

A G E N D A
for

REGULAR COUNCIL MEETING
December 8, 2025

COUNCIL CHAMBERS 7:00 PM

CALL TO ORDER

The Village of Masset acknowledges the un-ceded traditional territory of the Haida Nation on which this meeting is held.

ADOPTION OF AGENDA

COUNCIL MEETING MINUTES

Council Meeting Minutes November 24, 2025

Public Hearing Minutes November 24, 2025

VERBAL REPORTS OF COUNCIL/CAO/CFO

BYLAWS

Bylaw No 677 Zoning Bylaw for the Village of Masset (reconsider and adopt)

NEW BUSINESS

NB-1 Update on 2026-2027 Bridging Communities Intern

NB-2 NDIT Grant – Labour Market Program

NB-3

NB-4

PUBLIC QUESTION PERIOD

ADJOURNMENT

Village of Masset Regular Council Meeting of November 24, 2025

Minutes of the Regular Council Meeting held November 24, 2025 in the Council Chambers.

Present:	Councillors:	J. Currie, T. Carty, B. Johnston
	CFO:	J. Brown
	Corporate Manager:	D. Grosse
Absent:	Mayor:	S. Disney
	Councillor:	B. Pages
	CAO:	J. Humphries

CALL TO ORDER

The Village of Masset acknowledges the un-ceded traditional territory of the Haida Nation on which this meeting is held.

The meeting was called to order at 7:00 pm.

ADOPTION OF AGENDA

Moved by Councillor Johnston, seconded by Councillor Currie to adopt the agenda as presented.

CARRIED

COUNCIL MEETING MINUTES

Council Meeting Minutes November 10, 2025

Moved by Councillor Johnston, seconded by Councillor Currie that the November 10, 2025 Council meeting minutes be adopted as presented.

CARRIED

VERBAL REPORTS OF COUNCIL/CAO/CFO

Councillor Johnston attended a Gwaii Trust grants meeting.
Councillor Currie toured the new daycare.
Corporate Manager Grosse met the new ICBC representative.
Councillor Carty attended a Gwaii Trust audit and finance meeting and a Gwaii Trust budget meeting.

Moved by Councillor Johnston, seconded by Councillor Currie that the verbal reports be accepted as presented.

CARRIED

BYLAWS

Bylaw No. 676 A Bylaw of the Village of Masset to Regulate Airport Fees

Moved by Councillor Johnston, seconded by Councillor Curries that Amendment Bylaw No. 676 be reconsidered and adopted.

CARRIED

Bylaw No. 677 Zoning Bylaw for the Village of Masset

Moved by Councillor Currie, seconded by Councillor Johnston that Zoning Bylaw No. 677 be read a third time.

CARRIED

NEW BUSINESS

NB-1 Crosswalks

Moved by Councillor Currie, seconded by Councillor Johnston that the Village of Masset Council support an application for up to \$40,000 in funding from the British Columbia Vision Zero in Road Safety Grant Program for more durable, rainbow coloured crosswalk markings at Main Street and Collison Avenue and themed crosswalks in front of the new library at Main Street and Hodges Avenue.

CARRIED

NB-2 AP Cheque Listing August 1st – 31st 2025

Moved by Councillor Johnston, seconded by Councillor Currie that the cheque listing for August 1st to August 31st, 2025 be approved.

CARRIED

NB-3 AP Cheque Listing September 1st – 30th 2025

Moved by Councillor Currie, seconded by Councillor Johnston that the cheque listing for September 1st to September 30th, 2025 be approved.

CARRIED

NB-4 AP Cheque Listing October 1st – 31st 2025

Moved by Councillor Currie, seconded by Councillor Johnston that the cheque listing for October 1st to October 31st, 2025 be approved.

CARRIED

PUBLIC QUESTION PERIOD

ADJOURNMENT

Moved by Councillor Johnston the meeting be adjourned at 7:25 pm.

CARRIED

Recording Secretary

Mayor

Certified Correct, Administrator

Minutes for the Public Hearing for the Proposed Zoning Bylaw No. 677

November 24, 2025 Council Chambers

Present:	Councillors:	B. Johnston, T. Carty, J. Currie
	CFO:	J. Brown
	Corporate Manager:	D Grosse
Absent:	Mayor:	S. Disney
	CAO:	J. Humphries
	Councillor:	B. Pages

CALL TO ORDER

The Village of Masset acknowledges the un-ceded traditional territory of the Haida Nation on which this meeting is held.

The meeting was called to order at 6:30 pm.

OPENING REMARKS

Councillor Carty read a statement of purpose for the public meeting regarding the proposed Zoning Bylaw for the Village of Masset. All participants were assured that they would have an opportunity to make a presentation about the application only and were asked to clearly state their name and address before commencing their remarks. Councillor Carty also indicated that Council members were there to listen to concerns only, not debate the issue nor make a decision at this time.

NO WRITTEN COMMENTS RECEIVED

John DeVries 2083 Collison

Mr. DeVries inquired about the purpose of the new bylaw and what the Village hoped to achieve. Kara Gross from Urban Systems explained that the current bylaw is from 1994 and the language needed to be updated to be clearer.

Mr. DeVries explained that his understanding was that owners of commercial properties had to be in residence if they had a residential component of their property.

Ms. Gross explained that there were less restrictions on who could occupy waterfront commercial and village commercial properties.

Mr. DeVries let Council know he felt the bylaw was not clear and that some of the language left it open to interpretation.

Councillor Carty explained that Council was here to hear concerns and not to debate the bylaw, but they would take his comments into consideration.

ADJOURNMENT

Moved by Councillor Currie that the meeting be adjourned at 6:40pm.

File number: 2025-12-01

MEETING DATE: 2025-12-08

AUTHOR: Andrew Hudson, Grant writer

SUBJECT: Update on 2026-2027 Bridging Communities Intern

PURPOSE

To update council on a grant application by the Village of Masset for a \$60,000 NDIT grant towards a shared internship position that will run from May 2026 to May 2027.

BACKGROUND

On Oct. 27, the Village of Masset council supported a joint grant application by VoM and OMVC to the Northern Development Initiative Trust's Local and First Nation Government Internship for a shared intern.

The original proposal was to co-host an intern who would work 20 hours per week in Masset and another 20 hours per week in Old Massett, with mentorship by CAOs in both communities.

OMVC has since requested that the Village of Masset take on mentorship, and rather than working 20 hours a week in each community, the intern will work for the Village of Masset but as part of that work will be introduced to each OMVC department and will assist with joint VoM/OMVC projects as a key focus of their work.

OMVC remains committed to paying half the cash contribution that NDIT requires from VoM and OMVC. (Each community will pay \$5,000 towards salary and \$1,250 towards training).

Attached is a revised work plan and revised job description for the Bridging Communities intern. The application is due Dec. 15. Internship candidates have until Feb. 15 to apply. A candidate pool will be selected in March and the selected interns will work from May 2026 to May 2027.

KEY PROJECT CONSIDERATIONS

- CAO Josh Humphries will mentor the intern, with CFO Jo-Ann Brown acting as an alternate
- The intern will work 40 hours per week in Masset, but will become familiar with each OMVC department and joint VoM /OMVC projects will be a key focus of their work
- The grant application includes a housing allowance of up to \$10,000 that may or may not be needed. It can be used to cap the intern's rent at no more than \$1,000.

RECOMMENDATION

That the Village of Masset council supports a grant application for up to \$60,000 from NDIT's 2026 Local Government Internship program with support and a financial contribution from Old Massett Village Council.

PROPOSED WORK PLAN (VILLAGE OF MASSET)

PROPOSED WORK PLAN

The Bridging Communities intern will be mentored by Village of Masset’s Chief Administrative Officer Joshua Humphries, with Chief Financial Officer Jo-Ann Brown acting as an alternate. As the successful candidate becomes more familiar with their new work environment and completes the MATI Foundations course, they will be given opportunities to take on responsibilities that include special projects, including several joint projects with Old Massett Village Council.

Assignment of duties will be done in consultation with the intern to ensure they are comfortable with the tasks and will benefit from the experience provided.

Date	Topic	Activities
May 2026	Familiarization	<ul style="list-style-type: none"> • Participate in NDIT training • Introductions to village staff • Become familiar with each Village of Masset department • Become familiar with each Old Massett Village Council department • Join council and management meetings, including meetings between Masset and Old Massett staff and elected leaders
Summer 2026	Training	<ul style="list-style-type: none"> • MATI Foundations course
	Administration and Planning	<ul style="list-style-type: none"> • Assist with joint VoM/OMVC projects • Work with staff on processing property taxes • Work with staff on policy and bylaws • Exposure to airport and visitor centre operations • Connect with community groups, parks and recreation committee meetings • Assist with village communications, including tourism marketing
Fall 2026	Finance and Economic Development	<ul style="list-style-type: none"> • Assist with joint VoM/OMVC projects • Assist with 2027 budget and financial plan, including calculating tax rates • Assist with Climate Action reporting • Assist with economic development projects
Winter 2027	Specialized Learning Experience	<ul style="list-style-type: none"> • Assist with joint VoM/OMVC projects • Assist with economic development projects
Spring 2027	Events Planning and Administration	<ul style="list-style-type: none"> • Assist with planning Harbour Day 2027 for VoM and OMVC • Complete or hand-off outstanding projects

PROPOSED JOB DESCRIPTION — 2026-2027 BRIDGING COMMUNITIES INTERN

SUMMARY

Mentored by the chief administrative officer and chief financial officer of the Village of Masset, the 2026-2027 Bridging Communities Intern will work 40 hours per week from May 2026 to May 2027. A key focus of the role will be working on joint projects between the Village of Masset and Old Massett Village Council.

The successful candidate will gain exposure to key aspects of municipal as well as First Nations government management, including administrative, finance, policy, and community engagement work.

KEY RESPONSIBILITIES

- Assisting in the design and implementation of tourism marketing strategies.
- Supporting the organization of cultural events and activities.
- Conducting community needs assessments through surveys and direct engagement.
- Providing administrative support, including document preparation, data entry, and correspondence management in both offices.
- Collaborating with community stakeholders to gather insights and feedback.
- May be assigned other duties as required

QUALIFICATIONS

- Completion of post-secondary education in public administration, finance, political science, business, or a related field
- Completion of the MATI Foundations course

PREFERRED

- Strong communication and interpersonal skills
- A background in community development, tourism, or cultural studies
- Familiarity with First Nations issues and cultural sensitivity
- Proficiency in Microsoft Office software and administrative tasks
- The ability to work independently and as part of a team

Jo-Ann Brown

From: MA Director <ma-director@ncrdbc.com>
Sent: December 5, 2025 1:41 PM
To: Jo-Ann Brown
Subject: Fw: Labour Market Program

Get Outlook for iOS

From: Ben Campbell <ben@northerndevelopment.bc.ca>
Sent: Thursday, December 4, 2025 11:40:28 AM
To: MA Director <ma-director@ncrdbc.com>
Subject: Labour Market Program

EXTERNAL EMAIL - This email was sent by a person from outside your organization. Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.

Secured by Check Point

Hi Barry,

I hope all is going well.

I wanted to reach out and connect regarding our recently launched Labour Market Research Plans program which aims to enable local governments to obtain critical, timely and relevant information that create immediate action items on labour market needs and opportunities to maintain strong and sustainable employment opportunities. Once individual communities have completed their own Labour Market Research Plans, Northern Development will prepare a region wide synthesis report for northern and central BC. In order for the synthesis report to be informative for the entire region, we are looking to ensure that through the open grant intake we receive applications from as diverse of a geography as possible. I wanted to touch base and see if the Village of Masset or the Regional District was planning to apply, or if there were any questions regarding the program that myself or my team could answer.

While we were conducting some initial engagement with local governments on the program and potential interest it became clear that being able to use upcoming census data within the plans was vital to equip local governments with the most up-to-date and relevant information on the labour market in their community. We were able to work with the Ministry of Social Development and Poverty Reduction to adjust our original timelines for the program to extend both the application intake deadline and the project completion date. The new dates for the program are:

- **Application intake deadline: December 12, 2025.** We are aiming for funding decisions to be communicated to applicants by end of January 2026.
- **Project completion deadline: September 15, 2027.**

More specific information about the program can be found in the application guide located here: <https://www.northerndevelopment.bc.ca/funding-programs/partner-programs/rural-and-remote-employment-initiatives-fund/labour-market-research-plans/>

Thank so much,

Ben

Ben Campbell, CPA, CA (he/him)
Chief Executive Officer and Chief Financial Officer
Phone 250-561-2525
ben@northerndevelopment.bc.ca



Northern Development Initiative Trust
301-1268 Fifth Avenue, Prince George BC V2L 3L2
northerndevelopment.bc.ca | lovenorthernbc.com



We acknowledge with respect that Northern Development delivers services on the ancestral territories of Indigenous Peoples across northern and central British Columbia.

Note: This electronic message may be privileged and confidential. Any use of this electronic message or the information contained therein, including reading, copying, disseminating or distributing it, is strictly prohibited unless you are the addressee. If you have received this electronic message in error, please immediately notify the sender by replying to this electronic message and delete the electronic message from your computer. | Your privacy is critically important to us. It is our policy to respect your privacy regarding any information we may collect. You can review our privacy policy on our website. If you have questions about the security, deletion or correction of any personal data provided to the Trust, please contact us. Thank you.

Jo-Ann Brown

From: MA Director <ma-director@ncrdbc.com>
Sent: December 5, 2025 1:42 PM
To: Jo-Ann Brown
Subject: Fw: RREIF

Get [Outlook for iOS](#)

From: Ben Campbell <ben@northerndevelopment.bc.ca>
Sent: Friday, December 5, 2025 10:09:08 AM
To: MA Director <ma-director@ncrdbc.com>
Subject: RREIF

EXTERNAL EMAIL - This email was sent by a person from outside your organization. Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.

Secured by Check Point

Good morning Barry,

I understand that the Village of Masset may have some challenges meeting the outlined requirement for submitting a completed application to the Labour Market Research Plans program by December 12, 2025 due to their CAO being out of office for the next few weeks. We are able to be flexible with the Village on the submission of both the resolution of support (and confirmation of financial contribution) and the RFP/selected vendor response so long as they are able to submit the base application through the online portal system prior to the intake closing.

We can then use that application as a placeholder and make adjustments as the Village continues to work through finalizing the details of their project. The base application will ask the following questions:

- Organization information (address, emails, phone numbers etc.) should auto-populate based on the account being used.
- Provide a project name, brief description and rationale for the project
- Proposed start and end date (these dates can be changed at a later time if necessary)
- Project budget (as we expect most costs will center around a single consultant, a single line item for 'consultant services' can suffice for now)
- Grant request and other funding sources. For other funding sources, a potential confirmation date can be chosen if they do not have funding confirmed at the time of submission
- Community collaboration information (if applicable)
 - Information about what communities will be collaborating on the report and how the report will display information at both a community level and the collaborative level.

I am reaching out to John Farrell at Community Futures. I know they are working with a number of communities and a consultant on this program. They may be able to provide some examples.

Thanks,

Ben

Ben Campbell, CPA, CA (he/him)
Chief Executive Officer and Chief Financial Officer
Phone 250-561-2525
ben@northerndevelopment.bc.ca



Northern Development Initiative Trust
301-1268 Fifth Avenue, Prince George BC V2L 3L2
northerndevelopment.bc.ca | lovenorthernbc.com



We acknowledge with respect that Northern Development delivers services on the ancestral territories of Indigenous Peoples across northern and central British Columbia.

Note: This electronic message may be privileged and confidential. Any use of this electronic message or the information contained therein, including reading, copying, disseminating or distributing it, is strictly prohibited unless you are the addressee. If you have received this electronic message in error, please immediately notify the sender by replying to this electronic message and delete the electronic message from your computer. | Your privacy is critically important to us. It is our policy to respect your privacy regarding any information we may collect. You can review our privacy policy on our website. If you have questions about the security, deletion or correction of any personal data provided to the Trust, please contact us. Thank you.