



## SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

**MINUTES** of the Regular Meeting of the Board of Directors of the Skeena-Queen Charlotte Regional District (SQCRD) held at the Regional District office in Prince Rupert on Friday, September 21, 2012.

### PRESENT

Chair B. Pages, Village of Masset

Vice Chair D. Nobels, Electoral Area A

Directors A. Ashley, City of Prince Rupert  
N. Kinney, City of Prince Rupert  
K. Bjorndal, District of Port Edward  
C. Kulesha, Village of Queen Charlotte  
I. Gould, Village of Port Clements (*via teleconference*)  
K. Bergman, Electoral Area C  
M. Racz, Electoral Area D  
E. Putterill, Electoral Area E (*via teleconference*)

Staff: J. Merrick, Chief Administrative Officer

Public: 2

Media: 1

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1. **CALL TO ORDER** 7:00 p.m.

2. **AGENDA**

2.1 MOVED by Director Kinney, SECONDED by Director Ashley, that the agenda be adopted as amended, with the addition of the following items:

7.9 Ministry of Forests, Lands & Natural Resource Operations – Steelhead Stream Classification Policy;

7.10 BC Hydro - Haida Gwaii Clean Energy Initiative;

11.3 Moresby Island Management Committee – Sandspit Water Fee Structure;

11.4 Prince Rupert Employment Society – Letter of Support Request;

11.5 Haida Gwaii Roads – Line Painting; and

11.6 Transport Canada – Wharf in Sandspit.

**312-2012**

**CARRIED**

3. **MINUTES & BUSINESS ARISING FROM MINUTES**

3.1 SQCRD Regular Board Meeting – July 20, 2012

MOVED by Director Bjorndal, SECONDED by Director Ashley, that the minutes of the July 20, 2012 SQCRD Regular Board meeting be adopted as presented.

**313-2012**

**CARRIED**

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

## 4.1 Moresby Island Management Committee Regular Meeting – June 14, 2012

MOVED by Director Ashley, SECONDED by Director Kinney, that the minutes of the June 14, 2012 Moresby Island Management Committee meeting be received as presented.

**314-2012****CARRIED****5. DELEGATIONS**

## 5.1 Blair Mirau, Prince Rupert Port Edward Economic Development Corporation

Blair Mirau addressed the Board and explained his role as a grant writer/researcher available to assist the City of Prince Rupert, the Skeena-Queen Charlotte Regional District and non-profit organizations throughout the region to research and write grants on their behalf.

The Chair thanked Mr. Mirau for his presentation.

**6. FINANCE**

## 6.1 J. Musgrave, Administrative Assistant - Cheques Payable over \$5,000 for July-August, 2012

MOVED by Director Kinney, SECONDED by Director Bjorndal, that the following staff reports listing cheques issued over \$5,000 by the Skeena-Queen Charlotte Regional District be received as presented:

- For the month of July, 2012; and
- For the month of August, 2012.

**315-2012****CARRIED****7. CORRESPONDENCE**

## 7.1 Ministry of Community, Sport and Cultural Development – Strategic Community Investment Funds

MOVED by Director Ashley, SECONDED by Director Bergman, that the correspondence from the Ministry of Community, Sport and Cultural Development regarding Strategic Community Investment Funds be received and filed.

**316-2012****CARRIED**

## 7.2 Ministry of Transportation and Infrastructure – BC Ferry Services

MOVED by Director Bjorndal, SECONDED by Director Ashley, that the correspondence from the Ministry of Transportation and Infrastructure regarding BC Ferry Services be received and filed.

**317-2012****CARRIED**

7.3 Minister of Fisheries and Oceans – Tsunami Debris

MOVED by Director Ashley, SECONDED by Director Nobels, that the correspondence from the Minister of Fisheries and Oceans regarding Tsunami Debris be received and filed.

**318-2012**

**CARRIED**

7.4 Green Communities Committee – Green Communities Committee Climate Action Recognition Program

MOVED by Director Bjordal, SECONDED by Director Racz, that the correspondence from the Green Communities Committee regarding Green Communities Committee Climate Action Recognition Program be received and filed.

**319-2012**

**CARRIED**

7.5 City of Prince Rupert – One Level Railway Crossing on Highway 16

MOVED by Director Bjordal, SECONDED by Director Kinney, that the correspondence from the City of Prince Rupert regarding One Level Railway Crossing on Highway 16 be received and filed.

**320-2012**

**CARRIED**

7.6 City of New Westminster – Public Release of an Elected Official's Home Address

MOVED by Director Bjordal, SECONDED by Director Kinney, that the correspondence from the City of New Westminster regarding the Public Release of an Elected Official's Home Address be received and filed.

**321-2012**

**CARRIED**

7.7 Northern British Columbia Tourism Association – Annual General Meeting and Conference

MOVED by Director Nobels, SECONDED by Director Ashley, that the correspondence from the Northern BC Tourism Association regarding the Annual General Meeting and Conference be received and filed.

**322-2012**

**CARRIED**

7.8 District of Port Edward – Community to Community Forum

MOVED by Director Bjordal, SECONDED by Director Nobels, that the correspondence from the District of Port Edward regarding the Community to Community Forum be received;

AND THAT staff write to the District of Port Edward notifying them that the Skeena-Queen Charlotte Regional District is interested in participating in a 2013 Community to Community Forum, subject to the Regional District's 2013 budget approval.

**323-2012**

**CARRIED**

- 7.9 Ministry of Forests, Lands & Natural Resource Operations – Steelhead Stream Classification Policy

MOVED by Director Ashley, SECONDED by Director Kinney, that the correspondence from the Ministry of Forests, Lands & Natural Resource Operations regarding Steelhead Stream Classification Policy be received and filed.

**324-2012**

**CARRIED**

- 7.10 BC Hydro – Haida Gwaii Clean Energy Initiative

MOVED by Director Bjorndal, SECONDED by Director Ashley, that the correspondence from BC Hydro regarding the Haida Gwaii Clean Energy Initiative be received and filed.

**325-2012**

**CARRIED**

## **8. REPORTS – RESOLUTIONS**

- 8.1 J. Merrick, CAO/J. Robb, Treasurer/J. Fraser, Deputy Corporate Officer – Draft Director's Travel Policy

MOVED by Director Bjorndal, SECONDED by Director Nobels, that the staff report entitled "Director's Travel Expense Policy" be received;

AND THAT Bylaw 490 and all amendments thereto and all previous travel expense policies be repealed;

AND THAT Bylaw 537 (Director Remuneration) be amended to include a section on authorized Board travel, and the authorized Board Travel, as identified in the report be included;

AND FURTHER THAT the Director Travel Expenses Policy be adopted as presented.

**326-2012**

**CARRIED**

- 8.2 J. Merrick, CAO – Draft UBCM – Registration and Travel Costs Policy

MOVED by Director Ashley, SECONDED by Director Racz, that the staff report entitled "UBCM – Registration and Travel Costs Policy" be received;

AND THAT the UBCM Registration and Travel Costs Policy be adopted as presented.

**327-2012**

**CARRIED**

- 8.3 J. Merrick, CAO – Draft Respectful Workplace Policy

MOVED by Director Nobels, SECONDED by Director Racz, that the staff report entitled “Respectful Workplace Policy” be received;

AND THAT the Respectful Workplace Policy be adopted as presented.

**328-2012**

**CARRIED**

- 8.4 J. Fraser, Deputy Corporate Officer - Draft Late Agenda Items Policy

MOVED by Director Ashley, SECONDED by Director Racz, that the staff report entitled “Late Agenda Items Policy” be received;

AND THAT the Late Agenda Items Policy be adopted as presented.

**329-2012**

**CARRIED**

- 8.5 J. Fraser, Deputy Corporate Officer – Draft Electronic Signature Policy

MOVED by Director Nobels, SECONDED by Director Kinney, that the staff report entitled “Electronic Signature Policy” be received;

AND THAT the Electronic Signature Policy be adopted as presented.

**330-2012**

**CARRIED**

- 8.6 J. Fraser, Deputy Corporate Officer – Draft Delegations Policy

MOVED by Director Racz, SECONDED by Director Kinney, that the report entitled “Delegations Policy” be tabled to the October Skeena-Queen Charlotte Regional District Board meeting.

**331-2012**

**CARRIED**

- 8.7 J. Merrick, CAO – October 2012 SQCRD Board Meeting Date Change

MOVED by Director Kulesha, SECONDED by Director Nobels, that the Skeena-Queen Charlotte Regional District October Board meeting be rescheduled from October 19<sup>th</sup> to October 26, 2012.

**332-2012**

**CARRIED**

8.8 J. Merrick, CAO – Development Approval Procedures and Fees

MOVED by Director Nobels, SECONDED by Director Kinney, that the Board receives the staff report “Development Approval Procedures and Fees”;

AND THAT the report be sent to the Graham Island and Moresby Island advisory planning commissions for information and comment.

**333-2012**

**CARRIED**

**9. BYLAWS**

9.1 J. Merrick, CAO - Planning Memo regarding Bylaws No. 543 and 544 - Shellfish Hatchery Rezoning and OCP Amendments

MOVED by Director Ashley, SECONDED by Director Kinney, that the Planning Memo regarding Bylaws No. 543 and 544 – Shellfish Hatchery Rezoning and Official Community Plan (OCP) Amendments be received;

AND THAT the July 19, 2012 Public Hearing minutes be received;

AND FURTHER THAT the Board, having considered the amendment to the OCP in conjunction with the applicable financial plan and waste management plan, proceed to third reading of Bylaws 543 and 544.

**334-2012**

**CARRIED**

9.2 Bylaw 543, 2012 – Moresby Island Official Community Plan Amendment and Official Community Plan (Shellfish Hatchery)

MOVED by Director Ashley, SECONDED by Director Nobels, that Bylaw No. 543, 2012 – Moresby Island Official Community Plan Amendment be given third reading.

**335-2012**

**CARRIED**

9.3 Bylaw 544, 2012 – Moresby Island Interim Zoning Amendment (Shellfish Hatchery)

MOVED by Director Putterill, SECONDED by Director Ashley, that Bylaw No. 544, 2012 – Moresby Island Interim Zoning Amendment be given third reading.

**336-2012**

**CARRIED**

9.4 Bylaw No. 547, 2012 – Moresby Island Advisory Planning Commission

MOVED by Director Ashley, SECONDED by Director Nobels, that Bylaw No. 547, 2012 - Moresby Island Advisory Planning Commission, be given first reading.

**337-2012**

**CARRIED**

MOVED by Director Ashley, SECONDED by Director Nobels, that Bylaw No. 547, 2012 – Moresby Island Advisory Planning Commission be given second reading.

**338-2012**

**CARRIED**

9.5 Bylaw No. 548, 2012 – Graham Island Advisory Planning Commission

MOVED by Director Nobels, SECONDED by Director Racz, that Bylaw No. 548, 2012 – Graham Island Advisory Planning Commission be given first reading.

**339-2012**

**CARRIED**

MOVED by Director Ashley, SECONDED by Director Racz, that Bylaw No. 548, 2012 – Graham Island Advisory Planning Commission be given second reading.

**340-2012**

**CARRIED**

**10. LAND REFERRALS / PLANNING**

10.1 File No. 60370155: Forests, Lands and Natural Resource Operations  
Location: Crown foreshore of Parry Pass, Queen Charlotte District, Langara Island (North Island Camp Ltd.)

MOVED by Director Racz, SECONDED by Director Ashley, that Crown Land Referral No. 60370155, be received;

AND THAT the Board supports the crown land application by North Island Camp Ltd. (INC No. BC0177604) for floating sport fishing resort purposes in Parry Pass, Queen Charlotte District, Langara Island.

**341-2012**

**CARRIED**

- 10.2 File No. 60473245: Crown Land License of Occupation Application Location: District Lot 838, Sandspit, Queen Charlotte Islands (Shiels Contracting Inc.)

MOVED by Director Putterill, SECONDED by Director Ashley, that the Crown Land License of Occupation application by Shiels Contracting Inc. for sand and gravel quarrying in District Lot 838 in Sandspit be received;

AND THAT the Board supports the application on the condition that the highway green belt be maintained.

**342-2012**

**CARRIED**

## **11. NEW BUSINESS**

- 11.1 Queen Charlotte Teen Centre

MOVED by Director Kinney, SECONDED by Director Ashley, that the verbal report from Director Kulesha regarding the loss of the Queen Charlotte Teen Centre due to a fire in the building be received.

**343-2012**

**CARRIED**

- 11.2 J. Merrick, CAO – Tsunami Debris Update

MOVED by Director Nobels, SECONDED by Director Kulesha, that the verbal report from Joan Merrick, Chief Administrative Officer, regarding an update on Tsunami Debris be received.

**344-2012**

**CARRIED**

- 11.3 Moresby Island Management Committee – Sandspit Water Fee Structure

MOVED by Director Putterill, SECONDED by Director Ashley, that the report from the Moresby Island Management Committee entitled “Sandspit Water Fee Structure” be received;

AND THAT this issue be referred to staff for further analysis.

**345-2012**

**CARRIED**

- 11.4 Prince Rupert Employment Action Centre

MOVED by Director Nobels, SECONDED by Director Kinney, that the correspondence from the Prince Rupert Unemployed Centre Society regarding the renewal of their bingo license be received;

AND THAT staff provide a letter to the organization, signed by the Chair, supporting their application for the renewal of their bingo license.

**346-2012**

**CARRIED**



**11.5 Haida Gwaii Road Line Painting**

MOVED by Director Putterill, SECONDED by Director Ashley, that a letter be sent to the Minister of Transportation and Infrastructure requesting that the line painting on all paved roads in Haida Gwaii be completed;

AND THAT, in future, the community be consulted in regards to where and when line painting is required, prior to the work being done.

**347-2012****CARRIED****11.6 Transport Canada Wharf**

MOVED by Director Putterill, SECONDED by Director Ashley, that a letter be sent to the federal Minister of Transport, Infrastructure and Communities stating the Board's concern over the scheduled demolition of the government wharf adjacent to the Sandspit Airport, due to it being a critical link for moving freight for the community.

**348-2012****CARRIED****12. PUBLIC QUESTION PERIOD**

There were 3 questions from the public.

**13. IN CAMERA**

MOVED by Director Ashley, SECONDED by Kinney, that the public be excluded from attendance at the meeting in accordance with Section 90(1)(c) and (k) of the *Community Charter* – “labour relations or other employee relations” and “negotiations and related discussions...”

**349-2012****CARRIED****14. ADJOURNMENT**

MOVED by Director Racz, SECONDED by Director Ashley, that the Regular Board meeting of the Skeena-Queen Charlotte Regional District be adjourned at 9:15 p.m.

**350-2012****CARRIED**

Approved &amp; adopted:

Certified correct:

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Barry Pages  
Chair

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Joan Merrick  
Chief Administrative Officer