kept safe;
6. Exercising control and supervision over all other financial affairs of the municipality.

The finance department is made up of three members; CFO, Senior Legislative Financial Clerk and Financial Clerk.

Professional development for the finance department for 2010 included the CFO attending the 2010 Government Financial Officers of B.C. conference. The CFO also completed the first of four modules for a Local Government Administration Certificate from Capilano University. Our Senior Legislative Financial Clerk attended a "Basics of Assessments and Property Taxation" training course as well as the annual conference offered by our financial software provider.

Communicating with the community is a priority and much work has been done to expand the information available on the Village of Queen Charlotte website. If you go to [www.queencharlotte.ca](http://www.queencharlotte.ca) you will find meeting agendas, minutes, meeting packages, Bylaws, the Official Community Plan (OCP) and public information including business directory, RCMP reports and more. If you are a member of the local credit union you can also pay your utility bills and tax bills on Memberlink.

Remember that when you pay your taxes you can also apply for the Homeowners Grant on the web site.

The winner of the 2010 Village of Queen Charlotte Bursary was Alan Moore. This \$500 Bursary is awarded annually.

### **2010 Major Accomplishments:**

Canada/BC Water Project #8328 which included the second water reservoir, water meter installation and generator for water treatment plant was started in Feb. 2005 and completed in 2010. The Village of Queen Charlotte will be monitoring water use levels with the installed water meters and there are plans to bill with a combined flat rate and volume of water formula in 2012. The second water reservoir doubled storage capacity for the village and provided more fire fighting capability.

The new water treatment plant has been completed and is in operation. The Stanley Lake weir portion of the project is scheduled for 2011. The Village of Queen Charlotte successfully applied for an infrastructure planning grant for a sewerage treatment study in 2009. This study was completed August 2010 and includes several options for location and method of sewerage treatment.



### **QC Bursary Qualifications:**

- Resident of Queen Charlotte
- Graduate of QCSS
- Completed at least 1 year of post secondary and enrolled in subsequent year for a full program of courses
- Have attained an overall 'B' average

## 2010 Goals and 2011 Objectives:

Each year the objectives set out in the previous year are reviewed and success measures and accomplishments are noted. The chart below are the 2009 objectives and with updated of activity in 2010.

OBJECTIVE	SUCCESS MEASURE and ACCOMPLISHMENTS
Complete Queen Charlotte Sewerage Treatment Study	Sewage Treatment & Disposal Feasibility Study completed August 2010. Forwarded to Environment Canada. Financial planning included in 5 Year Financial Plan in 2011.
Participate in community wide emergency preparedness exercise.	Responded to tsunami alert Feb. 27 <sup>th</sup> and used this opportunity for a full emergency response exercise involving the entire community.
Energy efficient heating for Village Office.	Obtained study grant to establish a climate action plan before making major changes.
Power back up for Village Office.	Emergency generator in place and tested.
Purchase Utility Trailer for Water Treatment Plant site.	Trailer was purchased and is being used at the water treatment plant location.
Award scholarship.	Scholarship awarded.
Purchase split holding tank for public works.	Other options were found and this piece of equipment was not purchased.
Public Works Sand and Salt Storage	Sand and Salt Storage facility was constructed in the public works yard.
Theme Signage for Village.	This project has been carried forward to 2011.
Purchase second truck & sander for roads.	Second truck and sander purchased.
Purchase blade & forklifts for bob cat.	Blade and forklifts purchased for bob cat.

Going forward into 2011 the following objectives have been identified. Some of the objectives are carried forward from 2009 and others are new for 2010.

OBJECTIVE	SUCCESS MEASURE and ACCOMPLISHMENTS
Theme signage for Village	To design and install theme signage by year end.
Provincial Financial Reporting	To meet Ministry time lines.
Professional Development	Strive to identify suitable training opportunities for all financial staff.
Improve IT resources & procedures.	Now have staff with IT background – improving systems including data backups.
Identify and quantify operating contingencies.	Prepare reserve recommendations for Council.
Identify and quantify capital replacement reserves.	Prepare capital reserve recommendations for Council.
Local Government Elections.	Prepare time line for local government elections. Error free election process and voting.
Water billing to include consumption.	Use water meters to determine usage.
Implementation of procedures with respect to the operation of the Cemetery	Able to provide information and assistance to the public and local undertaker when burials are required; updated cemetery mapping.

**Other Projects:**

A “New Comers” welcome package was developed by village staff and is available at the municipal office, the library and the Visitor Information Centre.

The HST changes in 2010 applied to municipalities and we worked with our financial software provider to implement these changes into our system. The Village of Queen Charlotte qualified for an HST rebate of 85.41%. This represents 100% of the GST and 75% of the old PST.

As the roads became the Village of Queen Charlotte’s responsibility in Dec. 2009, new equipment was required for road maintenance and snow and ice removal. Purchases included a Ford F350 pickup with snow blade and sander, bob cat blade, bobcat forklifts and utility trailer.

**Budgets:**

Budget planning is a big part of the work for the financial department. Budgets for the General Budget, Water Budget and Sewer Budget are created each year and a five year plan is also prepared.

- Budget Process
- Setting Vision, Values and Objectives– Council
  - Adopting Bylaws and Policies– Council
  - Developing Draft Budget– Council and Staff
  - Public Meetings to Discuss Draft Budgets– Council and Staff
  - Adopt 5 Year Financial Plan & Tax Rate Bylaws– Council
  - Compile and Distribute Tax Notices– Staff

The Village of Queen Charlotte applies for grants to support projects. In 2010 the successful grant applications included:

<b>Grants Obtained in 2010:</b>	
Small Community Grant	\$382,763.00
Federal Gas Tax	\$88,220.00
Gwaii Trust - Christmas Grant	\$10,000.00
Gwaii Trust - Training Grant	\$3,962.00
MIA Risk Management Grant	\$1,000.00
NDI - Proposal Writer Grant	\$7,500.00
SHSI - Age Friendly Grant	\$16,850.00
Planning Grant - Community Energy Plan	\$10,000.00
Planning Grant - Sewerage Treatment Study	\$10,000.00
NDI - Economic Development Grant (MIEDS)	\$35,000.00
<b>Total Grants Obtained:</b>	<b>\$565,295.00</b>

**Budget Summary:**

In 2010 the General Budget was \$1,041,478, the Water Budget was \$336,833 and the Sewer Budget \$164,240 for a total of \$1,542,551. Revenues are collected by way of property tax, front-age taxes, grants and transfers from reserves.

See Appendix for budget details.

Expenditures are tracked to make sure they stay within the budget. Reports showing the status of each budget are prepared quarterly and presented to Council and the public. At the end of each calendar year Annual Financial Statements are prepared and audited by an external auditor. The completed audited Financial Statements are forwarded to the Province and made available to the public.

**VILLAGE OF QUEEN CHARLOTTE  
2010 FINANCIAL STATEMENTS  
SUMMARY:**

*CASH RESOURCES AS AT Dec. 31, 2010:*  
\$2,784,567

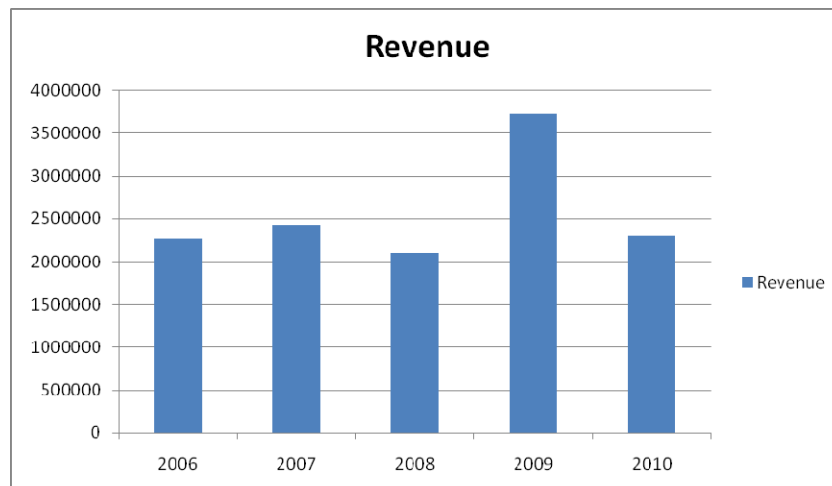
*Value of Assets less Liabilities:*  
\$1,594,085

*Capital Asset Value:*  
\$17,034,933

*Net Worth:*  
\$18,761,680

**2010 Taxation Data:**

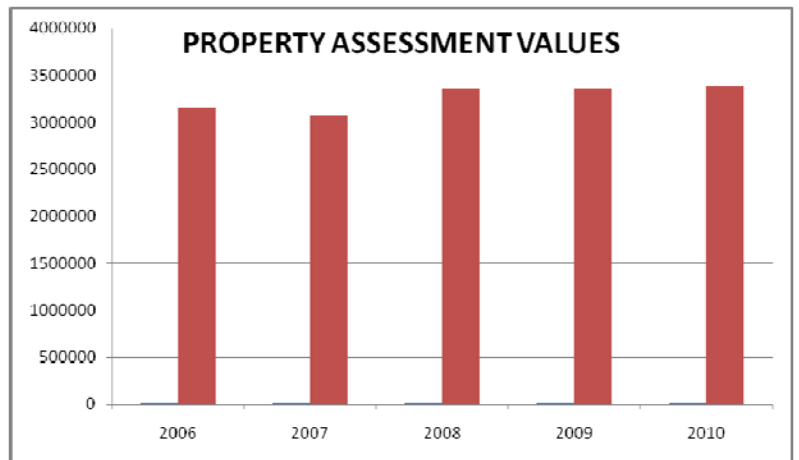
*Property Taxes Levied: \$259,200*  
*Water Frontage: \$205,492*  
*Sewer Frontage: \$10,861*  
*Recreation: \$10,884*  
*School Taxes: \$452,611*  
*Northwest Regional Hosp.: \$18,620*  
*Skeena-Queen Charlotte Regional District: \$80,332*  
*Regional Hospital: \$9,081*  
*BC Assessments: \$7,104*



**Property Taxes:**

After the municipal budgets are set and the levies from other taxation authorities are received the finance department starts the process of drafting property tax rates for the consideration of Council.

<i>PROPERTY ASSESSMENT VALUES</i>		
<i>2006 - 2011</i>		
Year	# of Folios	Value
2006	860	\$3,164,600
2007	859	\$3,068,000
2008	857	\$3,367,200
2009	855	\$3,356,000
2010	851	\$3,387,100
2011	844	\$3,562,700



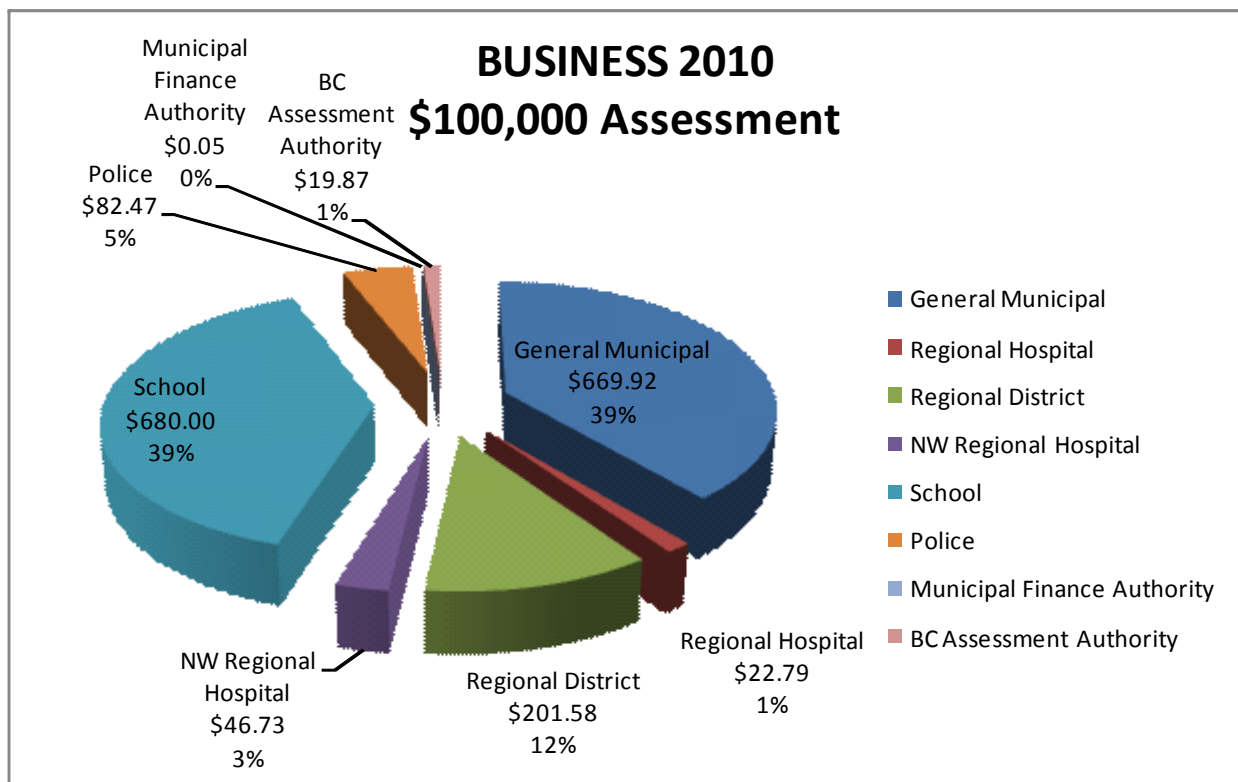
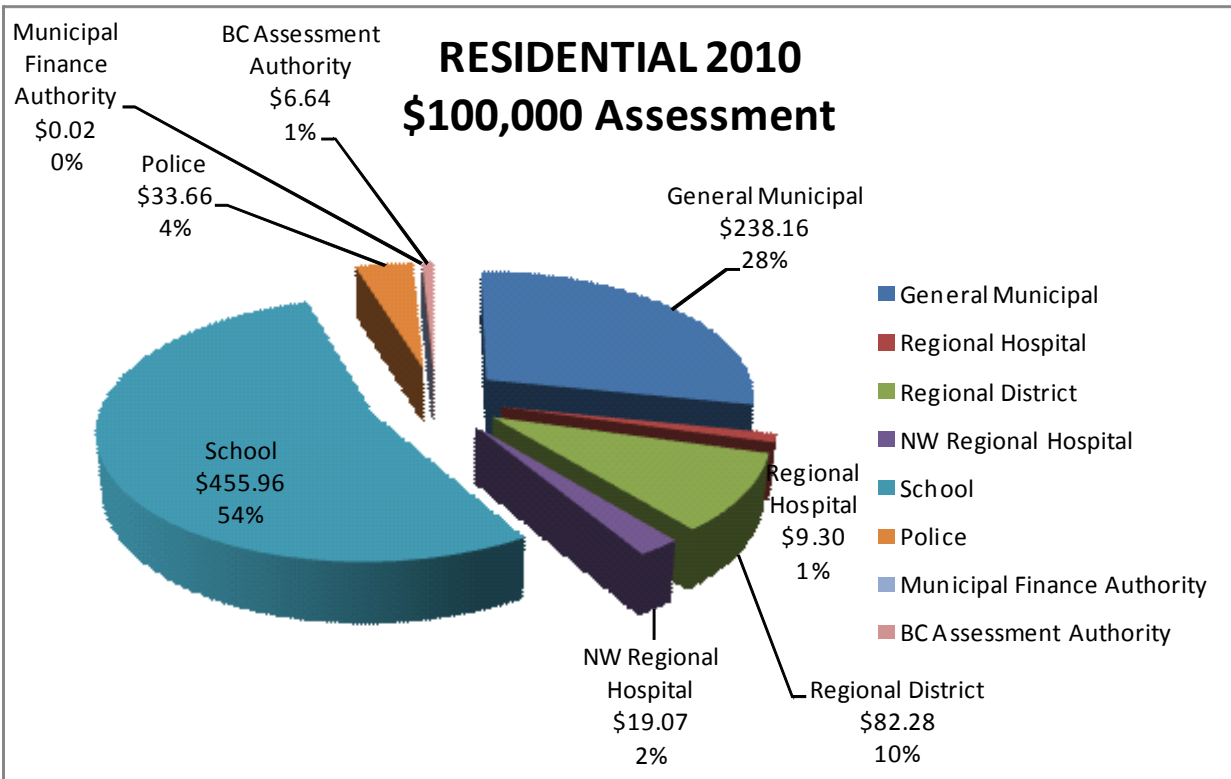
The property tax notices include municipal taxes:

- Property tax based on the value of the property
- Water Frontage (if the property is located in the water area)
- Sewer Frontage (if the property is located in the sewer area)
- Recreation Levy (\$24.24 per property with improvements)

The other taxes that appear on the property tax notices include:

- School Tax
- Police Tax
- Regional District Levy
- Regional Hospital Levy
- Northwest Hospital Levy
- BC Assessment Levy
- Municipal Finance Authority Levy

The taxes collected for other than municipal purposes are forwarded to the agencies designated. The charts here show how much was collected for municipal tax and the other agencies by dollar amount and by percentage based on a residential and business property valued at \$100,000.



**Municipal Insurance Association:**

The Village of Queen Charlotte is insured with the Municipal Insurance Association. There are no claims outstanding for 2010. The Municipal Insurance Association awarded a Risk Management Grant in the amount of \$1,000 in 2010. These funds were used to develop the new Snow and Ice Policy and Road Maintenance Policy.

**Financial Appendices:**

Please refer to the following documents.

1. Audited Financial Statements 2010 (pg. 31-41)
2. Bylaw 40-2010 Financial Plan Bylaw (pg. 42-45)  
Schedule A  
Schedule B
3. Bylaw 41-2010 Tax Rate Bylaw (pg.46-48)  
Schedule A
4. Bylaw 34-2009 Permissive Tax Exemptions (pg.49-50)
5. Ad for Permissive Tax Exemptions (pg. 51)
6. Bylaw 39-2010 To Amend Bylaw 25-2008 Water Frontage (pg. 52-53)



**The Finance Team**

## Public Works

Queen Charlotte’s Public Works Department consists of four full time employees, the Superintendent of Public Works and three Utility Operator positions. Because of the nature of our work, some employees require special certification in water and sewer operations which is achieved through training and experience. The Superintendent of Public Works has Level 2 certification in both water and sewer operations and one of our employees has Level 1 certification in water operations. With the commissioning of our new water treatment plant, our goal is to upgrade our employees certification in this area.



The Public Works Department has the following responsibilities:

1. Operation and maintenance of Queen Charlotte’s Water Treatment Plant Facility;
2. Operation and maintenance of Queen Charlotte’s Water Distribution System;
3. Operation and maintenance of Queen Charlotte’s Waste Water Collection System;
4. Maintenance of Queen Charlotte’s Road system;
5. Grounds work and maintenance on the Parks, rights of ways and public areas;
6. General maintenance of the municipal buildings and properties.

### Major accomplishments for 2010:

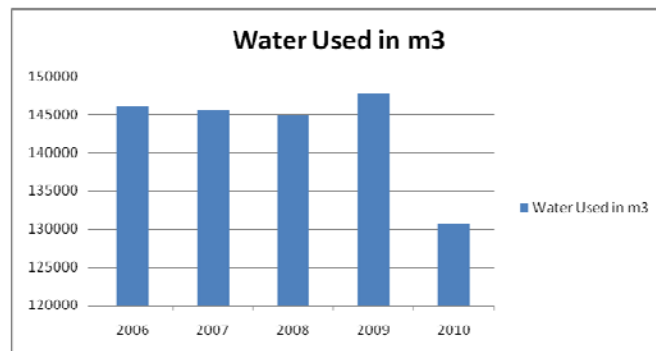
1. Completed Construction of the Honna Water Treatment Plant;
2. Commissioned Honna Water Treatment Plant which was in full operation by July 2010;
3. Developed and implemented a maintenance plan for the Honna Water Treatment Plant;
4. Completed a roads maintenance policy;
5. Purchased all snow removal equipment;
6. Completed sand/Salt storage facility;
7. Developed a Road maintenance policy and assumed complete responsibility of road maintenance including snow clearing;
8. Achieved a record of zero sewer spills for 2010;
9. Worked with staff and Opus DaytonKnight Ltd. to complete a review and identify options for development of a sewerage treatment plant.



### Water and Waste Water:

#### Municipal Water Usage Statistics:

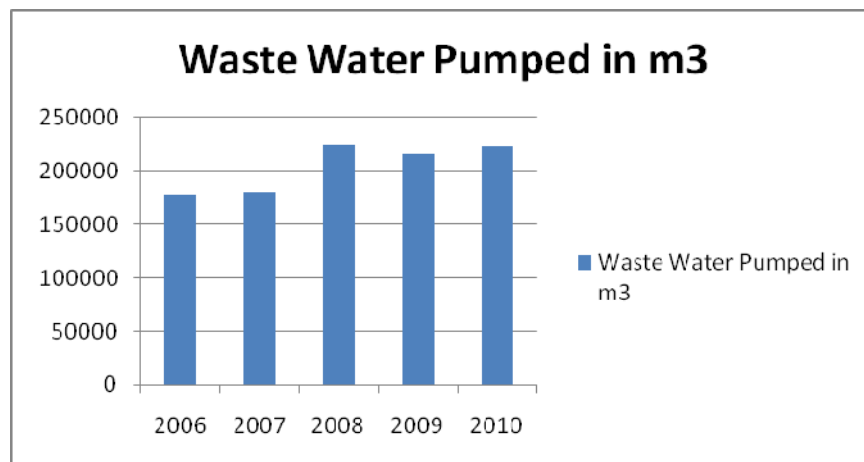
In 2010 municipal water usage dropped to its lowest level in 4 years, to 130,682m<sup>3</sup>, a reduction of more than 10% from the 2009 level. The month with the highest water usage was July (12,005 m3) and the month with the least usage was February (9,123 m3).



**Municipal Waste Water Pumped Statistics:**

Waste Water pumped increased almost 5% to 223,503m<sup>3</sup> in 2010 which is similar to the 2008 total of 224,905m<sup>3</sup>. The reason for this increase is the addition of the waste water from the water treatment plant be added to the sewer system in 2010.

In 2009 our municipal engineers, Opus DaytonKnight Ltd., conducted a review of the Wastewater system with a view to identifying options for developing a sewage treatment plant. This work was undertaken as a result of an order from the Federal Ministry of Environment and a final report was completed and submitted to MOE in December. The month with the highest waste water usage was February (35,743 m3) and the month with the least usage was August (11,378 m3).



See [Public Works Appendix 1](#) for complete Water and Waste Water Statistics.

**Plans and Goals for 2011:**

2011 will be another busy year for the Public Works Department. As of December 2010 we are responsible for road maintenance and will need to successfully see that the roads are in safe driving condition through the winter months. The Village of Queen Charlotte is responsible for all roads in the municipality with the exception Oceanview Drive which will be maintained by the Ministry of Transportation. The Village has developed a Roads Maintenance Policy and will be implemented throughout 2011.

In 2011 the Village will be completing the last stage of the Honna Water project. Construction of the Stanley Lake Weir Structure will start in spring and should be completed by fall 2011. The weir structure will hold water in Stanley Lake to its natural high water mark. During the dry months water in Stanley Lake will be released to allow more flow down the Honna River to allow more water to be pumped to town.

Also in 2011, The Village of Queen Charlotte will be starting phase 2 of the community park, which will consist of clearing the rest of the land and the construction of a children’s playground. Also with extra funding we will be converting half of the tennis courts into a ball hockey court.

The Following Table summarizes the Goals and Outcomes for 2011

Goals for 2011		Measure of Success
1.	Complete Winter Road Maintenance	Provide safe driving conditions during winter months
2.	Complete the Stanley Lake Weir Structure	Structure successfully constructed and in operation.
3.	Complete Ball Hockey Rink	Rink constructed and in use
4.	Assist in Construction of Spirit Square	Spirit Square complete
5.	Start phase 2 of the community park	Clear and level the rest of the site. Complete Construction of a Children’s play ground.
6.	Prevent all wastewater spills	No wastewater spills
7.	Successfully operate Honna Water Treatment plant through first year.	Not having to switch to the Trundle Well water system.
9.	Replace wooden box culvert at 4.9km on Stanley Lake FSR	Successful replacement with no environmental issues.
10.	Install Flow meters at the sewage outfall	Meters installed with no wastewater spills
11.	Finish Installing water meters	All meters installed and functioning properly. Metering system coordinated with Billing system. Meters ready to be used with Billing in 2012.



**Public Works Team**

## Volunteer Fire Department

The Queen Charlotte Volunteer Fire Department is established pursuant to the Community Charter and Bylaw 20-2008.

The Queen Charlotte Volunteer Fire Department is established pursuant to the Community Charter and Bylaw 20-2008.

The following is a summary of the training and call out activities for the Queen Charlotte Volunteer Fire Department (QCVFD) for the year of 2010-11.

### **Training**

Weekly training sessions continue to occur on Tuesday nights starting in September and running through until the end of June. In 2010-11, 40 training sessions of 2 hours were run totaling 80 hours. Average turn out per practice is 8 to 10 members. Estimated total training man-hours is 800 hours.

Training activities in 2010-11 included but were not limited to:

- Self Contained Breathing Apparatus & Personal Protective Equipment
- Pumper and water delivery
- Rope rescue/Ropes and Knots
- Auto extrication
- Simulated structural fire in the department smoke house
- Residential/Commercial/Marina Exercises
- Wild land fire - Equipment and Tactical Training

In 2010 the Department hired certified trainers/assessors from the Northwest Community College to implement basic training for all of our regular members and to inspect our resources, protocols and capabilities. This gap analysis identified administrative areas for the department to improve on and these will become a primary focus in the 2011-12 season.

Senior Department members have taken on lead roles (Facilities; Equipment, Personnel; OH&S) to action all of the new initiatives. The training schedule continues to be the responsibility of the Deputy Fire Chief.

### **Membership**

In September of 2010 there were 16 regular members and 3 auxiliary fire fighters. Membership is constantly changing. In the 2010-11 season we saw the addition of three new regular members, but lost two of our Captains, two dispatchers and a regular. We currently run with 17 regulars, 3 auxiliary and 2 dispatchers.

## **Incidents**

### *Structural Fires*

One major structural fire occurred in 2010. Two structures in Hooterville were completely destroyed and the QCVFD responded 4 times within 24 hours to fight the fire at fully involved, burn-out and mop-up stages. There were no injuries or fatalities.

### *Auto Extrication & BCAS Assist*

QCVFD responded to 2 motor vehicle incidents (MVI) in 2010-11. One was a false alarm near Lawn Hill and the other was a serious collision on Oceanview Drive. We were also dispatched to provide lift assistance to BCAS on an incident at the QC Marina.

### *Other Calls*

QCVFD also responded to 4 minor structural fires (2 chimneys, 1 shed, 1 electrical) and 1 false alarm in 2010-11. There was minimal or no damage at all of these incidents.

QCVFD responded to 2 car fires in 2010-11. A minor fire in an abandoned truck at the M&B sort was extinguished quickly with further incident. A fully involved fire at the DFO building on Oceanview Drive was contained and no other property was damaged aside from the vehicle itself. Both vehicles were empty and no injuries occurred as a result.

## **Other Department Activities**

### *Fund Raising*

The department benefited from two fund raising events in 2010-11.

- The Community Halloween Dance – Bar proceeds
- Pearls of the Pacific – Community Social Event

The department also worked the pancake breakfast and participated in the Hospital Day Parade

### *Joint Training with Skidegate Village*

In an effort to build a better working relationship and local capacity, the department continues to train with the Skidegate Volunteer Fire Department. The department practices in Skidegate on the first Tuesday of every month and invites the SVFD to attend all other practices in Queen Charlotte. Attendance by the SVFD is variable with 3 to 6 members attending 1 or 2 of our practices per month.



*Out of Jurisdiction Response*

A resolution passed recently by the Village of Queen Charlotte has amended Bylaw 20-2008 to allow our Department to safely respond to incidents in Skidegate. This recognizes that the SVFD is continuing to build capacity and our department will respond in accordance to our Standard Operating Guideline when we have the resources to do so.

*Purchases*

The department purchased some new turn out gear, flashlights and safety glasses to replace or augment damaged/older gear. An non-functioning intake valve was replaced on Pumper 4 and two hydrant bags were purchased as per NWCC Trainer recommendations.

The fire hall received a cement upgrade to replace a deteriorating floor in our pumper bay.

The directors have agreed to move forward and approve the development of an online database to track all of our resources, training, incidents and personnel files. It is expected to be operational by September 2011.

Sean Muise  
Deputy Fire Chief  
July 3<sup>rd</sup>, 2010



For details of the 2010 Fire Department Annual General Meeting Minutes and copy of the Fire Department Budget please see Fire Department Appendixes 1 and 2, respectively.

## Emergency Preparedness

Queen Charlotte adopted an Emergency Measures Bylaw in 2006, shortly after being incorporated as a municipality. Under this bylaw, members of a volunteer Emergency Executive Committee are responsible to prepare and maintain an Emergency Plan and to prepare the community for action and recovery in the event of a natural disaster or emergency affecting the community. This committee works closely with the Emergency Social Services Committee which is also activated during an emergency to look after people who are displaced or otherwise affected by a disaster.

In 2010, the Emergency Executive Committee met at the municipal office which doubles as the Emergency Operation Center, to review and update the Emergency Plan. Two new plans were adopted and included in the Emergency Plan: 1. Response to a Chlorine Gas Leak, and, 2. Procedures to isolate and inspect the water reservoirs after an earthquake.

In addition, the Committee made arrangements to purchase portable base radios and to update the hand held radios by adding common frequencies that will enable emergency response agencies to talk together.

The Committee implemented the Emergency plan on one occasion in 2010 in response to a Tsunami Warning resulting from an earthquake in Chile.

Queen Charlotte is indebted to the many volunteers who give of their time on this Committee and on other volunteer committees and activities in our community.

### The members of the Emergency Executive Committee are:

**Emergency Coordinator:**

**Larry Duke**

**Emergency Executive Committee:**

**Larry Duke**

**Faye Beaulieu**

**Kerry Laidlaw**

**Sean Muisse**

**Diane Forrest**

**Gladys Noddin, Council Member and Council Liaison**

**Debra Uliana, Chief Financial Officer**

**Ben Greenough, Superintendent of Public Works**

**Rob Knapton**

**Bill Beamish, Chief Administrative Officer**

**Sandra Brown, Financial and Legislative Clerk**



# Financial Section

## Appendixes

**Financial Appendix 1**

VILLAGE OF QUEEN CHARLOTTE  
CONSOLIDATED FINANCIAL STATEMENTS  
DECEMBER 31, 2010

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*A. W. Vandermeer & Associates* Certified General Accountant

## Financial Appendix 1

*A.W. Vandermeer & Associates*

Certified General Accountant

## INDEPENDENT AUDITOR'S REPORT

To the Mayor and Councillors of the  
Village of Queen Charlotte  
Queen Charlotte, B. C.

I have audited the consolidated statement of financial position of the Village of Queen Charlotte as at December 31, 2010, and the consolidated statement of operations, changes in net debt, cash flows for the year then ended, and a summary of significant policies and other explanatory information.

*Management's responsibility for the financial statement*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standard for local governments, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

*Auditor's responsibility*

My responsibility is to express an opinion on these financial statements based on my audit. I have conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the municipality's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the municipality's internal control. An audit also includes evaluating the appropriateness of accounting policies used and reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

*Opinion*

In my opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the municipality as at December 31, 2010 and the results of its operations and changes in its financial position for the year then ended in accordance with Canadian generally accepted accounting principles for local government.

*A.W. Vandermeer*  
A.W. Vandermeer & Associates  
Certified General Accountant

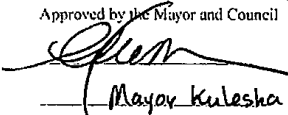
Cloverdale, BC  
June 20, 2011

Financial Appendix 1

VILLAGE OF QUEEN CHARLOTTE  
 CONSOLIDATED STATEMENT OF FINANCIAL POSITION  
 DECEMBER 31, 2010

	2010	2009
<b>Financial assets</b>		
Cash	1,621,779	1,042,321
Investments	1,162,788	3,322,308
Accounts receivable	68,906	84,353
GST receivable	58,904	47,344
Taxes receivable	159,176	188,513
	<u>3,071,553</u>	<u>4,684,839</u>
<b>Financial liabilities</b>		
Accounts payable	183,446	237,241
Deferred revenue	424,246	684,000
Municipal debt	869,776	900,000
	<u>1,477,468</u>	<u>1,821,241</u>
<b>Net financial assets</b>	<u>1,594,085</u>	<u>2,863,598</u>
<b>Non-financial assets</b>		
Tangible capital assets	17,034,933	15,138,742
Supply inventory	122,335	140,367
Prepaid expenses	10,327	38,127
	<u>17,167,595</u>	<u>15,317,236</u>
<b>Accumulated surplus</b>	<u>18,761,680</u>	<u>18,180,834</u>
<b>Represented by:</b>		
Operating funds	2,441,151	3,786,720
Internally restricted reserves	155,372	155,372
Equity in tangible capital assets	16,165,157	14,238,742
	<u>18,761,680</u>	<u>18,180,834</u>

Approved by the Mayor and Council



Mayor Kulesha

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

## Financial Appendix 1

VILLAGE OF QUEEN CHARLOTTE  
 CONSOLIDATED STATEMENT OF OPERATIONS  
 FOR THE YEAR ENDED DECEMBER 31, 2010

	Budget	2010	2009
<b>Revenues</b>			
Taxes	487,832	507,045	431,935
Payments in lieu of taxes	39,686	47,947	45,614
Services	4,800	140,975	129,482
Revenue from own sources	358,811	396,794	438,828
Unconditional grants	382,763	382,763	382,763
Conditional grants	187,009	106,746	105,187
Capital grants	-	723,481	2,187,700
	<u>1,460,901</u>	<u>2,305,751</u>	<u>3,721,509</u>
<b>Expenditures</b>			
Legislative	23,000	16,426	20,535
General administration	958,291	981,625	1,055,720
Protective services	38,500	38,500	38,500
Emergency services	2,000	1,693	4,346
Common services	24,376	24,888	24,376
Roads	49,738	38,745	24,978
Environmental health	2,300	168,561	151,882
Economic development	35,000	35,000	-
Parks and recreation	21,600	63,465	93,975
Tourism development	-	-	16,539
Village planning	43,100	14,362	3,350
Fiscal services - debt service	68,391	38,144	8,036
Amortization	-	239,361	219,672
	<u>1,266,299</u>	<u>1,660,770</u>	<u>1,661,909</u>
<b>Annual surplus</b>	194,602	644,981	2,059,600
Accumulated surplus, beginning of year	16,121,234	18,180,834	16,121,234
Adjustment to opening surplus balance	-	(64,135)	-
	<u>16,121,234</u>	<u>18,116,699</u>	<u>16,121,234</u>
<b>Accumulated surplus, end of year</b>	<u>16,315,836</u>	<u>18,761,680</u>	<u>18,180,834</u>

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

## Financial Appendix 1

VILLAGE OF QUEEN CHARLOTTE  
 CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS  
 FOR THE YEAR ENDED DECEMBER 31, 2010

	<u>Budget</u>	<u>2010</u>	<u>2009</u>
Annual surplus	194,602	644,981	2,059,600
Acquisition of tangible capital assets	(58,000)	(2,135,552)	(1,733,933)
Amortization of tangible capital assets	-	239,361	219,672
	<u>136,602</u>	<u>(1,251,210)</u>	<u>545,339</u>
Change in supply inventory		18,032	5,707
Change in prepaid expenses		27,800	10,978
Adjustment to opening surplus balance		<u>(64,135)</u>	<u>-</u>
(Increase) / decrease in net financial assets		<u>(1,269,513)</u>	<u>562,024</u>
Net financial assets, beginning of year		<u>2,863,598</u>	<u>2,301,574</u>
Net financial assets, end of year		<u>1,594,085</u>	<u>2,863,598</u>

## Financial Appendix 1

VILLAGE OF QUEEN CHARLOTTE  
 CONSOLIDATED STATEMENT OF CASH FLOWS  
 FOR THE YEAR ENDED DECEMBER 31, 2010

	2010	2009
<b>Operating</b>		
Excess revenue over expenses	644,981	2,059,600
<i>Non cash changes to operations</i>		
Amortization	239,361	219,672
Receivables	(30,910)	485,619
Inventory	18,032	5,707
Prepaid expenses	27,800	10,978
Accounts payable	(53,795)	146,937
Deferred revenue	(259,754)	403,580
	585,715	3,332,093
<b>Capital</b>		
Acquisitions of tangible capital assets	(2,135,552)	(1,733,933)
<b>Financing</b>		
Payment on debt	(30,224)	
Proceeds from debt issue	-	900,000
	(30,224)	900,000
<b>Increase (decrease) in cash and cash equivalents</b>	(1,580,061)	2,498,160
<b>Cash and cash equivalents, beginning of year</b>	4,364,628	1,866,468
<b>Cash and cash equivalents, end of year</b>	2,784,567	4,364,628
<b>Cash and cash equivalents made up of:</b>		
Cash	1,621,779	1,042,321
Investments	1,162,788	3,322,308
	2,784,567	4,364,629

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

Financial Appendix 1

Schedule I

VILLAGE OF QUEEN CHARLOTTE  
 CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS  
 YEAR ENDED DECEMBER 31, 2010

	Land	Buildings	Furniture & Fixtures	Software	Equipment	Vehicles	Roads & Sidewalks	Water	Sewer	Projects Under Development	2010 Total	2009 Total
Historical cost												
Opening balance	5,521,773	153,268	80,837	34,962	77,550	184,053	4,356,860	3,344,843	3,147,039	2,904,226	19,805,371	18,071,438
Additions	22,879	176,087	80,837	34,962	77,550	41,615	179,891	179,891	1,891,166	1,891,166	2,153,551	1,723,933
Closing balance December 31, 2010	5,521,773	176,087	80,837	34,962	77,550	225,668	4,356,860	3,324,734	3,147,039	4,795,392	21,940,922	19,805,371
Accumulated amortization												
Opening balance	-	42,132	27,812	27,969	31,243	40,101	2,265,567	1,158,909	1,072,896	-	4,666,629	4,346,937
Amortization expense	-	4,715	8,083	6,903	7,718	21,402	92,755	53,636	44,008	-	239,360	219,672
	-	46,877	35,895	31,962	38,961	61,503	2,358,322	1,212,565	1,116,904	-	4,905,989	4,666,629
Net book value December 31, 2010	5,521,773	129,210	44,942	-	38,589	164,165	1,998,538	2,312,169	2,030,135	4,795,392	17,034,933	15,138,742

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

Financial Appendix 1

Schedule 2

VILLAGE OF QUEEN CHARLOTTE  
SEGMENT DISCLOSURE  
FOR THE YEAR ENDED DECEMBER 31, 2010

	General	Water	Sewer	Total
<b>Revenue</b>				
Taxes	289,190	206,087	11,768	507,045
Payments in lieu of taxes	39,649	7,867	431	47,947
Services	140,975	-	-	140,975
Revenue from own sources	121,491	128,503	146,800	396,794
Unconditional grants	382,763	-	-	382,763
Conditional grants	106,746	-	-	106,746
Capital grants	-	723,481	-	723,481
	<u>1,080,814</u>	<u>1,065,938</u>	<u>158,999</u>	<u>2,305,751</u>
<b>Expenditures</b>				
Legislative	16,426	-	-	16,426
General administration	544,036	313,909	123,680	981,625
Protective services	38,500	-	-	38,500
Emergency services	1,693	-	-	1,693
Common services	24,888	-	-	24,888
Roads	38,745	-	-	38,745
Environmental health	168,561	-	-	168,561
Economic development	35,000	-	-	35,000
Parks and recreation	63,465	-	-	63,465
Village planning	14,362	-	-	14,362
Fiscal services - debt service	31,394	6,750	-	38,144
Amortization	150,691	44,662	44,008	239,361
	<u>1,127,761</u>	<u>365,321</u>	<u>167,688</u>	<u>1,660,770</u>
<b>Operating fund surplus</b>	<u>(46,947)</u>	<u>700,617</u>	<u>(8,689)</u>	<u>644,981</u>

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

# Financial Appendix 1

VILLAGE OF QUEEN CHARLOTTE  
 NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
 DECEMBER 31, 2010

1. Purpose of the organization

The Village of Queen Charlotte is a municipality and provides general government, water, sewer and related services to the residents of Queen Charlotte, B.C. The Village of Queen Charlotte was incorporated on December 7, 2005.

2. Significant accounting policies

(a) Basis of presentation

The consolidated financial statements of the Village of Queen Charlotte are the representations of management prepared in accordance with local government accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants. The Consolidated Financial Statements reflect the combined results and activities of the reporting entity which is comprised of the Operating, Water, Sewer and Reserve funds and all organizations that are accountable for the administration of their financial affairs and resources to the Council and are controlled or owned by the City. Inter-fund transfers have been eliminated on consolidation.

(b) Revenue recognition

Sources of revenue are recorded on the accrual basis and include revenue in the period in which the transactions or events occurred that give rise to the revenues and expenses in the period the goods and services are acquired and a liability is incurred or transfers are due. Taxation revenues are recognized at the time of issuing property tax notices for the fiscal year. Sale of services and user fee revenues are recognized when the service or product is rendered by the City. Grant revenues are recognized when the funding becomes receivable. Revenue unearned in the current period is recorded as deferred revenue.

(c) Tangible capital assets

Tangible capital assets, comprised of capital assets and capital work-in-progress, are recorded at cost less accumulated amortization and are classified according to their functional use. Amortization is recorded on a straight line basis over the estimated useful life of the asset commencing in the year the asset is put into service. Assets under development are not amortized until the asset is available for productive use. Estimated useful lives are as follows:

	Years
Buildings	40
Fixtures, furniture, equipment and vehicles	10
Technology	5
Roads, lanes and sidewalks	50
Water infrastructure	25 to 75
Sewer infrastructure	25 to 75

(d) Use of estimates

The preparation of consolidated financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the reported amounts of revenues and expenses during the period. Significant areas requiring estimates include the determination of payroll liabilities and provisions for contingencies. As such actual amounts could differ from the estimates.

(e) Reserves

Appropriations of the equity of operating funds are provided to allow for anticipated future capital and operating expenditures.

## Financial Appendix 1

VILLAGE OF QUEEN CHARLOTTE  
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
DECEMBER 31, 2010

3.	Deferred revenue The following grants have been included in deferred revenue until they can be used:	2010 \$	2009 \$
	Bearskin Bay clean-up	20,712	37,627
	BC small community grant	-	277,868
	BC Village planning	15,881	16,632
	CAEE project	2,988	2,988
	Community park project	-	62,254
	Federal gas tax	326,725	247,869
	Gwaii trust Christmas	10,000	6,237
	ICBC -- zero crash	10,000	10,000
	Measure it up -- legacies 2010	6,627	6,627
	One sky	-	350
	Plant a tree	660	660
	SHST UBCM age friendly	11,478	-
	Tennis court	3,350	-
	Tsunami	<u>12,503</u>	<u>14,068</u>
		<u>420,924</u>	<u>683,180</u>
4.	Federal gas tax and public transit agreements The Community Works Fund Agreement (Gas tax) funding is provided by the Government of Canada. The use of the funding is established by an agreement between the municipality and the Union of British Columbia Municipalities. Funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects. In the current year \$13,598 was used for landfill closure on Halda Gwaii.		
5.	Tangible capital assets	2010 \$	2009 \$
	Land	5,521,773	5,521,773
	Buildings	176,087	153,208
	Furniture and fixtures	80,837	80,837
	Software	34,962	34,962
	Equipment	77,550	77,550
	Vehicles	225,668	184,053
	Road and sidewalks	4,356,860	4,356,860
	Water System	3,524,734	3,344,843
	Sewer System	3,147,059	3,147,059
	Projects under development	<u>4,795,392</u>	<u>2,904,226</u>
		<u>21,940,922</u>	<u>19,805,371</u>

The village has \$4,795,392 of tangible capital assets under construction in 2010 (2009 - \$2,904,226).

Financial Appendix 1

VILLAGE OF QUEEN CHARLOTTE  
 NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
 DECEMBER 31, 2010

6. Equity in tangible capital assets

Equity in tangible capital assets (TCA) represents the net book value of total capital assets less long term obligations assumed to acquire those assets. The change in consolidated equity in tangible capital assets is as follows:

	2010	2009
Equity in tangible capital assets, beginning	14,238,742	13,624,481
Add: capital acquisitions	2,135,552	1,733,933
Add: repayment of debt	30,224	(900,000)
Less: amortization	<u>(239,361)</u>	<u>(219,672)</u>
Equity in tangible capital assets, ending	<u>16,165,157</u>	<u>14,238,742</u>

7. Internally restricted reserves

These internally restricted amounts are not available for other purposes without approval of the mayor and council.

	2010	2009
	\$	\$
Equipment	50,000	50,000
Recreation	25,000	25,000
Planning	2,275	2,275
Sewer equipment	<u>78,097</u>	<u>78,097</u>
	<u>155,372</u>	<u>155,372</u>

8. Contingent liability

a) The municipality and its employees contribute to the Municipal Pension Plan (Plan), a jointly trustee pension plan. The Board of trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of benefits. The pension plan is a multi employer contributory pension plan. Basic pension benefits provided are defined. The plan has about 163,000 active members and approximately 60,000 retired members. Active members include approximately 35,000 contributors from local governments.

Every three years an actuarial valuation is performed to assess the financial position of the plan and the adequacy of plan funding. The most recent valuation as at December 31, 2009 indicated an unfunded liability of 1,024 million for basic pension benefits. The next valuation will be as at December 31, 2012 with the results available in 2013. The actuary does not attribute portions of the surplus to individual employers. The Village of Queen Charlotte paid \$26,164 for employer contributions to the plan in fiscal 2010.

b) The municipality has from time to time been named defendant in lawsuits. There are no lawsuits currently pending. In determining their estimated exposure the Municipality has relied upon their understanding of claims, including activities undertaken by the other parties, as well as discussions with legal counsel. In those cases where an unfavourable outcome is likely, a provision for anticipated costs has been accrued. In the opinion of management, the amount of any loss from lawsuits cannot be reasonably estimated, nor can the likelihood of their outcomes be known at this time. Therefore, management has made a provision of \$15,000 for claims and any further future settlement will be accounted for in the year of settlement.

9. The year to date surplus for the general operation has been adjusted to correct an accounting error. Prior year income (2006) included funds collected for other agencies. In the years following December 31, 2006 funds were paid out in the amount of \$64,135 to reduce the amount previously included in income.

**Financial Appendix 2**

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**THE VILLAGE OF QUEEN CHARLOTTE**

**BYLAW NO. 40 -2010**

*Being a by-law to establish the Financial Plan for the Village of Queen Charlotte for the years 2010-2014*

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WHEREAS the Community Charter, S.B.C. 2003,c.26, Section 165, provides that the Municipal Council must have a financial plan that is adopted annually, by bylaw, each year prior to the adoption of the Annual Rates Bylaw;

AND WHEREAS the financial plan must set out the proposed expenditures by the municipality, the proposed funding sources; and the proposed transfers between funds;

AND WHEREAS the financial plan was reviewed by the public on April 19, 2010 at an open forum;

NOW THEREFORE the Municipal council of the Village of Queen Charlotte, in open meeting assembled, ENACTS AS FOLLOWS:

1. That Schedule A and B attached hereto and made part of this bylaw is hereby adopted and is the "Village of Queen Charlotte Financial Plan for the Years 2010-2014".
2. This bylaw may be cited for all purposes as the "Village of Queen Charlotte Financial Plan 2010-2014, Bylaw No. 40, 2010".

READ A FIRST TIME this 3<sup>rd</sup> day of May 2010.

READ A SECOND TIME this 3<sup>rd</sup> day of May 2010.

READ A THIRD TIME this 11<sup>th</sup> day of May 2010.

FINALLY PASSED AND ADOPTED THIS 13<sup>th</sup> DAY OF MAY, 2010.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

## Financial Appendix 2

## SCHEDULE A - THE VILLAGE OF QUEEN CHARLOTTE BYLAW NO. 40-2010

Financial Plan  
2010 - 2014

Revenue and Other	2010	2011	2012	2013	2014
Sources of Funds	\$	\$	\$	\$	\$
Property Value Taxes	259,200	264,384	269,672	275,065	280,566
Parcel Taxes (Frontage)	217,632	221,985	226,424	230,953	235,572
Recreation Parcel Taxes	11,000	11,220	11,444	11,673	11,907
1% Utility Grants	13,136	13,399	13,667	13,940	14,219
Payments In Lieu of Taxes	26,550	27,081	27,623	28,175	28,739
Utility User Fees	269,092	274,474	279,963	285,563	291,274
Tax Penalties & Interest	14,900	15,198	15,502	15,812	16,128
Small Community Prof Grant	382,762	382,762	382,762	382,762	382,762
Other Revenue	286,618	35,000	35,000	35,000	35,000
Transfers from Reserves	61,660	152,369	69,704	67,185	74,816
Can/BC Conditional Grant	173,478	0	0	0	0
Provincial Conditional Grant	831,040	400,000	0	0	0
Loan MFA Issue 106	900,000	0	0	0	0
	3,447,068	1,797,871	1,321,761	1,346,128	1,370,983
<b>Expenditures</b>					
General Admin	516,037	526,358	536,885	547,623	558,575
Protective Services	38,800	39,576	40,368	41,175	41,998
Public Works	156,091	159,213	162,397	165,645	168,958
Community Planning	49,500	35,000	35,000	35,000	35,000
Recreation grant & library	37,976	38,736	39,510	40,300	41,106
Interest	997	1,000	1,000	1,000	1,000
Water	269,439	274,828	280,324	285,931	291,649
Waste Water	152,713	155,767	158,883	162,060	165,301
Capital Expenditures					
General	36,000				
Water	1,904,518	500,000	0	0	
Waste Water	0	0	0	0	
Principal Loan Payment	30,224	30,224	30,224	30,224	30,224
Interest on Loan	37,170	37,170	37,170	37,170	37,170
Transfer to Reserve Funds	217,603				
	3,447,068	1,797,871	1,321,761	1,346,128	1,370,983

## Financial Appendix 2

Bylaw No. 40-2010

VILLAGE OF QUEEN CHARLOTTE  
2010-2014 FINANCIAL PLAN  
STATEMENT OF OBJECTIVES AND POLICIES  
SCHEDULE B TO BYLAW 40-2010

In accordance with Section 165(3.1) of the *Community Charter*, the Village of Queen Charlotte (Village) is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*;
2. The distribution of property taxes among the property classes, and
3. The use of permissive tax exemptions.

### Funding Sources

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2010. It excludes utility revenue such as water and water charges as they are billed separately on cost recovery basis as well as capital expenditures.

The Small Community Grant is the largest portion of revenue for the Village. This grant is provided by the Province of B.C. to all municipalities with a population of under 5,000. Property taxes and parcel taxes make up the next two levels of revenue. The Small Community Grant, property taxes and frontage charges provide a stable and consistent source of revenue for many services that are difficult or undesirable to fund on a user-pay basis. These include services such as general government, community safety, libraries, road maintenance and park maintenance.

Objective: Continue to pursue grants for specific needs in the community to lessen the burden on property taxes.

Table 1:

Revenue Source	% of Total Revenue*
Property Taxes	22%
Parcel Taxes	19%
Small Community Grant	31%
Grants in Lieu of Taxes	4%
Other Grants	17%
Other Sources	6%
	100%
*Total Revenue consists of general revenues.	

## Financial Appendix 2

### Distribution of Property Taxes

Table 2 provides the estimated 2010 distribution of property tax revenue amount the property classes. This approximate distribution will be determined upon receipt of the Village’s final revised roll.

Objective: Maintain the Village’s business to residential tax ratio near other municipalities. This will ensure that business are enjoying a similar burden to other communities.

Table 2

Property Class	% of Total Property Tax
Residential (1)	56%
Business (6)	31%
Light Industry (5)	7%
Others (2,7,8,&9)	6%
Total:	100%

### Permissive Tax Exemptions

Each year, Council passes a permissive exemption bylaw exempting certain properties from property tax. The Property Tax Exemption Bylaw No. 34-2009 provides exemptions to churches, private schools, hospitals and charities as stated in Sections 220 and 224 of the *Community Charter*. Additional exemptions have also been granted to Queen Charlotte Community Club, the Queen Charlotte Volunteer Fire Prevention Society, the Thrift Store Society, and the Royal Canadian Legion.

Objective:

The Village will create a policy for permissive exemptions.

## Financial Appendix 3

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### THE VILLAGE OF QUEEN CHARLOTTE

#### BYLAW NO. 41-2010

*Being a by-law for the Levying of Rates  
for Municipal, Debt, Hospital, Regional District  
Purposes for the year 2010.*

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THE COUNCIL of The Village of Queen Charlotte, in open meeting assembled,  
ENACTS AS FOLLOWS:

1. The following rates are hereby imposed and levied for the year 2010:
  - A. (i) For all lawful General Municipal purposes of the municipality on the value of land and improvements taxable for general municipal purposes, rates appearing in column "A" of the Schedule attached hereto and forming a part hereof.
  - (ii) For hospital purposes on the value of land and improvements taxable for Regional Hospital Districts purposes, rates appearing in column "B" of the Schedule attached hereto and forming a part hereof.
  - (iii) For purposes of the Skeena-Queen Charlotte Regional District on the value of land and improvements taxable for hospital purposes, rates appearing in column "C" of the Schedule attached hereto and forming a part hereof.
  - (iv) For Northwest Regional Hospital retirement of debt on the assessed value of land and improvements taxable for Regional District Hospital purposes, rates appearing in column "D" of the Schedule attached hereto and forming part hereof.
2. The minimum amount of taxation upon a parcel of real property shall be ONE (\$1.00) DOLLAR.
3. This by-law shall be cited for all purposes as the "Annual Tax Rates By-law No. 41, 2010 ".

**Financial Appendix 3**

READ A FIRST TIME this 3<sup>rd</sup> day of May 2010.

READ A SECOND TIME this 3<sup>rd</sup> day of May 2010.

READ A THIRD TIME this 11th day of May 2010

FINALLY PASSED AND ADOPTED this 13th day of May 2010.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

Certified a true copy of the Levying of Rates for  
Municipal, Debt, Hospital, Regional District Purposes  
for the year 2010 Bylaw #41-2010.

\_\_\_\_\_  
Chief Administrative Officer

Financial Appendix 3

THE VILLAGE OF QUEEN CHARLOTTE  
SCHEDULE OF 2010 TAX RATES  
ATTACHED TO AND FORMING PART OF BY-LAW NO. 41

TAX RATES (dollars of tax per \$1,000.00 taxable value)

PROPERTY CLASS	COLUMN A General Municipal	COLUMN B Regional Hospital	COLUMN C Regional District	COLUMN D NW Regional Hospital
1. Residential	2.382	0.093	0.823	0.191
2. Utilities	39.979	0.326	2.880	0.667
4. Major Industry	14.682	0.316	2.797	0.648
5. Light Industry	14.682	0.316	2.797	0.648
6. Business And Other	6.699	0.228	2.016	0.467
7. Managed Forest Land	7.451	0.279	2.468	0.572
8. Rec/Non Profit	1.136	0.093	0.823	0.191
9. Farm	4.393	0.093	0.823	0.191

## Financial Appendix 4

### VILLAGE OF QUEEN CHARLOTTE BYLAW NO. 34 -2009

#### A BYLAW TO DEFINE THE AREAS EXEMPTED FROM TAXATION PURSUANT TO SECTION 224 OF THE COMMUNITY CHARTER

---

**WHEREAS** Section 224 of the Community Charter empowers the Council, by bylaw to exempt certain lands and improvements from municipal taxation

**NOW THEREFORE** the Municipal Council of the Village of Queen Charlotte, in an open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as “Village of Queen Charlotte Taxation Exemption Bylaw No. 34-2009.”
2. The following properties or portions of properties situated in the Village of Queen Charlotte, B.C. shall be and are hereby exempt from property taxation by the Village of Queen Charlotte for the year 2010.
  1. Block 10, Plan 934, DL 16A owned by the QCC Community Club and used for a community hall.
  2. Licence no. 635285 covering that part of D.L. 16, Plan 934 owned by the QCC Community Club and used for a park and playing field.
  3. Lots 1,2,3,4,5,6,7,8 & 9 of Block 19, Plan 934, DL 16 licence number 635071 owned by the QCC Community Club and used for the purposes of a playground and tennis courts.
  4. Lots 16,17,18,19,20,21, 22, 23, & 24, Block 19, Plan 934, DL 16 licence number 635071 owned by the QCC Community Club and used for the purpose of a playground and tennis courts.
  5. Lots 13,14,& 15, Block 20, Plan 934, DL 16A licence number 634529 owned by the QCC Community Club and used for the purpose of a day use park.
  6. Lot 17, Block 13, Plan 934, DL 16 and 16A owned by the QCC Volunteer Fire Prevention Society and used for the purposes of a fire hall.
  7. Lot 10, Block 11, Plan 934, DL 16A owned by the Charlotte Thrift Shop Society and used for the purposes of a thrift store.
  8. Lot 11, 12, Block 11, Plan 934, DL 16A owned by the Royal Canadian Legion Queen Charlotte #220 for the purpose of a legion.

## Financial Appendix 4

9. Lot 16, Block 26, Plan 934, DL 16A owned by the Queen Charlotte Youth Education Society for the purpose of a school.
10. Lot 15-16, Block 13, Plan 934, DL16A, owned by the Trustees of the QC Congregation of Jehovah's Witnesses and used for the purpose of a Church and bible school.

READ A FIRST TIME this 19<sup>th</sup> day of October, 2009.

READ A SECOND TIME this 19th day of October, 2009.

READ A THIRD TIME this 19th day of October, 2009.

RECONSIDERED AND FINALLY ADOPTED THIS 2nd day of November, 2009.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Director of Corporate Services

I hereby certify that the above is true and correct copy of "Village of Queen Charlotte Taxation Exemption Bylaw No. 34-2009" as adopted by Council of the Village of Queen Charlotte on the 2nd day of November, 2009.

\_\_\_\_\_  
Director of Corporate Services

Financial Appendix 4



The Village of Queen Charlotte gives notice that a Permissive Tax Exemption Bylaw will be considered for adoption at the Council meeting of Oct. 18th, 2010.

The exemption will cover the 2011 taxation year.

The proposed properties and the estimated municipal portion of the property taxes to be exempted are listed below.

Folio #	Description of the property	Class	2009 Assessed Value	2010 Est Municipal Tax
3060005	Block 10, Plan 934, DL 16A owned by	6	\$ 26,300.00	\$ 176.18
	the QCC Community Club and used for a	8	\$ 604,000.00	\$ 686.14
	community hall.			
3060010	Licence no. 635285 covering that part of	8	\$ 222,000.00	\$ 252.19
	D.L. 16, Plan 934 owned by the			
	QCC Community Club and used for a			
	park and playing field.			
3079275	Lots 1,2,3,4,5,6,7,8 & 9 of Block 19, Plan 934,	8	\$ 181,800.00	\$ 206.52
3079280	DL 16 licence number 635071 owned by the			
3079285	QCC Community Club and used for the			
3079290	purposes of a playground and tennis courts.			
3079295				
3079300				
3079305				
3079310				
3079315				
3079335	Lots 16,17,18,19,20,21, 22, 23, & 24, Block 19,	8	\$ 61,400.00	\$ 69.75
3079340	Plan 934, DL 16 licence number 635071 owned			
3079345	by the QCC Community Club and used for the			
3079350	purpose of a playground and tennis courts.			
3079355				
3079360				
3079365				
3079370				
3079375				
4411000	Lots 13,14,& 15, Block 20, Plan 934, DL 16A	8	\$ 67,300.00	\$ 76.45
	licence number 634529 owned by the			
	QCC Community Club and used for the purpose			
	of a day use park.			
3074001	Lot 17, Block 13, Plan 934, DL 16 and 16A owned	6	\$ 67,600.00	\$ 452.86
	by the QCC Volunteer Fire Prevention Society			
	and used for the purposes of a fire hall.			
3065030	Lot 10, Block 11, Plan 934, DL 16A owned by	6	\$ 31,600.00	\$ 211.69
	the Thrift Store Society and used for the purposes			
	of a thrift store.			
3065035	Lots 11, 12, Block 11, Plan 934, DL 16A, owned by	6	\$ 60,000.00	\$ 401.95
	the Royal Canadian Legion Queen Charlotte #220			
	and used for the purpose of a legion hall.			
3105000	Lot 16, Block 26, Plan 934, DL 16A, QCLD owned	1	\$ 260,000.00	\$ 619.21
	by the Queen Charlotte Youth Education Society			
	and used for the purposes of a school.			
	<b>Total Estimated Municipal Tax Portion:</b>			<b>\$ 3,152.94</b>

s23.30

Financial Appendix 5

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VILLAGE OF QUEEN CHARLOTTE

BYLAW NO. 39-2010

A Bylaw to Amend "Village of Queen Charlotte Bylaw No. 24-2008, A Bylaw to Impose a Tax on Frontage on Owners of Land Under the Provisions of Sections 200, 201 and 202 of the Community Charter Amendment Bylaw No. 30-2009"

---

**WHEREAS** it is deemed expedient and necessary to amend the tax on water frontage on owners of land by amending Bylaw No. 24-2008 Amendment Bylaw No. 30-2009,

**NOW THEREFORE**, the Council of the Village of Queen Charlotte, in open meeting assembled, ENACTS AS FOLLOWS:

1. This bylaw may be cited as "The Village of Queen Charlotte Bylaw No. 24-2008, Water Frontage Tax Amendment Bylaw No. 39-2010."
2. a. Section 3 of "The Village of Queen Charlotte Bylaw No. 24-2008 Amendment Bylaw No. 30-2009" is hereby deleted and the following substituted therefore:
  - b. The annual rate shall be Twenty One Dollars and Sixteen Cents (\$21.16) per meter of taxable frontage.

READ A FIRST TIME this 3<sup>rd</sup> day of May, 2010.

READ A SECOND TIME this 3<sup>rd</sup> day of May 2010.

READ A THIRD TIME this 11th day of May, 2010.

RECONSIDERED, FINALLY PASSED AND ADOPTED this 13th day of May, 2010.

---

Mayor

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Chief Administrative Officer

Financial Appendix 5

SCHEDULE A - THE VILLAGE OF QUEEN CHARLOTTE BYLAW NO. 40-2010

Financial Plan  
2010 - 2014

Revenue and Other	2010	2011	2012	2013	2014
Sources of Funds	\$	\$	\$	\$	\$
Property Value Taxes	259,200	264,384	269,672	275,065	280,566
Parcel Taxes (Frontage)	217,632	221,985	226,424	230,953	235,572
Recreation Parcel Taxes	11,000	11,220	11,444	11,673	11,907
1% Utility Grants	13,136	13,399	13,667	13,940	14,219
Payments In Lieu of Taxes	26,550	27,081	27,623	28,175	28,739
Utility User Fees	269,092	274,474	279,963	285,563	291,274
Tax Penalties & Interest	14,900	15,198	15,502	15,812	16,128
Small Community Prot Grant	382,762	382,762	382,762	382,762	382,762
Other Revenue	286,618	35,000	35,000	35,000	35,000
Transfers from Reserves	61,660	152,369	59,704	67,185	74,816
Can/BC Conditional Grant	173,478	0	0	0	0
Provincial Conditional Grant	831,040	400,000	0	0	0
Loan MFA Issue 106	900,000	0	0	0	0
	3,447,068	1,797,871	1,321,761	1,346,128	1,370,983
<b>Expenditures</b>					
General Admin	516,037	526,358	536,885	547,623	558,575
Protective Services	38,800	39,576	40,368	41,175	41,998
Public Works	156,091	159,213	162,397	165,645	168,958
Community Planning	49,500	35,000	35,000	35,000	35,000
Recreation grant & library	37,976	38,736	39,510	40,300	41,106
Interest	997	1,000	1,000	1,000	1,000
Water	269,439	274,828	280,324	285,931	291,649
Waste Water	152,713	155,767	158,883	162,060	165,301
Capital Expenditures					
General	36,000				
Water	1,904,518	500,000	0	0	
Waste Water	0	0	0	0	
Principal Loan Payment	30,224	30,224	30,224	30,224	30,224
Interest on Loan	37,170	37,170	37,170	37,170	37,170
Transfer to Reserve Funds	217,603				
	3,447,068	1,797,871	1,321,761	1,346,128	1,370,983

## Public Works Appendix 1

### Municipal Water Usage Statistics:

Month	2006	2007	2008	2009	2010
January	10,928 m <sup>3</sup>	13,652 m <sup>3</sup>	10,036 m <sup>3</sup>	11,881 m <sup>3</sup>	11,779 m <sup>3</sup>
February	10,592 m <sup>3</sup>	12,121 m <sup>3</sup>	10,894 m <sup>3</sup>	11,539 m <sup>3</sup>	9,123 m <sup>3</sup>
March	11,292 m <sup>3</sup>	11,182 m <sup>3</sup>	10,423 m <sup>3</sup>	13,071 m <sup>3</sup>	10,266 m <sup>3</sup>
April	10,302 m <sup>3</sup>	11,063 m <sup>3</sup>	11,668 m <sup>3</sup>	10,850 m <sup>3</sup>	10,045 m <sup>3</sup>
May	11,139 m <sup>3</sup>	12,315 m <sup>3</sup>	12,481 m <sup>3</sup>	11,850 m <sup>3</sup>	10,544 m <sup>3</sup>
June	10,660 m <sup>3</sup>	11,709 m <sup>3</sup>	11,903 m <sup>3</sup>	10,865 m <sup>3</sup>	10,324 m <sup>3</sup>
July	13,177 m <sup>3</sup>	14,112 m <sup>3</sup>	16,007 m <sup>3</sup>	12,985 m <sup>3</sup>	12,005 m <sup>3</sup>
August	16,367 m <sup>3</sup>	13,273 m <sup>3</sup>	14,280 m <sup>3</sup>	13,148 m <sup>3</sup>	11,512 m <sup>3</sup>
September	13,052 m <sup>3</sup>	12,899 m <sup>3</sup>	13,471 m <sup>3</sup>	12,974 m <sup>3</sup>	11,853 m <sup>3</sup>
October	14,322 m <sup>3</sup>	11,122 m <sup>3</sup>	12,781 m <sup>3</sup>	11,850 m <sup>3</sup>	11,985 m <sup>3</sup>
November	11,648 m <sup>3</sup>	10,183 m <sup>3</sup>	9,985 m <sup>3</sup>	13,985 m <sup>3</sup>	10,258 m <sup>3</sup>
December	12,697 m <sup>3</sup>	12,035 m <sup>3</sup>	10,956 m <sup>3</sup>	12,850 m <sup>3</sup>	10,988 m <sup>3</sup>
<b>Yearly Total</b>	<b>146,176 m<sup>3</sup></b>	<b>145,666 m<sup>3</sup></b>	<b>144,882 m<sup>3</sup></b>	<b>147,848 m<sup>3</sup></b>	<b>130,682 m<sup>3</sup></b>

### Municipal Waste Water Pumped Statistics:

Month	2006	2007	2008	2009	2010
January	19,540 m <sup>3</sup>	18,702 m <sup>3</sup>	17,513 m <sup>3</sup>	23,945 m <sup>3</sup>	16,649 m <sup>3</sup>
February	15,500 m <sup>3</sup>	15,081 m <sup>3</sup>	16,202 m <sup>3</sup>	25,972 m <sup>3</sup>	35,743 m <sup>3</sup>
March	16,081 m <sup>3</sup>	16,824 m <sup>3</sup>	15,984 m <sup>3</sup>	21,608 m <sup>3</sup>	32,364 m <sup>3</sup>
April	12,068 m <sup>3</sup>	13,527 m <sup>3</sup>	12,959 m <sup>3</sup>	18,432 m <sup>3</sup>	12,027 m <sup>3</sup>
May	13,730 m <sup>3</sup>	11,945 m <sup>3</sup>	19,851 m <sup>3</sup>	13,459 m <sup>3</sup>	13,972 m <sup>3</sup>
June	12,135 m <sup>3</sup>	10,229 m <sup>3</sup>	9,770 m <sup>3</sup>	14,189 m <sup>3</sup>	14,189 m <sup>3</sup>
July	11,878 m <sup>3</sup>	12,270 m <sup>3</sup>	17,756 m <sup>3</sup>	15,013 m <sup>3</sup>	12,297 m <sup>3</sup>
August	16,351 m <sup>3</sup>	11,878 m <sup>3</sup>	18,229 m <sup>3</sup>	16,864 m <sup>3</sup>	11,378 m <sup>3</sup>
September	11,824 m <sup>3</sup>	9,972 m <sup>3</sup>	19,972 m <sup>3</sup>	12,354 m <sup>3</sup>	14,283 m <sup>3</sup>
October	12,905 m <sup>3</sup>	23,351 m <sup>3</sup>	30,481 m <sup>3</sup>	22,162 m <sup>3</sup>	17,446 m <sup>3</sup>
November	19,041 m <sup>3</sup>	19,375 m <sup>3</sup>	24,013 m <sup>3</sup>	19,876 m <sup>3</sup>	22,729 m <sup>3</sup>
December	16,321 m <sup>3</sup>	16,878 m <sup>3</sup>	22,175 m <sup>3</sup>	11,878 m <sup>3</sup>	20,405 m <sup>3</sup>
<b>Yearly Total</b>	<b>177,374 m<sup>3</sup></b>	<b>180,032 m<sup>3</sup></b>	<b>224,905 m<sup>3</sup></b>	<b>215,752 m<sup>3</sup></b>	<b>223,502 m<sup>3</sup></b>

## Fire Department Appendix 1

**The Q.C.C. Volunteer Fire Prevention Society  
Annual General Meeting  
November 2, 2010  
MEETING MINUTES**

1. Call to order by the meeting Chair, Sean Muise at 1930 hrs  
Meeting minutes taken by Larry Duke

2. Record of Society Members in Attendance:

Larry Duke	Jon Dunsmore
Louis Bourcet	Sean Muise
James Beamish	Tyson Wolnowski
Rick Baerg	Al Bond
James Hilgemann	Stephen Reece
Lloyd McKenzie	Brad Schultz
Hyland Fraser	Jacques Morin
Kerry Laidlaw	

3. PREVIOUS MEETING MINUTES

Minutes of the AGM for 2009 were read into the record by Sean Muise.  
Approval moved by Al Bond.  
Seconded by Jonathan Dunsmore  
The minutes for the 2009 AGM were approved as read.

4. AGENDA

The agenda was read and no new additions were tabled.

5. CORRESPONDENCE

No new correspondence tabled

6. OLD BUSINESS

- a) Review of 2009 minutes and business. Outstanding items include:
  - i) PEP Road Rescue protocol – Louis to work with Larry to develop process
  - ii) Robertson Island Fire Protection – require update from Marvin Boyd

## Fire Department Appendix 1

### 7. NEW BUSINESS

- a) No new business was presented prior to the meeting

### 8. OTHER BUSINESS

1. VFD asset transfer to VoQC. Meeting required with Village CFO and department finance department to discuss and formalize asset transfer.
2. CPR C/Marine First aid being put on next week – Room for FF's – contact Kerry Laidlaw to register
3. Hall Repairs – priority for sinking cement pad on western bay side. Lloyd and Larry to find contractors to make repairs. Short term storage ideas at CO's warehouse on Forestry Hill
4. Training:
  - a. Sean M to look into basic FF with a mobile training outfit out of Smithers. Gwaii Trust funding available for education – Special Initiative – no application deadline issues.
  - b. Connect with Prince Rupert Fire – Dave MacKenzie to jump in on any training that they may have lined up – Al Bond
5. Task Board Update – down the list. Old projects updated and new ones added with members assigned to address.
  - a. Task board is a standing item at all practices to keep current.
6. SOG's – have template done from Beverly. Agree to have members stay behind on practice nights to work on to complete this task by years end.
7. Halloween Dance – department agrees to continue to run the bar for a department fundraiser.
8. Serving it right – plan to take course for all members to be compliant with legislation.

### 9. FINANCIAL STATEMENTS

Brad Schultz presented the 2009-2010 financial statements prepared by Sharon Schultz (copy attached).

Al Bond made a motion that the financial statement be accepted as tabled.

Rick Baerg seconded the motion

Motion carried.

The 2010 – 2011 Budget for the Fire Department was presented by Brad Schultz.

Al Bond made a motion that the financial statement be accepted as tabled.

Al Bond seconded the motion

Motion carried.

## Fire Department Appendix 1

### 10. DIRECTORS

#### 1) **Queen Charlotte City Fire Prevention Society – Directors**

- a) Five positions currently held by:
  - (1) Lawrence Duke
  - (2) Lloyd McKenzie
  - (3) Brad Schultz
  - (4) Richard Baerg
  - (5) Sean Muise
- b) All attending directors were asked if they wished to continue on as directors. All agreed to stand
- c) The Queen Charlotte City Fire Prevention Society is made up of the following members:
  - i) Lawrence Duke
  - ii) Lloyd McKenzie
  - iii) Brad Schultz
  - iv) Richard Baerg
  - v) Sean Muise

The Meeting was adjourned at 2045 hrs.

**Fire Department Appendix 2**

Copy

Queen Charlotte Volunteer Fire Department

Financial Statements

As at

May 31, 2010

## Fire Department Appendix 2

### Notice to Readers

Queen Charlotte Volunteer Fire Department  
Box 599  
Queen Charlotte, B.C.  
V0T 1S0

These statements, for the year ended May 31, 2010, have been compiled for management information purposes at the request of and exclusively for the use of the Queen Charlotte Volunteer Fire Department.

They have not be audited, reviewed or otherwise verified for their accuracy or completeness.

Queen Charlotte, B.C.  
September 27, 2010

Sharon Schultz

## Fire Department Appendix 2

Queen Charlotte Volunteer Fire Department  
 Balance Sheet  
 May 31, 2010  
 (Unaudited)

Assets

Current Assets		
Chequing and savings	\$<977>	
Term Deposits	218,366	
Accounts Receivable	<u>1,517</u>	\$218,906
Fixed Assets (at cost)		
Equipment (Fire-office)		679,698
Other		
Shares- Northern Savings Credit Union		<u>414</u>
Total Assets		<u>\$899,018</u>

Liabilities and Surplus

Current Liabilities		
Reserve Capital (Note 1)	\$199,000	
Accts Payable	<u>672</u>	\$199,672
Operating Surplus		
Opening Balance June 1, 2009	19,340	
Plus excess revenue over expenditures	<u>308</u>	19,648
Capital		
Opening Balance June 1, 2009	668,208	
Changes for the year	<u>11,490</u>	<u>679,698</u>
Total Liabilities and Surplus		<u>\$899,018</u>

## Fire Department Appendix 2

Queen Charlotte Volunteer Fire Department  
Statement of Revenue and Expenses  
For the Year Ended May 31, 2010  
(Unaudited)

Revenue	<u>2010</u>	<u>2009</u>
Grants- Village of Queen Charlotte	\$ 38,500	\$ 38,500
Grants- Gwaii Trust	8,100	500
Fundraising (net)	2,537	1,546
Donations	300	1,550
Interest	<u>8,176</u>	<u>7,786</u>
Total Revenue	<u>\$57,613</u>	<u>\$49,882</u>
Expenses		
Insurance and Licenses	\$1,376	\$1,294
Fire Fighting Equipment	11,490	0
Radio and Telephone	5,261	5,987
Hydro/Sewer/Water	875	1,615
Vehicle- Maintenance and fuel, ins	5,462	8,337
Hall- Maintenance	2,856	691
Administration/ Supplies	2,404	911
ProD/Training	375	0
Capital Reserve (Note 1)	17,000	16,000
Fire Fighting Supplies	<u>10,206</u>	<u>14,726</u>
Total Expense	\$57,305	\$49,561
Excess revenue over expenditures	<u>\$308</u>	<u>\$321</u>

## Fire Department Appendix 2

Queen Charlotte Volunteer Fire Department  
Notes to Financial Statements  
May 31, 2010

(Unaudited- See notice to readers)

Note 1      Reserve Capital

A reserve in the amount of \$199,000 has been recorded to provide for future capital expenditures.

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date