

A G E N D A
for

REGULAR COUNCIL MEETING
May 27, 2024

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 May 13, 2024

Special Council Meeting Minutes May 14, 2024

MINUTES AND REPORTS OF OTHER ORGANIZATIONS

1. Emergency Planning

VERBAL REPORTS OF COUNCIL/CAO/CFO

BYLAWS

Public Notice Bylaw

NEW BUSINESS

NB-1 Masset Paving Contract Administrative Services

NB-2 Masset Paving Contract

NB-3 AP Cheque Listing March 1st – 31st 2024

NB-4 AP Cheque Listing April 1st – 30th 2024

PUBLIC QUESTION PERIOD

ADJOURNMENT

Village of Masset Regular Council Meeting of May 13, 2024

Minutes of the Regular Council Meeting held May 13, 2024 in the Council Chambers.

Present:	Mayor:	S. Disney
	Councillors:	J. Currie, T. Carty, B. Johnston
	CAO:	J. Humphries
	CFO:	J. Brown
	Intern:	A. Olee
Absent:	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 7:00 pm.

ADOPTION OF AGENDA

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

CARRIED

COUNCIL MEETING MINUTES

Council Meeting Minutes April 29, 2024

Moved by Councillor Carty, seconded by Councillor Currie that the April 29, 2024 Council meeting minutes be adopted as presented.

CARRIED

CORRESPONDENCE

C-1 BC Ferry Authority

Moved by Councillor Johnston, seconded by Councillor Currie that the correspondence from BC Ferry Authority be received.

CARRIED

C-2 BC Ferries

Moved by Councillor Johnston, seconded by Councillor Currie that the correspondence from BC Ferries be received.

CARRIED

VERBAL REPORTS OF COUNCIL/CAO/CFO

Councillor Johnston attended a Gwaii Trust allocation meeting and reported the AGM was postponed.

Councillor Currie attended a Community Futures meeting.

CFO Brown has been working on taxes and tax rates.

CAO Humphries has been working on Harbour Day planning, filling vacant staffing positions and the Fire Department Imagine grant. He attended the VIRL groundbreaking ceremony and the HG Fitness Association parting ways meeting.

Mayor Disney attended the VIRL groundbreaking ceremony and a Committee of the Whole meeting.

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

CARRIED

BYLAWS

Bylaw No. 668 5 Year Financial Plan

Moved by Councillor Carty, seconded by Councillor Johnston that Bylaw No. 668 be reconsidered and adopted.

CARRIED

Bylaw No. 669 Tax Rates Bylaw 2024

Moved by Councillor Johnston, seconded by Councillor Carty that Bylaw No. 669 be read a first time.

CARRIED

Moved by Councillor Johnston, seconded by Councillor Currie that Bylaw No. 669 be read a second time.

CARRIED

Moved by Councillor Carty, seconded by Councillor Currie that Bylaw No. 669 be read a third time.

CARRIED

NEW BUSINESS

NB-1 Hope Air Day Proclamation

Moved by Councillor Carty, seconded by Councillor Johnston that the Village of Masset support the proclamation that June 17th be Hope Air Day.

CARRIED

NB-2 Haida Gwaii Accessibility Committee Delegate Change

Moved by Councillor Johnston, seconded by Councillor Currie that Diana Grosse replace Joshua Humpries on the Accessibility Committee.

CARRIED

NB-3 Gwaii Trust Harbour Day Funding Resolution

Moved by Councillor Carty, seconded by Councillor Currie that the Village of Masset support the application for Community Events Gwaii Trust Funding for Harbour Day.

CARRIED

NB-4 OMVC Beer Tent for Harbour Day

Moved by Councillor Johnston, seconded by Councillor Currie that the Village of Masset support the OMVC beer tent on Harbour Day.

CARRIED

ADJOURNMENT

Moved by Councillor Johnston the meeting be adjourned at 7:27 pm to a closed session.

CARRIED

Recording Secretary

Mayor

Certified Correct, Administrator

Village of Masset Special Council Meeting of May 14, 2024

Minutes of the Special Council Meeting held May 14, 2024 in the Council Chambers.

Present:	Councillors:	J. Currie, T. Carty, B. Johnston
	CAO:	J. Humphries
	CFO:	J. Brown

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 11:56 am.

ADOPTION OF AGENDA

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

CARRIED

BYLAWS

Bylaw No. 669 Tax Rates 2024

Moved by Councillor Johnston, seconded by Councillor Currie that Bylaw No. 669 be reconsidered and adopted.

CARRIED

ADJOURNMENT

Moved by Councillor Johnston the meeting be adjourned at 11:57 am.

CARRIED

Recording Secretary

Mayor

Certified Correct, Administrator



EMERGENCY SERVICES DEPARTMENT

OLD MASSETT VILLAGE COUNCIL

PO BOX 189 MASSET VOT 1M0 HAIDA GWAIH

250 626-3337 CELL 250 626-7293

1) **Attendees:**

- **Joshua Humphries – Masset CAO**
- **Bill Beamish – Acting CAO of Daajing Giids**
- **Howard Tsang – North Coast Regional District Corporate Officer**
- **Robert Brown – Old Massett Volunteer Fire Department – Deputy Fire Chief**
- **Peter White – Old Massett Volunteer Fire Department – Fire Chief**
- **Marjorie Dobson – Port Clements CAO**
- **Robert Williams – Tlell Volunteer Fire Department Fire Chief**
- **Jevan Growler – Massett Volunteer Fire Department**
- **Chris Ashurst – Masset Search & Rescue**
- **Teri Kish – Old Massett Village Council Emergency Services Program Manager**
- **Zachary Grosse – Old Massett Village Council ESD Assistant**

2) **Call to order: May 8th 10:05am**

3) **Agenda Additions:**

- **Mutual Aid Agreement between Island Communities – Joshua Humphries**

4) **Adoption of Agenda:**

- *Joshua Moves, Marjorie Seconded*

5) **Adoption of Minutes:**

- *Joshua Moves, Marjorie Seconded*

6) **Motion and Action Tracker –**

- **Voyent Update: discussing implementation of the system and getting a cost sharing agreement between parties setup. Daniel Fish (filled by Howard Tsang)**
 - **Waiting to hear back from one more party, after that we can move forward with next steps, will provide updated by next meeting.**
 - **Howard will ask Daniel what next steps are if final party does not come to the table regarding Voyent.**
 - **Josh notes there will be a transitional period required with current Emergency Alert System (Expires July 31st, 2024) Howard will follow up with current system.**
 - **May 31st will be deadline for all parties to come to agreement on moving forward with Voyent. (Josh Moves, Jevan Seconded)**

- **Price adjustments per community will have to be reviewed internally if final party does not come to table.**
- TOR: Chris A to send a copy to OMVC Emergency services department for review and updating.
 - **Chris will send the documents over to Teri Kish after the meeting.**
 - **TOR will be discussed and reviewed next meeting.**
- Changes to fire dispatch: Update with communities
 - **Masset** – Jevan – Have been having challenges with current dispatch, after speaking with Old Massett, both Fire Departments have begun looking at costs and options for a replacement dispatch.
 - **Port Clements** – Marjorie – No standing issues, will stick with current dispatch.
 - **Daajing Giids** – Bill – Will speak with Larry and provide update next meeting.
 - **Old Massett** – Robert Brown - No standing issues, will stick with current dispatch.
 - **Tlell** – Robert Williamson – Issues with current system which is causing major issues. Issues with cell service have amplified standing issues.
 - a. Teri notes an old-school pager system may work well in this situation.
 - Jevan mentions that BCEHS would like to work with Emergency Services across the island and try to assist in working on addressing the gaps in currently offered dispatch services.
 - Larry Duke has been working on an Incident Management System with CHN
- EMCR Contribution Agreement update from CAO's.
 - **Port Clements** – Still in a review period of the Agreement
 - **Masset** – Still in a review period of the Agreement
 - **Daajing Giids** – Have signed and passed a resolution regarding the agreement.
 - **Old Massett** – Awaiting funding from EMCR as the Agreement has been voted through council.
 - Once all parties have come to a decision, funding arrangements overall can be discussed by local leadership.
 - Contribution Agreements will be discussed in a separate meeting by the CAO's of each community.
- PENS – Emergency Notification Contacts for EMCR
 - **Masset** – Fully updated with EMCR.
 - **Old Massett** – Fully updated with EMCR.
 - **Port Clements** – Working on arranging Emergency Contacts
 - **Daajing Giids** – Fully updated with EMCR.

7) **New Business:**

- **Erosion mitigation work that is being done in communities**
 - Daajing Giids – Working on acquiring a report from mayor on work that has been done.
 - Old Massett and Masset have released their Reports regarding erosion mitigation.
 - Old Massett has begun the process of continuing further erosion mitigation (via tree planting and 2 billion Trees funding stream, also a separate project via the Disaster Mitigation and Adaptation Fund that would provide some level of shoreline re-enforcement and protection.
- **Wildfire Season – possible training opportunities for Haida Gwaii**
 - 2 methods of funding
 - Wildfire and Structural
 - a. Teri will begin to look into funding.
 - b. Potential all-island tabletop exercise in the future?
 - 1 fire in Skidegate and 1 fire in Tlell in the last week.
 - a. Public Notification about wildfires for community awareness
 - Masset had a meeting recently about preparation for Wildfire season.
- **Public Safety Alert May 8th**
 - Discuss with EMCR about methods of contact to ensure all citizens are alerted.
- **Daajing Giids looking at water restrictions on May 15th due to low water levels.**
- **Mutual Aid Agreement between Island Community Fire Departments**
 - Pat Troutman radio work to ensure off-internet and cell service citizens can be alerted.
 - Ensure the ability that all Fire Departments are aware that they can reach out to other Fire Departments if assistance is needed.
 - Municipal Type Service Agreements
 - There are template's available that will be circulated.
 - Can be set between services between each community and drafted by community leadership outside of meeting.
- **Coordinating an all-island run coordination of each communities Emergency Services during awareness weeks.**
 - Ensuring each community has the ability to send out information packs to their citizens.
 - Can involve local schools to ensure education and awareness.
 - Next event would be ShakeOutBC in October
 - Can re-visit this in the months leading up to each event.

8) **Recommendations to Councils:**

- **None**

9) **Upcoming Meetings, and Travel:**

- **Next meeting will be June 19th at 10am via Teams**

10) **Adjourned: 11:35**

VILLAGE OF MASSET

PUBLIC NOTICE BYLAW NO. 670, 2024

WHEREAS:

A. Pursuant to Section 94.2 of the *Community Charter*, Council may provide for alternative means of publication with respect to issuing notice; and

B. Council of the Village of Masset has determined alternative means to provide public notice, which it considers to be reliable, suitable and accessible, as prescribed by the *Public Notice Regulation B.C. Reg. 52/2022*;

NOW, THEREFORE, the Council of the Village of Masset in open meeting assembled enacts as follows:

1. Name of Bylaw

This Bylaw may be cited for all purposes as "*Public Notice Bylaw No. _____, 2024.*"

2. Definitions

In this Bylaw, unless the context otherwise requires:

- (a) "Bylaw" means this bylaw.
- (b) "Online Newspaper" means a community-oriented online publication that contains items of news and advertising and is accessible to residents of the Village, such as the Haidi Gwaii Observer (www.haidagwaiiobserver.com) or similar online publication.
- (c) "Village" means the Village of Masset.
- (d) "Village's Facebook Page" means the official Facebook page of the Village of Masset, www.facebook.com/VillageOfMasset.

3. Alternative Methods of Publishing a Notice

Any notice required to be given or published in accordance with section 94 of the *Community Charter* must be published by the following methods:

- (a) electronically by publishing the notice in an Online Newspaper; and

(b) electronically by publishing the notice on the Village's Facebook Page.

4. Severability

If any section, subsection, clause or phase of this Bylaw is, for any reason, held to be invalid by a court of competent jurisdiction, it will be deemed to be severed and the remainder of the Bylaw will remain valid and enforceable in accordance with its terms.

READ A FIRST TIME THIS 27th DAY OF MAY, 2024

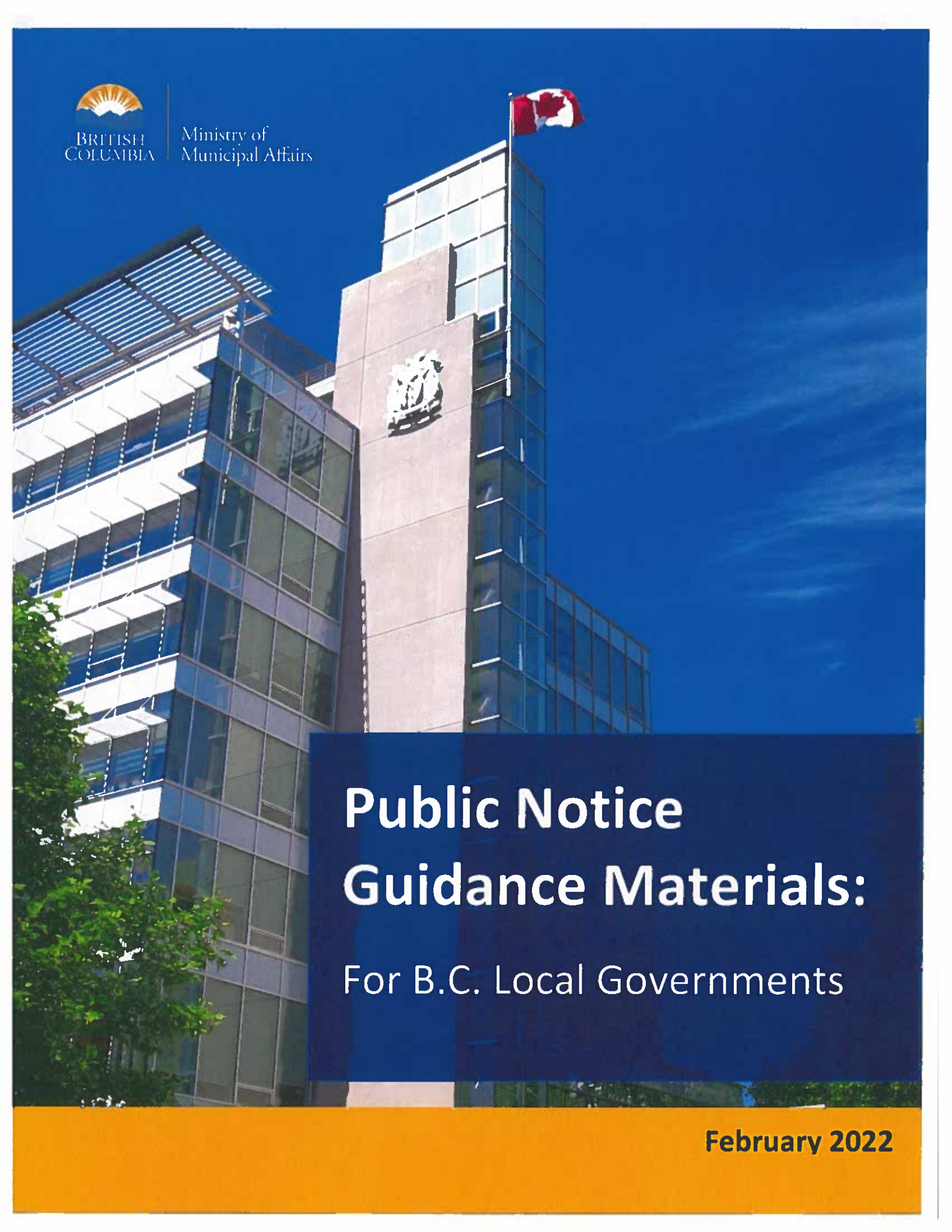
READ A SECOND TIME THIS 27th DAY OF MAY, 2024

READ A THIRD TIME THIS 27th DAY OF MAY, 2024

FINALLY CONSIDERED AND ADOPTED THIS ____ DAY OF _____, 2024



Ministry of
Municipal Affairs

A photograph of a modern government building with a glass facade and a central tower. A Canadian flag flies from the top of the tower. The building is set against a clear blue sky. The tower has a crest on its side.

Public Notice Guidance Materials: For B.C. Local Governments

February 2022

Introduction

The *Community Charter* and *Local Government Act* require local governments to provide advance public notice of matters of public interest (e.g., public meetings, elections, public hearings, disposition of land). Public notice is required to facilitate transparency and accountability and is part of the public engagement process.

Public notices inform the public of opportunities to participate in local government decision-making and share views. The *Community Charter*, *Islands Trust Act*, *Local Government Act* and *Vancouver Charter* set out the minimum content requirements for public notice and how notice must be provided; however, they do not limit any additional information that the local government may choose to incorporate into a notice or additional methods the local government may choose to use to provide notice to its community.

Requirements for Public Notice

The public notice requirements that came into force February 28, 2022 provide local governments with two options for providing public notice under Section 94 of the *Community Charter*:

1. **continue to use the default publication requirements of publishing in a newspaper once each week for two consecutive weeks; or,**
2. **adopt a bylaw to provide for alternative methods of publication (i.e., a public notice bylaw).**

Local governments must also provide public notice by posting the notice at the public notice posting places identified in their [procedure bylaw](#).

If a matter is subject to two or more requirements for publication (e.g., election notices), the notices may be combined as long as the requirements of the applicable provisions are met.

A local government may provide any additional notice regarding a matter that it considers appropriate, including by the internet or by other electronic methods.

Section 94 of the *Community Charter* states that if public notice is required the notice must be published in accordance with s. 94.1 [Default publication requirements] or s. 94.2 [Bylaw to provide for alternative means of publication] and by posting in the public notice posting places.

Section 94.2 of the *Community Charter* refers to the “means of publication”. In this document the term “methods” is used to express the “means of publication” for a public notice bylaw to differentiate it from “alternative means” in section 94.1.

Default Publication Requirements for Public Notice (94.1)

The public notice provisions that were in place prior to February 28, 2022 (“default publication requirements for public notice”) continue to be an available option for local governments. The default publication requirements apply if a local government has not adopted a public notice bylaw to provide for alternative methods of publication specific to the community. The default rules provide that the local government must:

- publish notice in a newspaper that circulates in the community once each week for two consecutive weeks; or,
- if publication by newspaper is not practicable, the notice may be given in the area by alternative means (e.g., posted on a community bulletin board or directly mailed).

If a local government uses alternative means the notice(s) must be given within the required time period and frequency set out in the legislation. The council or board must also consider the notice to be reasonably equivalent to that which would be provided by a newspaper.

Local governments that regularly have to use alternative means because publication by newspaper is not practical may want to consider adopting a public notice bylaw so the public consistently knows where to find public notice(s) in the community.

Alternative means in section 94.1 are not defined in the legislation, and could include any type of notice that the council or board believes will adequately reach the community and meet the legislative requirements, such as online advertising, direct mailing and/or radio ad. If the local government is using alternative means to meet the notice requirements, best practice is to provide the rationale for the mean(s) chosen and adopt a resolution in an open meeting.

Bylaw to Provide for Alternative Methods of Publication (94.2)

Section 94.2 provides local governments the authority to adopt a public notice bylaw if they choose not to use the default notice provisions. Local governments that adopt a public notice bylaw **must** then publish notice by all the methods specified in the bylaw, **and** are still required to post a notice at the public notice posting places.

A bylaw adopted under section 94.2 must:

- specify at least two methods of notice (e.g., newspaper and local government website), not including the public notice posting places; and,
- consider the principles of effective public notice (*reliable, suitable and accessible*) described by the *Public Notice Regulation* before adopting a public notice bylaw (detailed information about the principles is provided below).

2022 General Local Elections

Local governments considering adopting a public notice bylaw in 2022 are recommended to do so before July 4, 2022, so there is sufficient time to develop the bylaw and let the public know about any changes to public notice before notices start for the October 15, 2022 general local elections.

Under a public notice bylaw, the notice must be published at least seven days before the matter for which notice is required (unless a different period is prescribed in the *Community Charter, Local Government Act* or another Act).

Principles of Effective Public Notice

Each council or board is required to consider the principles described in the *Public Notice Regulation* and think critically about the same set of principles in making public notice choices. These principles are intended to foster a shared set of good governance expectations among local governments and give British Columbian's confidence that their local governments will conduct their business in an open and transparent manner.

The principles that **must** be considered before a public notice bylaw is adopted are:

- *Reliable* – the publication methods are dependable and trustworthy;
- *Suitable* – the publication methods work for the purpose for which the public notice is intended; and,
- *Accessible* – the publication methods are easy to access and have broad reach.

As a best practice, local governments may want to note how the principles have been considered (e.g., by resolution, reflected in the minutes, or included in the preamble of the public notice bylaw). A record of the decision demonstrates that the council or board discussed the principles and that the discussion is on the public record.

For example, if a council or board is considering whether to use the local government website and a community newspaper as the two required means of publishing notice in their bylaw, they would need to consider if:

- the community can easily access the website, and that the newspaper is distributed broadly in the community (i.e., accessibility principle);
- the community considers that the website and the newspaper will provide reliable and accurate ongoing information (i.e., reliability principle); and,
- the website and newspaper together can meet specific timing requirements (e.g., between three and 10 days) and content requirements (i.e., suitability principle).

Possible methods to publish public notice:

- Online or print newspaper.
- Local government website.
- Local government subscription service.
- Community website or newsletter.
- Local government Facebook page.
- Direct email or mail out.
- Posting at recreation centres.

Examples of sources that would likely not meet the principles of public notice*:

- Twitter: the character limit means it is not **suitable** for displaying all the required information for a statutory public notice.
- Non-government Facebook or webpage: a source containing mostly opinions and not facts would not meet the principle of **reliability**.
- Radio/TV: because the information is only quickly displayed/read – it limits **access** to the information.

**All of the sources listed above would be appropriate as a supplemental way of informing the public; however, they would likely not meet the threshold established by the principles of effective public notice (e.g., reliable, suitable and accessible) and therefore couldn't be used as one of the official means of public notice under section 94.2 of the Community Charter.*

Reliable

The publication methods are dependable and trustworthy in the community. To meet the principle of reliability consider whether the method is:

- trusted by the community to provide factual information (e.g. not solely opinions);
- a source that isn't likely to abruptly stop operating and has been part of the community for some time (e.g., is a well-established source of information); and,
- tested and able to reliably display the required information.

Suitable

The publication methods work for the purpose of informing the community. To meet the principle of suitability consider whether the method can:

- display all of the legislatively required notice information in a legible manner;
- meet specific timing requirements outlined in the legislation (e.g., publishing by at least one of the means between three and 10 days before the matter is to be considered);
- be revisited during the publication period (e.g., won't be published once and then disappear); and,
- allow for the local government to keep a record of the date and period of time that the notice was published.

Accessible

The publication methods are easily accessible for people and have broad reach in the community. To meet the principle of accessibility consider whether the method(s):

- are accessible to a broad spectrum of the local population (e.g., age, location);
- provide an easy way for people to find and read the public notice information (considering also persons with disabilities, community demographics, and language needs);
- provide different ways for the public to be informed (e.g., in print and online);
- have limited barriers to access (e.g., one is free if the other is a paid subscription); and,
- take into consideration local circumstances (e.g., lack of reliable internet or a local newspaper).

Best Practices for Developing a Public Notice Bylaw

Best practices for development and adoption of a public notice bylaw may include:

- discussion of different options for public notice and the principles of effective public notice at an open meeting of council or regional district board before deciding on the methods and adopting the bylaw;
- a public survey to understand communication needs and practices in the community (perhaps including a question to find out how the person heard about the survey, which may show how people access information from the local government);

- outreach to the newspaper (if it is one of the methods being considered) to understand publication schedules and future plans, to ensure that the principles of reliability and suitability can continue to be met;
- outreach to member municipalities (for regional districts) to discuss the methods they use to provide public notice to be as consistent as possible;
- information for the public about the adoption of a public notice bylaw to promote accountability and transparency. This may include:
 - a press release;
 - local government open house;
 - information on the local government website and/or social media; or,
 - information at the public notice posting place.
- review of the public notice bylaw (e.g., annually) to ensure that the principles continue to be met for each of the methods identified in the bylaw.

Public Notice Posting Place

All notices must be posted at the public notice posting place(s) for the public notice requirements to be met, regardless of whether a local government is using the default notice requirements or has adopted a public notice bylaw. Local governments must identify places that are to be the public notice posting places in their [procedure bylaw](#).

Examples of public notice posting places include: the public notice board at municipal hall or regional district board office; the council chamber at municipal hall or regional district board meeting place.

Public Notice Timing Requirements

Specific timing and content requirements in the *Community Charter*, *Islands Trust Act*, *Local Government Act* and *Vancouver Charter* continue to apply whether the local government has adopted a public notice bylaw or is using the default rules. However, there is some new terminology for councils and boards to be aware of.

Notice must be published at least seven days before the matter

For most matters, local governments that adopt a public notice bylaw are required to publish notice “at least seven days before the date of the matter for which notice is required”. The [Interpretation Act](#) sets out the definitions and how to determine the beginning or end(s) of a time period. It also sets out considerations if a day falls on a holiday or the office is closed. A period of consecutive days is counted as seven days from the day before the reference day (so eight days including the reference day). If the term “at least” is used, then one day is added to this calculation.

To establish when notice must be published:

- determine the date the matter will be considered. This date will be the “reference day”;
- start counting backwards seven days from the day before the reference day; and,
- add one more day to the calculation because the term “at least” is used.

For illustration:

- If the matter is to be considered on May 12 then the notice must be published by May 4.

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4 At least seven days before +1	5	6	7	8	9
			7	6	5	4
10	11	12 Reference Day	13	14	15	16
	2	1				

Notice must be published by at least one of the means “not less than” and “not more than”

For some matters (e.g., public hearings, zoning bylaws, notice of annual tax sale), the legislation specifies rules that public notice must be published within a specific timeframe. If a local government has adopted a public notice bylaw, only one of the means must be published during this specific timeframe. The other means would be subject to the default “at least seven days before the date of the matter for which notice is required” (described above).

To establish when notice must be published for “not less than three days and not more than 10 days”:

- determine the date the matter will be considered. This date will be the “reference day”;
- to determine “not less than three days” count backwards three days from the day before the reference day (so four days including the reference day) and then add one day because the term “not less than” is used;
- to determine “not more than 10 days” count backwards 10 days from the day before the reference day (so 11 days including the reference day) – do not add an extra day for this one because “not more than” is not a special period in the *Interpretation Act*; and,
- a notice must be published by one of the methods specified in the bylaw between these two dates.

For illustration:

- If the matter is to be considered on November 15 – “not less than three days” before would be November 11 and “not more than 10 days” before would be November 5. Notice must be published between November 5 and November 11.

- the specific names of alternative newspapers that would be used if the primary newspaper for public notice isn't available (if this is one of the chosen methods in the bylaw and the name of the newspaper is not included in the bylaw);
- how notice of the matter will be provided to First Nations communities in the area (if applicable) and persons living on reserve (e.g., contact the band manager to advise of notices and direct mail to persons living on reserve); and,
- records management practice for public notices.

Public Notice Bylaws and Regional Districts

Regional districts generally encompass large areas with a diverse mix of rural and urban needs which may make it challenging to find methods of public notice that will reach everyone.

One approach for regional districts that want to adopt a public notice bylaw is to specify methods that are consistent with the principles of effective public notice and as widely available as possible within the region (e.g., regional district website and Facebook) and then adopt a public notice policy to specify additional methods that will be used for different electoral areas or municipalities (e.g., a local newsletter; posting at firehalls or member municipal halls; publishing a condensed notice in the local newspaper with a link to the website for the full notice). This will give the regional district flexibility to provide notice in different ways depending on which urban or rural area it is providing notice.

Public Notice Records Management

Local governments that establish a public notice policy with additional methods to publish notice may also want to include best practices for records management of those public notices. Records management practices for public notice may consider how to keep an historical record of public notice if it is published in electronic form, posted on a bulletin board, or published in a newspaper.

Best practices for public notice records management include:

- outlining records management practices for public notice(s) in a policy;
- requiring that a date of publication be included on the notice;
- for electronic notices, taking a screen shot that shows the date and download the analytics (e.g., how long the notice was posted for; how many viewed the notice);
- for newspaper, saving the original news clipping (if printed) or a screen shot if online, and all supporting documents (e.g., information from the newspaper stating the date of publication; PDF of the notice and the invoice);
- if posting notice on a bulletin board (e.g., fire hall, recreation centre) including the dates for which the notice is to be posted on the notice itself (e.g., July 10 – July 22) and take a date stamped photo; and,
- storing all of the information related to the notice (including copies of the notice itself) in one folder for ease of access in the future and keeping a copy on an offsite server.

Public Notice Bylaws - Frequently Asked Questions

Q: Why adopt a public notice bylaw?

A: A local government may decide to use the authority to adopt a public notice bylaw in circumstances where publication by newspaper is no longer practical or where the community has a desire for more varied notice.

Considerations before adopting a public notice bylaw may include:

- Does the community have an accessible, reliable and regularly published newspaper?
- How is public notice accessed most often by the community?
- Are there areas or people in the community that may access public notice differently?
- Has the local government recently had to use “alternative means” to publish notice for a matter? If yes, what method of publication was used?
- Has there been past confusion from the public about where to find public notice?
- Would a public notice bylaw provide clarity for local government staff and/or the public?

Q: Is public engagement required to adopt or amend a public notice bylaw?

A: **No.** Section 94.2 of the *Community Charter* does not require local governments that adopt or amend a public notice bylaw to engage with the public or provide public notice that the bylaw is being adopted. However, as a best practice, notice of the proposed public notice bylaw or amendment can be posted on the local government’s website or shared in other ways (e.g., at a council or board meeting; posted to a public notice posting place; shared through a news release).

Providing the public with information about where to find public notice (especially if the method of public notice is changing) facilitates openness and transparency, a fundamental principle of good governance. Informing the community about the public notice bylaw also helps people know where to find public notices for matters affecting the community.

Q: Can a public notice bylaw use newspaper publication as one of the methods?

A: **Yes.** In many communities, local newspapers remain an accessible, reliable and suitable source for sharing information with the public. Where this is the case, a local government may choose to have newspaper as one of the methods of publication specified in a public notice bylaw, or the local government may decide not to adopt a bylaw and continue to use the default requirements for public notice.

Q: What methods may be used for publishing notice?

A: Newspapers are considered a regular source of local information in many communities and, where available, can be used for public notice; however, where this is not the case, there may be other reliable sources the public looks to for community information (e.g., local government website). Local governments that choose to adopt a public notice bylaw must consider the principles of effective public notice to determine the most appropriate methods for the community. The methods of publishing notice will vary from community to community and depend on local circumstances.

Q: Can a public notice bylaw have more than two methods of publishing notice?

A: **Yes.** Local governments can consider whether to establish additional methods of public notice, beyond the required two methods. However, *all* the methods of public notice specified in the bylaw must be completed before the public notice is considered “published”. Specifying more than two methods of publication in a public notice bylaw may increase the risk that public notice requirements may not be met. Where additional public notice is desired and the local government prefers not to include it in the bylaw, it can consider adopting a public notice policy that specifies where and when additional notice will be provided.

Q: Can a public notice bylaw use different methods of providing notice for different types of notices (e.g., elections, planning and land use)?

A: **No.** A local government adopting a public notice bylaw must use the same two or more methods specified in the bylaw for publishing **all** public notices. This ensures the public knows consistently where to find notices that may be of interest.

In the event that one of the methods for publishing notice is unavailable, the local government must amend the public notice bylaw and choose a new method of publishing notice to meet the legislated public notice requirements.

Q: Can a public notice bylaw be combined with a procedure bylaw?

A: **It is not recommended.** Local governments developing a public notice bylaw may do so as a stand-alone bylaw so the information remains easily accessible to the public. Where appropriate, local governments can refer to a public notice bylaw in their [procedure bylaw](#).

Additional Public Notice FAQs

Q: Can a local government using the default rules still publish notice by “alternative means”?

A: **Yes.** Local governments that choose to use the default public notice requirements can, where publication in a local newspaper is not practical, publish the notice using “alternative means”. The legislation specifies that if “alternative means” are being used instead of newspaper, the notice must be:

- given within the same period as required for publication;
- given with the same frequency as required for publication; and,
- provide notice the council or board considers is reasonably equivalent to that which would be provided by newspaper publication.

Section 94.1(3) of the *Community Charter* sets out how to give notice using alternative means under the default requirements.

The frequency requirement does not apply if a local government chooses to distribute the public notice directly (e.g., delivered by mail or by hand) to residents in the area impacted by the matter set out in the notice.

Q: Can public notices for two different matters be combined?

A: **Yes.** Generally public notice is given separately for different matters – this provides clarity for the public. However, if the same matter is subject to two or more requirements for publication, the notices may be combined so long as the requirements of all applicable provisions are met (e.g., timing and frequency).

Examples of Combined Notice

Notice of Assent Voting

The public notice for assent voting must be published at least six, and not more than 30 days, prior to general voting day. Notices for assent voting can be combined with the notices required for general local elections (if happening at the same time).

Disposition of Local Government Property

A local government that wishes to dispose of property below market value must provide a public notice of its intention to grant assistance, as required either by section 24 of the *Community Charter* or section 272 of the *Local Government Act*. This notice may be combined with the notice of disposition (section 26 of the *Community Charter* or 286 of the *Local Government Act*), and the notice must clearly state that it provides for both disposition and assistance.

Local Government Elections

A local government may combine required local election notices (e.g., notice of advance voting and general voting day) as long as the timing set out in the legislation is met for both notices. For example: the notice of advance elector registration, elector qualifications, list of registered electors and objection to registration of an elector can appear in one notice.

Q: Have the timing and content requirements for public notice changed?

A: **No.** The timing and content requirements specified in the *Community Charter*, *Islands Trust Act*, *Local Government Act*, and *Vancouver Charter* continue to apply regardless of whether the local government has adopted a public notice bylaw or is using the default rules.

Amendments have been made to some sections of the legislation to provide clarity on the timing rules for local governments that adopt a public notice bylaw (refer to the public notice timing section of this document for further information).

Q: Has the requirement for “publication in a newspaper” changed in the *Local Government Act* and *Islands Trust Act*?

A: **Yes.** The reference to “publication in a newspaper” has been removed from sections of the *Local Government Act* and *Islands Trust Act* and replaced with the requirement to publish notice in accordance with Section 94 of the *Community Charter*. The explanation for “giving notice by newspaper publication” in section 4 of the Schedule in the *Local Government Act* has also been removed. This means all local governments now have the same requirements and options for public notice. Regional districts and Islands Trust bodies are now required to also post notice at the public notice posting place.

Sections of the *Local Government Act* where the reference to “newspaper” has been removed and replaced with “publishing notice in accordance with Section 94 of the *Community Charter*”.

- Section 13 – Reduction of municipal area
- Section 16 – Other redefinition of boundaries
- Section 50 – Public notice by newspaper publication
- Section 225 – Procedure bylaws
- Section 272 – Publication of intention to provide certain kinds of assistance
- Section 286 – Notice of proposed disposition
- Section 376 – Annual reporting on regional district finances
- Section 466 – Notice of public hearing
- Section 467 – Notice if public hearing waived
- Section 494 – Public notice and hearing requirements
- Section 612 – Heritage designation procedure
- Section 647 – Notice of annual tax sale
- Section 659 – Application of surplus from tax sale

Q: Has the public notice requirement for regional district procedure bylaw amendments changed?

A: **Yes.** The amendments for a regional district board’s procedure bylaw are no longer required to be mailed to each director five days before the meeting at which the amendment is to be introduced. The *Local Government Act* now requires the local government to provide notice in accordance with section 94 of the *Community Charter* describing the proposed changes in general terms, which is consistent with the requirement for municipalities.

Q: Has the notice for regional district special board meetings changed?

A: **Yes.** The notice for regional district special board meetings provided in section 220 of the *Local Government Act* now has the same requirements as that of municipalities under section 127 of the *Community Charter*. Notice of a regional district special board meeting must be given at least 24 hours before the time of the meeting by:

- posting a copy of the notice at the regular board meeting place;
- posting a copy of the notice at the public notice posting places; and,
- leaving one copy of the notice for each board member at the place to which the member has directed notice be sent (this can be by email).

Additionally, the notice must include the date, time and place of the meeting and describe in general terms the purpose of the meeting and be signed by the chair or corporate officer.

The notice of a special meeting may be waived by unanimous vote of all directors. However, waiving notice for special meetings is best used sparingly and the reasons for waiving notice documented in the meeting minutes.

Village of Masset
PO Box 68
Masset, BC V0T 1M0
1686 Main Street

Attn: Joshua Humphries
Chief Administrative Officer

Proposal for Contract Administration Services

Thank you for considering this proposal for Contract Administration Assistance services for the Masset Paving Program, for the active construction months from June through September in both 2024 and 2025. This assistance is designed to support the project lead, Sylvan Daugert, particularly on the contractual side of the project.

The Contract Administrator would be dedicated to overseeing the contractual elements of the Masset Paving Program, ensuring compliance with the project's specifications and the Builders Lien Act, while closely monitoring the project's timelines and budgetary constraints. Below is a breakdown of the tasks and the estimated time allocation for each:

- **Contract Review and Compliance Monitoring: 3 hours** per month to assist in ensuring that all project activities comply with contractual obligations.
- **Documentation and Record Keeping: 4 hours** per month to assist in maintaining records of project activities and communications.
- **Communication and Coordination: 2 hours** per month to help facilitate ongoing dialogue with Terus, the council, and other stakeholders.
- **Meeting Preparation and Attendance: 2 hours** per month to assist in preparing for and participating in progress meetings, ensuring active engagement and support for the project lead.
- **Invoice and Financial Oversight: 3 hours** per month to help oversee the project's financial aspects, including monitoring invoicing by Terus and ensuring submittals meet the contract obligations.
- **Risk Management: 4 hours** per month to support the proactive identification and addressing of potential risks.
- **Quality Control Checks: 4 hours** per month to assist in conducting and overseeing frequent quality assessments to ensure that all work meets the standards.
- **Reporting: 2 hours** per month to help compile and deliver updates on the project's progress.
- **Change Order Management: 2 hours** per month to assist in handling any changes in project scope or execution.

Total hours: 26 per month

For the months of June through September for each year, the proposed monthly budget based on these tasks and an hourly rate of \$85 is \$2,320.50 (including disbursements at 5%). This leads to a seasonal budget for these four months of \$9282 annually.

To further assist with the project's management and oversight, an optional annual QA/QC meeting in Masset is proposed. This visit aims to provide direct support in reviewing the project's proposed QA/QC program in person and training staff as required on the recording of results. The details and costs associated with this visit are as follows:

- Travel Costs: Round-trip airfare from Vancouver Island to Vancouver, then from Vancouver to Masset.
- Lodging: Lodging in Masset for two nights.
- Time Spent: Time spent during travel and onsite, billed at the hourly rate of \$85.

The total estimated cost for this QA/QC meeting is \$3,190. Including this optional visit, the total for each active season (June to September), with the visit included, is approximately \$12,472.

Please note that this is a rough estimate intended to provide a basis for budget discussions. Actual costs may fluctuate based on varying airline ticket prices, changes in lodging rates, and other unforeseen circumstances that could affect the final budget. The aim is to provide a high estimate to ensure room for flexibility.

I hope my services will provide comprehensive support to the project team during the extent of the Masset Paving Program and help ensure the project's success.

Thank you once again for considering this proposal. I am available to answer any questions or provide additional information as needed.

Warm Regards,



Rob Shearer

Engineering Technologist
250-667-6347
robjshearer@gmail.com



Report for Decision

DATE OF MEETING MAY 27, 2024

AUTHORED BY

SUBJECT AWARD OF MASSET PAVING PROGRAM CONTRACT

OVERVIEW

Purpose of Report

To provide the Village of Masset Council with essential information related to the Masset Paving Program. The report covers the process and outcomes of the Negotiated Request for Proposals (NRFP), summarizes the responses received, details the negotiations with the selected proponent, Terus Construction, and outlines the expected costs for this phased, two-year paving project.

Recommendation

That the Village of Masset Council allocate a total of \$8,169,266 to fund the Masset Paving Program over the next two years (2024 and 2025). Additionally, the Council should approve the award of the contract to Terus Construction, which will facilitate the upgrade of Masset's infrastructure, support community needs, and enhance local roadways.

BACKGROUND

In response to the significant challenge of deteriorating road conditions throughout the Village of Masset, a Negotiated Request for Proposals (NRFP) was issued in early April 2024. This NRFP identified 38 streets requiring repaving and proposed a paving program, intended to be phased over two years, with the first phase running from June to September 2024 and the second phase from June to September 2025. The NRFP was posted to BC Bid with a proposed contract for proponents to consider in their bid.

Specific work in this proposal included milling existing asphalt pavement, compaction and preparation of the road sub-base, tack coats for binding asphalt lifts, and the supply and installation of new hot mix asphalt pavement.

This NRFP process was chosen to allow for the adjustment of the initially proposed contract, providing the necessary flexibility to adapt the proposed contract to the specific challenges of the location, as well as to incorporate the recommendations of qualified proponents. After the proposal period concluded at the beginning of May 2024, Terus Construction was identified as the successful proponent. Negotiations began with an initial meeting on May 14th, involving key personnel such as Warren Beal, Area Manager of Terus Construction, and Dante Massari, Construction Manager, along with the Village's contract administration team. These discussions focused on refining the contract to align with the project's specific needs. The ongoing communication refined the overall approach and methodology, mobilization plans, initial areas



for paving, scope clarification for each location, project scheduling, and key contract terms and conditions, including progress payments, substantial completion, guarantee periods, and quality control and testing procedures. Formalities such as the Notice to Proceed, required bonds, business licenses, and designation of the Prime Contractor were also addressed.

The negotiation phase resulted in significant cost savings. Through collaborative efforts, approximately \$400,000 was saved (from the original bid of \$8,569,266). These savings are now reflected in the final amount presented to Council.

The Village team also emphasized the need for comprehensive and specific insurance coverage for the duration of the project, including Builder's Risk Course of Construction Insurance, comprehensive wrap-up insurance, Owned and Non-Owned Automobile Insurance, and Contractor's Equipment Insurance. These coverages are essential to ensure that all aspects of risk and liability are addressed for the entire length of the project, including the additional warranty period projected until September 2026, covering the Village and its representatives during that time. Terus Construction has agreed to fulfill these requirements, ensuring all risks and liabilities are comprehensively covered for the entire length of the project and the warranty period.

RECOMMENDATION

Terus Construction has demonstrated a proven track record of successfully delivering on their project proposals in the area. Their history of completing numerous municipal, industrial, and commercial projects throughout Haida Gwaii and the North Coast of British Columbia attests to their capability and reliability. With extensive local experience, they have consistently met project timelines and budgets, making them a dependable choice for the Village of Masset's paving program.

Terus Construction possesses the necessary facilities and resources to ensure the timely and budget-conscious completion of this paving project. They operate a local asphalt plant in Masset, which can produce up to 150 tonnes of asphalt per hour, ensuring a steady supply of high-quality asphalt. Additionally, their aggregate site provides the essential materials required for the project, reinforcing their capacity to maintain consistent quality and efficiency.

During the negotiations, Terus Construction has demonstrated a clear and strategic approach to the paving program. They have been transparent and cooperative, addressing all concerns and incorporating necessary adjustments to meet the Village's specific needs. Their commitment to quality control, safety, and environmental management further underscores their suitability for this project.

Terus will comply with rigorous quality control and testing procedures, bolstered by a Village-run QA/QC program throughout the paving program. Additionally, Terus has committed to working with the Village to minimize disruptions to local traffic, businesses, and residents throughout this extensive project.

Given these factors, we recommend that the Village of Masset Council allocate a total of \$8,169,266 to fund the Masset Paving Program over the next two years (2024 and 2025). Additionally, we recommend the Council approve the award of the contract to Terus Construction.



SUMMARY POINTS

- The Village of Masset Council is recommended to allocate \$8,169,266 for the Masset Paving Program over the next two years (2024 and 2025) and approve awarding the contract to Terus Construction.
- The project will address deteriorating road conditions on 38 streets, with work phased over two years: June to September 2024 and June to September 2025.
- Negotiations with Terus Construction resulted in \$400,000 cost savings, comprehensive insurance coverage, and a final project cost of \$8,169,266.
- Terus Construction has a proven track record, necessary facilities, and has demonstrated a clear, strategic, and cooperative approach, ensuring minimal disruption to the community.

ATTACHMENTS:

ATTACHMENT A: Terus Construction NRP Response

Submitted by:

Concurrence by:

VILLAGE OF MASSET
 AP CHEQUE LISTING

Payment Date From 01/03/2024 To 31/03/2024 ALL Payments BY Pay Date

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
013567	003	08/03/2024	A0003	ASSOCIATED ENGINEE	294079 294080 294149	WP Grant WP Grant Park Dr. Lift Stat	2,442.04 6,634.32 243.81		9,320.17	
013568	003	08/03/2024	A0072	Arc & Anchor Ironw	1174	Wharf maintenance	420.00		420.00	
013569	003	08/03/2024	B0001	BC HYDRO & POWER A	102015251524 400003896891	PEP Dec23-Feb24 Multi GL's BCHydro	33.04 18,083.19		18,116.23	
013570	003	08/03/2024	B0004	BIG RED ENTERPRISE	22658	Big Red Garbage Fe	1,616.73		1,616.73	
013571	003	08/03/2024	B0068	Bandstra Transport	T261901	Freight-Great West	78.83		78.83	
013572	003	08/03/2024	C0008	COASTAL PROPANE IN	79033 79034	HG Fitness 3000.4 CH 1800.6 Propane	4,651.91 2,791.71		7,443.62	
013573	003	08/03/2024	C0013	CANADIAN UNION OF	Feb24	Union Fees Feb24	534.86		534.86	
013574	003	08/03/2024	C0027	CANADA CUSTOMS & R	Feb24 PT Feb24 FT	CRA Feb24 PT CRA Feb24 FT	989.72 20,206.29		21,196.01	
013575	003	08/03/2024	C0109	Cornerstone Petrol	11434	Annual Tech Suppor	448.00		448.00	
013576	003	08/03/2024	D0011	DRIFTTECH MECHANIC	14320	FD Vehicle - Pumpe	633.05		633.05	
013577	003	08/03/2024	F0037	Fast Fuel Limited	CL74294	FD Vehicle Fuel	72.35		72.35	
013578	003	08/03/2024	G0078	Great West Equipme	PSI/198999 SSI/43725	PW Equip - Grader PW Equip - Grader	10.08 8,502.06		8,512.14	
013579	003	08/03/2024	G0097	Groundswell Electr	SI-824	Electrical FM Gran	6,798.46		6,798.46	
013580	003	08/03/2024	H0091	Haida Gwaii Trader	SI-1943	Advertising for Ha	498.75		498.75	
013581	003	08/03/2024	H0109	Haida Gwaii Design	4529-no GST	inv 4529 shipping	20.00		20.00	
013582	003	08/03/2024	J0063	Litrell, Jack	Frame Repair	Frame repair offic	54.00		54.00	
013583	003	08/03/2024	L0003	YOUNG, ANDERSON Ba	141879-141883	Legal Services	6,601.80		6,601.80	
013584	003	08/03/2024	L0081	Lone Pine Geotechn	2235-24 2234-24	Covered plaza proj Skateboard Park Pr	2,205.00 2,283.75		4,488.75	
013585	003	08/03/2024	M0104	Martin's Construct	07Mar24	Advance Reno Apt.	1,000.00		1,000.00	
013586	003	08/03/2024	N0024	NORTHERN HEALTH	NW202500268	Water Sys Permit 1	250.00		250.00	
013587	003	08/03/2024	N0026	NORTH ARM TRANSPOR	SI085974 SI086408 SI086407 SI086127 SI086411 SI086404 SI086382 SI086388 SI086387	Freight-White Cap- Freight - Water Pl Freight-Brenntag-W PEP 264.2 @ 1.8385 Freight-Brenntag-W PW Equip - Grader PEP 302.7 @ 1.8135 Air Vehicle Fuel Air Diesel 633.8	549.06 614.90 392.76 545.96 1,963.80 33.15 617.02 759.50 1,333.31		6,809.46	
013588	003	08/03/2024	O0026	Olee, Andalib	FD Med Reimbr	FD Medical Reimbur	49.00		49.00	
013589	003	08/03/2024	P0089	PACIFIC BLUE CROSS	1463499	Mar24 Remit PBC	4,604.95		4,604.95	
013590	003	08/03/2024	P0107	PrairieCoast Equip	P16812	PW Equip - Riding	423.32		423.32	
013591	003	08/03/2024	S0022	North Coast Reg. D	17084 17083	MFA Issue#103 Prin MFA Issue#99 Inter	53,702.45 36,337.50		90,039.95	
013592	003	08/03/2024	S0212	Sanmiya, Toby	240226	T.Sanmiya FM grant	2,800.00		2,800.00	
013593	003	08/03/2024	T0005	T.L.C AUTOMOTIVE	0000161022 0000161293 0000161340	PW Vehicles Repair PW Fuel/Diesel Air Vehicle Repair	112.90 2,340.73 284.29		2,737.92	
013594	003	08/03/2024	W0004	WESTPOINT AUTOMOTI	832-428140	Shop Supplies	48.92		748.25	

VILLAGE OF MASSET
 AP CHEQUE LISTING

Payment Date Fr:m 01/03/2024 To 31/03/2024 ALL Payments BY Pay Date

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
					832-428202	PW Equipment - Gra	140.92			
					832-428917	Shop Supplies	111.96			
					832-429258	PW Equipment-Ridin	281.97			
					832-429784	PW Equipment-Ridin	164.48			
013595	003	08/03/2024	W0088	WASCO Winnipeg Air	103412	Air SMS Feb24	2,627.10		2,627.10	
013596	003	08/03/2024	S0022	North Coast Reg. D	17077	UBCM 2023 1/2 Cost	2,262.82		2,262.82	
013597	003	08/03/2024	T0005	T.L.C. AUTOMOTIVE	0000160748	PW Equip-Backhoe	112.90		112.90	
013604	003	20/03/2024	F0001	Grosse, Diana	2024 Med Allo	2024 Medical Trave	1,100.00		1,100.00	
013603	003	20/03/2024	D0050	DC Tank Inspection	20666	Air Fuel Tank	6,576.15		6,576.15	
013602	003	20/03/2024	D0011	DRIFTTECH MECHANIC	14341 14342	FD-Vehicle Pumper2 Pressure washer re	940.53 1,030.40		1,970.93	
013601	003	20/03/2024	B125	Black Au Resources	2419	Seaplane Base Proj	1,890.00		1,890.00	
013600	003	20/03/2024	B0117	Braman, Sheldon	673087	Water Plant O&M	1,000.00		1,000.00	
013599	003	20/03/2024	B0089	Bird's Eye Contrac	299	Tree Assessment 20	630.00		630.00	
013598	003	20/03/2024	A0025	ACKLANDS - GRAINGE	9036266543	CH Chairs	411.05		411.05	
013605	003	20/03/2024	F0037	Fast Fuel Limited	CL74681	FD Fuel-Pumper 1	47.02		47.02	
013606	003	20/03/2024	G0093	Gowler, Jevan	FD Wages Feb2	Fire Chief Wage Fe	320.00		320.00	
013607	003	20/03/2024	J0006	BULKLEY-STIKINE JA	190492	Air/CH Janitorial	11,531.76		11,531.76	
013608	003	20/03/2024	J0057	Johnny's Machine S	5280	Sewer Sys O&M	1,184.96		1,184.96	
013609	003	20/03/2024	K0014	KGC Fire Rescue In	236588	Freight-MVFD Rescu	69.15		69.15	
013610	003	20/03/2024	L0075	Getter Done Earth	278	Stump Dump Clean M	1,470.00		1,470.00	
013611	003	20/03/2024	M0007	MASSET SERVICES	6655	Air Runway Tower	446.78		446.78	
013612	003	20/03/2024	M0110	MASSET MARKET	Cerip Grant24	Cerip Grant Kitche	742.60		742.60	
013613	003	20/03/2024	N0001	Inlet Supply Ltd.	Feb24	Multi GLs Inlet S	401.47		401.47	
013614	003	20/03/2024	N0026	NORTH ARM TRANSPOR	SI086448	Jet A-1 Fuel 18177	34,525.35		34,525.35	
013615	003	20/03/2024	N0048	North Beach Tree C	229	Tree Work & Assess	1,680.00		1,680.00	
013616	003	20/03/2024	R0036	Rootham Services G	3784	Water Plant O&M	315.00		315.00	
013617	003	20/03/2024	S0017	FRED SURRIDGE LTD.	000671304	Water plant O&M	344.73		344.73	
013618	003	20/03/2024	T0005	T.L.C. AUTOMOTIVE	0000161410	PW Vehicles	230.37		230.37	
013619	003	20/03/2024	U0011	UBCM	D-5795	UBCM Dues 2024	720.30		720.30	
013620	003	20/03/2024	X0001	XEROX CANADA INC.	F61917422	Copies 25Jan-26Feb	130.86		130.86	
013621	003	27/03/2024	A0003	ASSOCIATED ENGINEE	294478 Mar25th	Park Dr. Lift Stat WP upgrade proj.	1,584.77 71,847.82		73,432.59	
013622	003	27/03/2024	A0062	Associated Fire Sa	00007266 00007260 00007557	FD Equip Upgrade P FD Equip Upgrade P FD Equip Upgrade P	751.10 67.20 1,760.85		2,579.15	
013623	003	27/03/2024	A0075	ALS Canada Ltd.	3311445640	Water Plant O&M	700.88		700.88	
013624	003	27/03/2024	D0025	Daugert, Sylvan	0002	FD Equip Freight	250.00		250.00	
013625	003	27/03/2024	G0093	Gowler, Jevan	FD Wages Mar2	FD Fire Chief Wage	320.00		320.00	
013626	003	27/03/2024	H0095	Hecate Strait Emp.	7753 7754	FD/AIR Training Fi PW Training First	1,732.50 1,443.75		3,176.25	

VILLAGE OF MASSET
 AP CHEQUE LISTING

Payment Date From 01/03/2024 To 31/03/2024 ALL Payments BY Pay Date

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
013627	003	27/03/2024	N0026	NORTH ARM TRANSPOR	S1086659	PEP 386 @ 1.8135	786.81		786.81	
013628	003	27/03/2024	R0042	Ranch Feeds	84337	Community Garden S	329.44		329.44	
013629	003	27/03/2024	R0049	R.D. of Fraser-For	12566	MS 365 Dec23-Jan24	384.05		384.05	
013630	003	27/03/2024	S0210	SetsoClan Co.	2406 2403	Boat Launch Proj. Boat Launch Proj.	6,323.63 5,197.50		11,521.13	
013631	003	27/03/2024	T0082	Telus Mobility	30Mar24	Multi GL's Telus M	842.69		842.69	
013632	003	27/03/2024	T0105	Tekton Constructio	537 538 540	Park Dr. Lift Stat Park Dr. Lift Stat Park Dr. Lift Stat	12,467.34 66,242.23 57,881.73		136,591.30	
013633	003	27/03/2024	U0015	Urban Systems Ltd.	229170	Main St Pier Proj.	7,875.00		7,875.00	
013634	003	27/03/2024	W0040	Williams, Natasha	Mar24	Janitorial Mar24	1,920.00		1,920.00	
013635	003	28/03/2024	O0026	Olee, Andalib	APR24 RA	April Rental Allow	700.00		700.00	
Total:							510,467.19	0.00	510,467.19	

Payment Summary		
Description	Qty	Amount
Cheque	69	510,467.19
EFT	0	0.00
Direct Deposit	0	0.00
Credit Card	0	0.00
Void	0	0.00
Total:	69	510,467.19

*** End of Report ***

VILLAGE OF MASSET
 AP CHEQUE LISTING

Payment Date From 01/04/2024 To 30/04/2024 ALL Payments BY Pay Date

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
013636	003	02/04/2024	B0070	Bedard, Ted	17	Janitorial Air Mar	1,941.66		1,941.66	
013637	003	02/04/2024	D0011	DRIFTTECH MECHANIC	14355 14353	FD Vehicle (Rescue FD Vehicle Pumper	225.53 785.28		1,010.81	
013638	003	02/04/2024	F0035	Flintek Services	1012	Admin Tech Support	1,228.50		1,228.50	
013639	003	02/04/2024	F0037	Fast Fuel Limited	CL75146	FD Vehicle Fuel	206.62		206.62	
013640	003	02/04/2024	O0025	Orkin Canada Corpo	C-4526785	PW Pest Control Ma	63.00		63.00	
013641	003	02/04/2024	R0036	Rootham Services G	3792	Park Drive Lift St	1,879.51		1,879.51	
013642	003	03/04/2024	B0126	Bow Valley Machine	30927	Air-Vehicle	8,314.84		8,314.84	
013643	003	12/04/2024	A0003	ASSOCIATED ENGINEE	293441	Water plant upgrad	281.14		281.14	
013644	003	12/04/2024	B0004	BIG RED ENTERPRISE	22732	Big Red Garbage Ma	1,313.59		1,313.59	
013645	003	12/04/2024	C0013	CANADIAN UNION OF	Mar24	CUPE remit Mar24	873.13		873.13	
013646	003	12/04/2024	C0027	CANADA CUSTOMS & R	Mar24 FT Mar24 PT	Mar24 FT remit CRA Mar24 PT remit CRA	30,101.79 1,241.59		31,343.38	
013647	003	12/04/2024	C0113	CityWest Cable & T	Mar24	CityWest internet	687.97		687.97	
013648	003	12/04/2024	C0116	Creative Print All	82035 82031 82029 82030 82041	Tourism Merch Tourism merch Tourism merch Tourism merch Tourism merch frei	6,717.21 2,334.08 783.45 1,590.40 742.25		12,167.39	
013649	003	12/04/2024	D0011	DRIFTTECH MECHANIC	14365	repairs - B95	581.28		581.28	
013650	003	12/04/2024	F0037	Fast Fuel Limited	CL75340	FD vehicle fuel -	180.03		180.03	
013651	003	12/04/2024	H0091	Haida Gwaii Trader	St-2006	Advert *maintenanc	78.75		78.75	
013652	003	12/04/2024	J0063	Litrell, Jack	5Apr24 case	CH Sound system ca	60.00		60.00	
013653	003	12/04/2024	L0003	YOUNG, ANDERSON Ba	142492	Legal services	4,186.97		4,186.97	
013654	003	12/04/2024	M0104	Martin's Construct	8Apr24 AptB	Balance due - Apt	4,000.00		4,000.00	
013655	003	12/04/2024	N0001	Inlet Supply Ltd.	Mar24	Multi gl's Mar24 l	341.78		341.78	
013656	003	12/04/2024	N0006	NAIKOON CONTRACTIN					617.53	Yes
013657	003	12/04/2024	N0026	NORTH ARM TRANSPOR	SI086780	Jet A-1 fuel 17,94	34,811.61		34,811.61	
013658	003	12/04/2024	O0016	OLD MASSETT VILLAG	2024-04-150	WWT Apr-Jun24	15,003.00		15,003.00	
013659	003	12/04/2024	P0062	Pacific Coastal Ai	IN2024-93883	ALS Global lab fre	28.00		28.00	
013660	003	12/04/2024	P0089	PACIFIC BLUE CROSS	1478173	April24 remit PBC	4,599.39		4,599.39	
013661	003	12/04/2024	P0110	Pear Canada	000394 008189 009781 009780 009958	CR - Airfield ligh Decal for Fuel Tan Fuel system suppli Fuel system suppli Supplies/maintenan	449.69- 35.52 8,814.62 5,793.93 1,481.58		15,675.96	
013662	003	12/04/2024	R0020	ROLLINS MACHINERY	FV22793	PW equip B95	9,563.24		9,563.24	
013663	003	12/04/2024	S0120	Shearer, Robert	9Apr Paving p	Paving proj. 24/25	3,480.75		3,480.75	
013664	003	12/04/2024	T0003	TELUS BC Inc.	25Mar24	multi gl's Telus 2	3,295.67		3,295.67	
013665	003	12/04/2024	T0005	T.L.C. AUTOMOTIVE	0000161498 0000161565	FD/PW vehicle, PW PW vehicle - flat	1,508.56 326.69		1,835.25	
013669	003	12/04/2024	X0001	XEROX CANADA INC.	L19370180	19 of 60 Copier le	139.16		139.16	

VILLAGE OF MASSET
 AP CHEQUE LISTING

Payment Date From 01/04/2024 To 30/04/2024 ALL Payments BY Pay Date

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
013668	003	12/04/2024	W0088	WASCO Winnipeg Air	103427	Air SMS Mar24	2,627.10		2,627.10	
013667	003	12/04/2024	W0011	WORKSAFE BC	Qrt 1 - 2024	Qrt 1 2024 WCB rem	7,651.17		7,651.17	
013666	003	12/04/2024	V0001	VANCOUVER ISLAND R	2nd Qrt levy2	2nd Qrt levy - lib	9,462.50		9,462.50	
013670	003	22/04/2024	A0003	ASSOCIATED ENGINEE	294803 294804	WP O&M WP Grant	757.97 4,853.77		5,611.74	
013671	003	22/04/2024	B0001	BC HYDRO & POWER A	100015424695 400003909096	Apt C 30Jan-28Mar2 Multi gl's BC Hydr	172.55 12,494.35		12,666.90	
013672	003	22/04/2024	C0111	Canadian Western M	PPC#8 release	WP Upgrade release	71,847.82		71,847.82	
013673	003	22/04/2024	D0025	Daugert, Sylvan	BCWWA travel	BCWWA conference A	320.00		320.00	
013674	003	22/04/2024	D0063	Dragonfly Garden	2024-014	Perennials for Mai	179.20		179.20	
013675	003	22/04/2024	F0037	Fast Fuel Limited	CL75413	FD vehicles	190.01		190.01	
013676	003	22/04/2024	J0006	BULKLEY-STIKINE JA	190790	CH hygiene supplie	362.45		362.45	
013677	003	22/04/2024	J0064	Jones, Michelle					300.00	Yes
013678	003	22/04/2024	N0026	NORTH ARM TRANSPOR	SI086991 SI086919 SI086962	Freight - Precisio PEP 309.1 @ 1.7774 Air Fuel System fu	653.78 617.53 7,902.06		9,173.37	
013679	003	22/04/2024	N0039	Tenaquip Limited	16006945-00	Shop supplies	247.78		247.78	
013680	003	22/04/2024	O0025	Orkin Canada Corpo	C-4551974	Pest control PW Ap	68.04		68.04	
013681	003	22/04/2024	P0110	Pear Canada	010068	Fuel system suppli	895.34		895.34	
013682	003	22/04/2024	S0208	Suha, Gary	'24 Med trave	2024 Medical Trave	1,100.00		1,100.00	
013683	003	22/04/2024	U0015	Urban Systems Ltd.	229937	Main St. Pier proj	5,139.86		5,139.86	
013684	003	22/04/2024	X0001	XEROX CANADA INC.	F62051635 L20384895	Copies 26Feb-26Mar 20 of 60 Copier le	146.54 139.16		285.70	
013685	003	29/04/2024	B0070	Bedard, Ted					1,941.66	Yes
013686	003	29/04/2024	B0127	Bolima, Maria	Apr24	Cleaning Apt#2	300.00		300.00	
013687	003	29/04/2024	C0004	Staples Advantage	66355113	Admin Office Suppl	825.18		825.18	
013688	003	29/04/2024	D0001	Haida Gwaii Consum	Feb24 Mar24	Multi GL's COOP Fe Multi GL's CO-OP M	558.86- 1,388.46		829.60	
013689	003	29/04/2024	D0048	D. & E. Towing & S	3721 3726 3724 3722 3723 3757 3736	Tow & Storage floa Tow & Storage floa Tow & Storage floa Tow & Storage floa Tow & Storage floa Boat Launch Proj. SCH Dock Repairs 2	2,651.92 2,731.98 2,381.54 2,283.75 1,992.38 12,139.46 2,243.86		26,424.89	
013690	003	29/04/2024	G0093	Gowler, Jevan	FD WAGES APR2	Fire Chief Wage Ap	320.00		320.00	
013691	003	29/04/2024	N0026	NORTH ARM TRANSPOR	SI087194	Jet A-1 Fuel 18106	35,125.11		35,125.11	
013692	003	29/04/2024	O0026	Olee, Andalib	May24 RA	Rental Allowance M	700.00		700.00	
013693	003	29/04/2024	R0049	R.D. of Fraser-For	12611	MS 365 Feb-Mar 202	179.20		179.20	
013694	003	29/04/2024	S0022	North Coast Reg. D	17289 17288	Jan/Feb 24 Garbage Nov-Dec 2023 Garba	28,707.84 28,650.88		57,358.72	
013695	003	29/04/2024	T0003	TELUS BC Inc.	29Apr24	Multi GL's Telus M	3,294.10		3,294.10	
013696	003	29/04/2024	T0005	T.L.C. AUTOMOTIVE	0000161705	PW VEHICLES REPAIR	406.34		406.34	

VILLAGE OF MASSET
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Payment Date From 01/04/2024 To 30/04/2024 ALL Payments BY Pay Date

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
013697	003	29/04/2024	T0082	Telus Mobility	30Apr24	Multi GL's Telus M	760.59		760.59	
013698	003	29/04/2024	W0090	Wishbone Industrie	14034	Park Benches 2024	13,132.00		13,132.00	
013699	003	29/04/2024	B0070	Bedard, Ted	18	Janitorial Air Apr	1,941.66		1,941.66	
Total:							428,598.75	0.00	428,598.75	

Payment Summary

Description	Qty	Amount
Cheque	64	431,457.94
EFT	0	0.00
Direct Deposit	0	0.00
Credit Card	0	0.00
Void	3	2,859.19
Total:	67	428,598.75

*** End of Report ***