

A G E N D A
for

REGULAR COUNCIL MEETING
November 14, 2022

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

1. Minutes of the October 24, 2022 Meeting
2. Minutes of the November 7, 2022 Meeting

MINUTES AND REPORTS OF OTHER ORGANIZATIONS

1. NCRD Board Highlights
2. Village of Masset Harbour Authority Management Committee Minutes for October 14, 2022

BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

- 1.

PETITIONS AND DELEGATES

- 1.

CORRESPONDENCE

- C-1 NCLGA Board of Directors at Large Nominations
- C-2 Trans Canada Yellowhead Highway Association
- C-3 Ambulance Paramedics of BC Cupe local 873
- C-4 BC Assessment David Keough Deputy Assessor, Northern BC Region

BYLAWS

Bylaw No. 655 Village of Masset Aeronautical Fees

Bylaw No. 656 Village of Masset Development Application Procedures

NEW BUSINESS

NB-1 Annual Christmas Community Concert

NB-2 Haida Gwaii Healthy Communities Society

NB-3 Application for a Non-Medical Cannabis Retail Store License

NB-4 October 1st -31st, 2022 AP Cheque Listing

NB-5 Gwaii Trust Holiday Fund Application

NB-6 Progressive Discipline Policy & Procedures

PUBLIC QUESTION PERIOD

ADJOURNMENT

Village of Masset Regular Council Meeting of October 24, 2022

Minutes of the Regular Council Meeting held October 24, 2022 in the Council Chambers.

Present:	Mayor:	B. Pages
	Councillors:	R. Williams, 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 7:00 pm.

ADOPTION OF AGENDA

Moved by Councillor Johnston, seconded by Councillor Currie to adopt the agenda as amended with the additions of NB-8 Regional Community Forum Program.

CARRIED

COUNCIL MEETING MINUTES

Council Meeting Minutes October 11, 2022

Moved by Councillor Currie, seconded by Councillor Carty that the October 11, 2022 Council meeting minutes be adopted as presented.

CARRIED

PETITIONS AND DELEGATES

Sgt. Damon MacDonald Community Policing Report

Sgt. MacDonald presented the RCMP's 2nd Quarterly Report to council. He stated that calls were up by approximately 10% compared to before the pandemic. Their detachment is continuing their foot patrols as well as the Offender Management Program. He discussed the possibility of removing the bench by Mile Zero. The bench has been left in its location in commemoration of Ryan Smith but they have been talking to the individuals that sit in the area about other options if the bench needs to be removed. The 4-plex on Widgeon Boulevard is starting to become a problem building. The building was sold recently to the Old Massett Village Council and is not supposed to have liquor or drugs on the premises and RCMP have been monitoring it.

Two of the detachment's members will be transferring out within the next couple of months but will be replaced.

CORRESPONDENCE

C-1 Minister of Municipal Affairs

Moved by Councillor Johnston, seconded by Councillor Currie that the correspondence from the Minister of Municipal Affairs be received and filed.

CARRIED

C-2 Minister of Transportation and Infrastructure

Council requested that the correspondence be advertised on the Village of Masset's Facebook page and website.

Moved by Councillor Carty, seconded by Councillor Currie that the correspondence from the Minister of Transportation and Infrastructure be received and filed.

CARRIED

VERBAL REPORTS OF COUNCIL/CAO/CFO

Councillor Johnston attended a Gwaii Trust meeting for the Major Infrastructure Programs applications were reviewed; there will be an increase to the travel fund; the staycation grant has been closed and the remaining money will be used as a contingency fund and the Aathlii Gwaii funds are close to being released.

Councillor Currie attended Harbour Committee and Community Futures Board meetings.

Councillor Carty attended the Gwaii Trust and Harbour Committee meetings.

Jo-Ann Brown has been working on project claims and reporting, taxation webinars.

Josh Humphries has been working with airport staff to get ready for the Transport Canada inspection happening on October 24, 2022 and the mock accident exercise on October 26, 2022 involving RCMP, VOM & OM Fire Departments, BC Ambulance and VOM staff.

Mayor Pages attended a North Coast Regional Board meeting and participated in RBA discussions with Nathan Cullen to sign an MOU to receive \$100,000 seed money to assist with staffing etc.

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

CARRIED

BYLAWS

Bylaw No. 654 A Bylaw to Amend Zoning Bylaw No. 422

Moved by Councillor Carty, seconded by Councillor Currie to schedule a public hearing prior to the Council Meeting scheduled in the future to amend Bylaw No. 422 that will discuss rezoning 2463 Harrison Avenue – Lot 31 & 32 from RR1 to Residential (R2).

CARRIED

NEW BUSINESS

NB-1 NDI Business Façade 2023

Moved by Councillor Williams, seconded by Councillor Carty that the Village of Masset submit an application for the 2023 NDI Business Façade Improvement Program.

CARRIED

NB-2 NDI Local Government Internship and First Nations Government Internship

The deadline for this year's NDI Intern Program is at the end of December 2022. The Village of Masset is working on an application for \$50,000.00 for salary, training, travel and housing subsidy for an intern from NDI, the Village of Masset's contribution will be \$10,000.00.

Moved by Councillor Johnston, seconded by Councillor Currie, that the Village of Masset apply to the NDIT Local Government Internship Program for a grant of up to \$50,000 to hire an intern beginning in 2023: AND that the Village of Masset provides funding up to \$10,000 and 10 days' vacation over the 12-month term or 4% vacation pay; AND is committed to providing sufficient financial and staff resources to host an intern and provide appropriate training and professional development opportunities for the selected intern.

CARRIED

NB-3 Harbour Authority Minutes

Moved by Councillor Carty, seconded by Councillor Johnston to receive the Harbour Authority Committee meeting minutes of December 06, 2021.

CARRIED

NB-4 Masset Volunteer Fire Department Level of Service Resolution

Moved by Councillor Carty, seconded by Councilor Johnston, the Village of Masset confirms the level of service of the Masset Volunteer Fire Departments to be exterior operations only.

CARRIED

NB-5 Aviation Fuel Solutions Training

The airport is planning to facilitate an aircraft fuel training program for the airport staff in March 2023. An instructor would come from Ontario and the cost would be approximately \$10,000.00.

Moved by Councillor Johnston, seconded by Councillor Currie to approve the airport fueling training session in March 2023 at a cost of \$10,000.00.

NB-6 AP Cheque Listing September 1-30, 2022

Moved by Councillor Currie, seconded by Councillor Carty that the cheque listing for September 1-30, 2022 be approved.

CARRIED

NB-7 BC Hydro DC Fast Charging Network

BC Hydro has suggested the location between Mile Zero Pub and the Causeway Store as a possible spot for the charging station. Other locations previously discussed did not meet the power requirements needed. Concerns were raised that the location would not have enough room for the charging stations and might impede traffic on either side of the location. Josh will get Public Works staff to look at the suggested location to see if any changes need to be made. Josh will get in touch with BC Hydro with council's concerns and report back.

NB-7 NCRD Community to Community Forum Program

Josh is working on an application to the Regional Community to Community Forum Program for \$5,000.00 to host a Housing Forum in Masset. The deadline for the application is December 02, 2022.

Moved by Councillor Carty, seconded by Councillor Currie to approve the submission of the application for \$5,000.00 to the Regional Community to Community Forum Program to host a Housing Forum in Masset.

CARRIED

PUBLIC QUESTION PERIOD

Village of Masset Regular Council Meeting of October 24, 2022

Members of the Canadian Rangers thanked the council for the work they do in the community and also thanked Josh for helping them find another location for their headquarters originally in the PEP building.

ADJOURNMENT

Moved by Councillor Carty the meeting be adjourned at 8:19 pm to a closed session.

CARRIED

Recording Secretary

Mayor

Certified Correct, Administrator

Village of Masset Regular Council Meeting of November 7, 2022

Minutes of the Regular Council Meeting held November 7, 2022 in the Council Chambers.

Present:	Mayor:	S. Disney
	Councillors:	B. Pages, 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 7:01 pm.

ADOPTION OF AGENDA

Moved by Councillor Currie, seconded by Councillor Johnston to adopt the agenda as amended with the addition of NB-3 Gwaii Trust Buffer.

CARRIED

CORRESPONDENCE

C-1 Taylor Bachrach

Moved by Councillor Johnston, seconded by Councillor Currie to receive and file the correspondence from Taylor Bachrach.

CARRIED

NEW BUSINESS

NB-1 Swearing In of New Mayor and Council

Mayor Disney, Councillor Pages, Councillor Carty, Councillor Johnston, Councillor Currie all read the Oath of Office.

NB-2 Committee Appointments

Representation for the following committees were reviewed:

Healthcare Committee	Sheri Disney, Barry Pages, Bret Johnston, Margo Hearne, Matt Menard
Harbour Committee	Terry Carty, Bret Johnston, Jim Currie, Kim Davidson, Darren MacLeod

Village of Masset Regular Council Meeting of November 7, 2022

Vancouver Island Regional Library	Sheri Disney, Terry Carty
North Coast Regional District	Barry Pages, Bret Johnston
GwaiiTel	Sheri Disney
GMDC	Sheri Disney, Barry Pages, Terry Carty, Jim Currie
Community Futures	Jim Currie
Gwaii Trust	Bret Johnston, Terry Carty
Recreation Committee	Terry Carty, Jim Currie
MIEDS	Jim Currie, Bret Johnston
NDI	Barry Pages
Northwest Regional Hospital District	Barry Pages, Bret Johnston

Moved by Councillor Carty, seconded by Councillor Johnston to approve the committee appointments as designated.

CARRIED

NB-3 Gwaii Trust Buffer

Councillor Johnston stated that the investment market has been in a recession and the Gwaii Trust investments have been showing a reduction of approximately 8%. There has been a buffer put in place for this purpose but if the market continues to drop this may impact future program funding for the Gwaii Trust programs.

ADJOURNMENT

Moved by Councillor Carty the meeting be adjourned at 8:09 pm.

CARRIED

Village of Masset Regular Council Meeting of November 7, 2022

Recording Secretary

Mayor

Certified Correct, Administrator



Board Highlights

October 28, 2022

Delegations:

Andrew Cuthbert, Urban Systems Ltd., gave an update on active transportation policy for Electoral Area D's Rural Graham Island Official Community Plan. The Board received the report and resolved to have the Electoral Area D Director work with staff to bring forward a bylaw update for the Rural Graham Island Official Community Plan.

Board Business:

1. The Chief Election Officer reported the results of the North Coast Regional District's (NCRD) 2022 Local General Election. The following Directors were elected by acclamation:
 - a. Electoral Area C: Karl Bergman;
 - b. Electoral Area D: Johanne Young; and
 - c. Electoral Area E: Evan Putterill.
2. The Board resolved to send correspondence to the Minister of Fisheries, Oceans and the Coast Guard to request the Minister's assistance in scheduling a delegation with Department of Fisheries and Oceans staff to discuss crab fisheries on the north coast and the Integrated Fisheries Management Plan.
3. The Board resolved to send follow-up correspondence summarizing meetings that occurred between the NCRD and various ministers and Northern Health at the 2022 UBCM Convention in Whistler B.C.
4. The Board resolved to reach out to the Village of Masset Council to inquire about applying to the UBCM Regional Community to Community Forum Program for the amount of \$5,000 to hold a regional housing needs workshop in Haida Gwaii.
5. The Board reviewed its 2019-2022 NCRD strategic priorities.

For complete details of NCRD Board meetings, the Agenda and Minutes are posted online at www.ncrdbc.com.



NCRD & CityWest Announce Joint-Partnership Agreement

October 31, 2022

The North Coast Regional District (NCRD) Board has entered into a joint-partnership agreement with CityWest to improve broadband connectivity across the region in unserved and underserved communities. The partnership is now finalized after the NCRD board resolved to enter into the partnership agreement at its meeting held on August 19, 2022.

The partnership will see CityWest services brought to unserved and underserved communities in the NCRD with a portion of the profits going back into the NCRD for community projects. CityWest has already committed to bringing their services to communities within the NCRD, which will now have a partnership agreement in place. To date, CityWest and the NCRD have plans to deliver services to Daajing Giids, Masset, Tlell, Tow Hill, Dodge Cove, and Oona River.

As part of the partnership agreement, the NCRD has levied a portion of the capital build costs through a gas tax transfer.

CityWest has already created partnership agreements with many First Nations groups within the NCRD to bring better connectivity to their communities. These active partnerships will not be included in the new NCRD agreement.

Quotes

"This partnership with the NCRD will help us bring better connectivity to even more unserved and underserved communities in our backyard. As a company that was founded in Prince Rupert, it's exciting for us to serve more communities in the area. We are grateful for this partnership with the NCRD and look forward to working with them for years to come" – Stefan Woloszyn, CEO of CityWest

“Access to reliable Internet has been an issue for many residents in the NCRD. Our partnership with CityWest paves the way for better connectivity and future economic growth in our region.” - Des Nobels, NCRD Vice Chair, Electoral Area A

“Isolated communities will benefit greatly from the urban-class connectivity Citywest is bringing. This partnership will improve the lives of our residents, while allowing them to learn online, work remotely, and access health services in today’s digital world.” – Barry Pages, NCRD Chair, Village of Masset

About the Connected Coast project

The Connected Coast project is a joint venture between CityWest and the Strathcona Regional District. The \$45.4 million project received funding from the government of Canada’s Connected to Innovate program (\$22 million), Indigenous Services Canada (\$12 million), and the Province of B.C. through the Connected British Columbia program (\$11.4 million). When complete, the Connected Coast project will provide backbone communication services to 139 rural and remote communities, including 48 Indigenous communities – representing 44 First Nations – along the BC Coast from Prince Rupert, to Haida Gwaii, south to Vancouver, and around Vancouver Island.

When complete, the project will touch approximately 90,000 households in rural and remote communities around B.C., stretching 3,400 kilometres – about the distance from Vancouver to Ottawa. Laid in an environmentally-friendly manner on the ocean floor, it will be one of the longest coastal subsea networks in the world.

For more information on this news release contact Daniel Fish, Chief Administrative Officer for the North Coast Regional District at 250.624.2002, extension 8 or email cao@ncrdbc.com.

Harbour Authority Management Committee

Minutes of the Meeting Held October 14, 2022 in Council Chambers

IN ATTENDANCE

Councillors: Terry Carty, Bret Johnston, Jim Currie

Members (Community): Darren MacLeod

Supporting Staff: Tyler Hole, Harbour Manager; Joshua Humphries, CAO

Regrets: Kimball Davidson

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 2:00 pm.

ADOPTION OF AGENDA

Moved by Councillor Johnston, seconded by Councillor Currie, that the agenda be adopted as presented.

CARRIED

MINUTES

Moved by Councillor Johnston, seconded by Councillor Currie that the minutes of the December 6, 2021 Harbour Authority Management Committee meeting be endorsed.

CARRIED

REPORTS: HARBOUR MANAGER AND CAO UPDATE

CAO Humphries thanked everyone for their participation and noted the harbour is important in the community and he is looking forward to seeing progress.

Harbour Master Tyler Hole is new to this position but is busy prioritizing maintenance issues.

NEW BUSINESS

NB-1 Welcome Tyler Hole Harbour Manager

Chair Carty welcomed the new Harbour Master Tyler Hole.

NB-2 Review of Policies and Procedures

The harbour committee recommends to the council that the following policies and procedures be adopted for use at the harbour;

1 Operational Guidelines, 9 Environment, 10 Pumps, 12 Berthage, 13 live boards

Moved by Councillor Johnston, seconded by Councillor Currie

NB-3 Review of Harbour Fees and Fee Recommendations

Moved by Councillor Johnston, seconded by Councillor Currie to accept the Review of Harbour Fees and Fee Recommendations proposal from Operations Economics.

Moved by Councillor Johnston, seconded by Councillor Currie

CARRIED

NB-4 Moorage Agreements

The Harbour Master will re-distribute moorage agreements for signature required within 30 days of receipt and will follow up with owners who have not signed after the deadline.

NB-5 Harbour Conference January 2023

Moved by Councillor Johnston, seconded by Councillor Currie that a delegation consisting of Councillor Currie and Harbour Master Tyler Hole be sent to the Harbour Conference held in Victoria in January 2023.

CARRIED

NB-6 Set Calendar for Meetings

There will be three meetings, November 3, November 24 and December 9, in order to review and endorse policies and procedures, after which the new schedule will be determined.

NB-7 Schedule Next Meeting

The next meeting is scheduled for Thursday November 3rd at 4:00 pm.

ADJOURNMENT

Moved by Chair Carty that the meeting be adjourned at 3 pm.

CARRIED

Chair

Mayor

Certified Correct, Administrator

**THE VILLAGE OF MASSET HARBOUR AUTHORITY
OPERATIONS DIRECTIVE # 1
OPERATIONAL GUIDELINES**

I. INTRODUCTION

A. PURPOSE

The purpose of this directive is to promote the safe and efficient operation of the harbour for all harbour users.

B. APPLICATION

This directive applies to all harbour personnel and all users of the harbour.

C. DEFINITIONS (to be used throughout)

1. **HARBOUR:** all water, land and buildings within the boundaries of the harbour as per the Harbour Authority's head lease. The harbour is known as Delkatla Slough Harbour.
2. **MANAGER:** the Manager of the Harbour Authority or any person to whom the Manager may delegate his or her authority.
3. **OWNER:** any person, firm, partnership, corporation, association or organization or agent thereof with actual or apparent authority who expressly or implicitly contracts for use of a harbour facility.
4. **HARBOUR USER:** any person including vessel owners / operators, tenants and general public entering the harbour.
5. **ASSIGNMENT:** any rental, sub-rental, lease, sub-lease or assignment, whichever is applicable.
6. **VESSEL:** every variety of watercraft or other artificial contrivance capable of being used as a means of transportation on the water.
7. **BERTHAGE FACILITY:** any properties or facilities owned or operated by the Harbour Authority.
8. **CHARGES:** charges for berthage and storage and all other charges owing or to become owing under a contract between a harbour user and the Harbour Authority.
9. **HARBOUR AUTHORITY:** The Harbour Authority (HA) is the Corporation of The Village of Masset (VOM)

II. POLICY

APPLICABLE STATUTES

1. Fishing and Recreational Harbours Act and Regulations.
2. Government Property Traffic Act.
3. Warehouse Liens Act.

NOTIFICATION

It is the responsibility of all harbour users to obtain harbour directives from the Harbour or Harbour Authority office. The Harbour Authority does not accept responsibility for mailing or delivery of harbour directives, nor for ensuring that harbour users have familiarized themselves with said directives.

A. ENFORCEMENT

1. Harbour personnel or the Manager may enforce all HA directives by written or verbal instruction. Any person or persons who violate any HA directive and / or refuse to follow instructions given by HA personnel may be instructed to leave the harbour.
2. Harbour users who violate HA directives or accrue an unreasonable amount of debt to the HA may be subject to cancellation of berthage and storage privileges and / or the detention or removal of their vessel(s) or gear. Any charges associated with detention or removal of gear will be levied against the owner of the vessel(s) / gear.

B. LIABILITY

Anyone visiting or using the harbour or its facilities does so at his / her own risk. The Harbour Authority does not assume any responsibility for loss or damage to property or persons within the harbour.

Harbour Authority personnel reserve the right to board any vessel if required during the course of their duties. The Harbour Authority assumes no responsibility whatsoever for any incidental damage done to any vessel by any of its personnel during the course of said duties.

C. VEHICLE TRAFFIC

1. Vehicle operators must obey all posted speed limits.
2. The Manager may establish traffic and parking regulations, including the posting of signs, as required for safety and efficient utilization of harbour premises.

3. Any vehicle parked in violation of HA signs or regulations may be towed at the owner's expense.
4. Riding bicycles, skateboarding and rollerblading on floats or piers is prohibited.
5. Living in cars, vessels or any other type of unconventional accommodation on harbour property is prohibited.
6. No live aboard residences on harbour property are permitted. For live aboards and temporary residences on vessels see Operations Directive #13.

D. GARBAGE / ENVIRONMENTAL WASTE

1. All garbage / environmental waste is to be disposed of in the appropriate waste containers provided.
2. Negligent disposal of garbage, oil, fuel or any other substance detrimental to the marine environment in the harbour's uplands or water lots is strictly prohibited. Any person(s) caught polluting the marine environment may be prosecuted and/or may be reported to appropriate federal/provincial agencies.
3. Disposal of household refuse in harbour waste containers is prohibited.
4. Disposal of refuse in the harbour waste containers that is not from moored harbour users is prohibited.

E. CONDUCT

1. Any person whose conduct is threatening or physically or verbally abusive toward any Harbour Authority personnel may be charged accordingly, and /or be ordered to vacate the harbour.
2. Any behaviour that unreasonably disturbs or creates a nuisance for other harbour users is prohibited.
3. Subject to the balance of this policy cannabis use or drinking of alcoholic beverages is prohibited unless on licensed premises or on private vessels. Use of illegal drugs is prohibited anywhere on harbour premises.
4. Consistent with our commitment to provide a safe and healthy work environment, the Harbour must maintain a drug free work place.
5. Employees must report to work free from the influence of any drugs or alcohol and for the remainder of the shift.

6. Employees may not use or be under the influence of illegal drugs or substances, break any law involving drugs or alcohol, misuse legal drugs or alcohol, at any time on the Company premises, while on Harbour business, or while driving vehicles owned, rented or leased by the Harbour.
7. It is a violation of our drug-free workplace policy for employees to possess, sell, consume or be under the influence of alcoholic beverages or cannabis, abuse of prescription drugs or illegal drugs while on the Harbour premises.
8. An employee who is using prescription or over the counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of the others, must notify their supervisor of such use immediately before starting or resuming work.

F. CHILDREN

1. The Harbour Authority strongly recommends that children be accompanied by an adult at all times while on harbour property, and wear approved personal flotation device.

G. PETS

1. All pets must be on a leash in all harbour areas. Pet owners are responsible for cleaning up animal waste.
2. Any animal found unattended on Harbour property will be turned over to the appropriate animal authority.
3. Any situation in which an animal is found in a condition considered by HA personnel to be inhumane will immediately be reported to the appropriate animal authority. An aggressive pet will be dealt with in the same manner as an aggressive person.

H. RECREATIONAL ACTIVITIES

1. Swimming, water skiing, scuba diving and operating any personal water craft (i.e. sea-doo's, etc.) are all prohibited within Harbour limits.
2. Overnight camping on harbour property is prohibited.
3. Suspending of crab pots or fishing in the Harbour from vessels, docks, floats, piers or along shoreline property is subject to the direction of the Harbour Manager.

I. CONTRACTOR / EVENT LICENSING REQUIREMENTS

Any person or company offering services to others or hosting an event on HA property may require a license to do so. Commercial filming and miscellaneous licenses can be obtained from the HA office. See Operational Directive #7 concerning Special Events.

III. BERTHAGE CONDITIONS

A. VESSEL REGISTRATION

1. All vessels entering the harbour are required to register at the HA office within 24 hours of their arrival or be refused services.
2. Any vessel owner that does not report in within 24 hours of his / her arrival may have their vessel detained by the HA until such time as the HA discovers the owner's identity and / or any debt associated with the vessel is paid in full.

B. VESSEL IDENTIFICATION

Vessels in the harbour must have the following valid identification permanently and clearly displayed on the exterior of the vessel:

- a. Vessel name.
- b. Vessel registration number (when required under legislation).
- c. CFV/VRN number (for active commercial fishing vessels).
- d. Emergency contact information. At least one contact must be locally available.

C. SEAWORTHINESS

1. All vessels berthed in the harbour must be completely seaworthy as determined by the HA. All vessels must also have working engines and be capable of moving under their own power at all times (unless in the midst of active engine repairs).
2. Vessels that the Harbour Authority deem unseaworthy or hazardous to harbour property or to other vessels will not be granted berthage.

D. BERTHAGE

1. Assignment of Berthage

- i. All non-transient vessel owners must sign a HA Berthage Agreement as a condition of occupancy. See Operations Directive # 12.
 - ii. A vessel's berthage can be assigned by the HA with regard to a vessel's length, breadth, draw, hull type and operating equipment.
 - iii. "Length" refers to the overall horizontal distance measured between perpendiculars to the water drawn at the extreme ends of the vessel. If no length has been measured, "length" will be taken as the length stated by DFO vessel licensing.
 - iv. There is no assigned berthage in the harbour other than allowed by ii above.
2. Vessel owners and operators are responsible for ensuring their vessel(s) have adequate fenders to protect adjacent vessels.
3. Vessel owners and operators are responsible for securing their vessel(s) with adequate berthing lines. All vessels must be secured with a minimum of a bow, spring and stern line or more if required due to vessel size. In the spirit of safety for all Harbour users and staff, berthing lines must not cross any floats, piers or walkways.
4. Bowsprits and other projections that extend over pedestrian floats are prohibited.
5. The HA reserves the right to move any vessel for the protection of life or property or to achieve the best utilization of harbour facilities. In the event that the HA needs to relocate a vessel for any reason, a HA staff member will attempt to inform the vessel's owner as a courtesy by calling their last known phone number. If the owner cannot be contacted, no such notice need be given.
6. The HA reserves the right to allocate the use of any berthage space as it deems necessary.
7. No berthing is permitted in designated loading zones. Vessels berthed in loading zones may be towed and relocated at the owner's expense.
8. Shore power cords and extension cords must meet all Federal and Provincial Electrical Code regulations and must be secured so that they do not hang in the water or otherwise create a hazard for harbour users.

E. LIVING ABOARD

Live-aboards are prohibited in the harbour. See Operational Directive #13 for details.

F. STORAGE ON PIERS OR FLOATS

1. Vessel owners and operators using the harbour are required to keep the piers or floats in the vicinity of their vessel clear at all times – storage of anything on piers or floats is prohibited. Violators may have their items seized and detained without notice. Any costs associated with the seizure and / or detention of such items will be levied against their owner.
2. Storage of any pollutants such as oily rags, open paints, gasoline or other flammable or explosive material is prohibited on the piers or floats. All such items will be immediately removed and / or disposed of at the owner's expense.

G. DINGHIES

Dinghies are not allowed on wharves, floats or piers. Dinghies are not allowed to be moored to any float, pier or vessel without permission of the Harbour Master. All dinghies must be stored in or on the owner's vessel.

H. BOATHOUSES

Boathouses are not permitted in the harbour unless authorized by the Harbour Authority.

IV. GENERAL

A. SIGNS

1. All harbour users must obey all signs posted by the harbour Authority.
2. Posting of signs on harbour property without prior approval from the HA is prohibited.
3. Posting of signs for the sale of vessels berthed in the Harbour is permitted provided the sign(s) are not larger than 2' X 2' posted on-board the vessel or 8.5" x 11" posted on the HA bulletin boards.
4. Signs posted on vessels must not extend beyond the bow or stern of the vessel, nor be higher than 5' above the deck.

B. SAFETY EQUIPMENT

1. Firefighting equipment is to be used for fighting fires only. Any tampering with or theft of firefighting equipment will be brought to the attention of the RCMP and criminal charges may be pursued against any offenders.
2. Pollution control equipment and supplies are to be used for emergency spill response only. Any tampering with or theft of pollution control

equipment or supplies will be brought to the attention of the RCMP and criminal charges may be pursued against any offenders.

3. Lifesaving equipment is for emergency use only. Any tampering with or theft of life saving equipment or supplies will be brought to the attention of the RCMP and criminal charges may be pursued against any offenders.

C. THEFT / DAMAGE / INJURY

1. The Harbour Authority is not responsible or liable for any damages to or loss of vessels, their tackle, gear, equipment or property either upon said vessel or upon the premises adjacent thereto.
2. Should damage and / or personal injury result from violation of these regulations, the person in violation shall be held liable. Should any damage other than normal wear and tear be done to any HA float or structure for any reason, the person that caused the damage shall be held liable.

D. PAYMENT FOR SERVICES

Berthage, storage and service rates will be assessed in accordance with the current HA Rates Directive.

E. DELINQUENT BERTHAGE COLLECTION

1. If any owner berthing or storing a vessel at the berthage facility fails to pay charges owed for use of the facility, the Manager and harbour personnel are authorized to take reasonable measures, including the use of ropes and locks, to secure vessels within the berthage facility so that the vessels are in the possession and control of the HA and cannot be removed from the facility until the outstanding charges have been paid in full. Notification of such action shall be sent by mail to the owner's last known address. If no address was provided by the owner, or no update was given if the owner has moved, the HA need not give such notice.
2. If a vessel is detained under subsection 1 the owner may regain possession of the vessel by making payment to the HA for all outstanding charges. In extreme cases, the Manager reserves the right to make other arrangements with the vessel owner to resolve the situation on a case-by-case basis.

F. OTHER SERVICES

1. Winches

- a. The HA has winches at the harbour that are available to bona-fide harbour users free of charge. Users must ensure that they do not

exceed the posted load limits. Harbour users are requested to report any damage to the winches to the Harbour Authority immediately.

2. Emergency Equipment

The HA maintains bilge pumps and pollutant containment booms for emergency use only. In the event that emergency equipment is needed, contact the HA immediately at 250-626-7362 cell. Charges for equipment use will be in accordance with the current Rates Directive.

3. Electrical Power

- a. All electrical cords must meet posted Federal and Provincial Electrical Regulations. No accessories, utilities or other attachments shall be affixed to harbour structures without the approval of the HA.
- b. Shore power cords must be secured so they will not hang into the water or constitute a hazard to pedestrian traffic on floats.
- c. Floats are provided with 120-volt A/C service, either 20 amp or 30 amp. There are also three 240 volt 3-phase/4-wire 30-amp outlets. A 20-amp outlet requires a minimum 12-gauge outdoor rated cord. A 30-amp outlet requires a minimum 10-gauge outdoor rated cord. Do not plug a 20-amp connector into a 30-amp outlet.
- d. Power sharing is not permitted.
- e. Customer is responsible for keeping electrical cords from being a tripping hazard and out of the water.
- f. The use of power outlets may be withheld from vessel owners with delinquent accounts.
- g. During periods of heavy usage, only one outlet per vessel is permitted. The HA may approve exceptions under extenuating circumstances.
- h. Notwithstanding emergency situations, harbour users are not permitted to disconnect power cords from other vessels.
- i. Charges for electrical use will be in accordance with the current Rates Directive.
- j. The Harbour Authority may temporarily disconnect vessel power at any time and will reconnect as soon as possible thereafter. The Harbour Authority may periodically check a vessels power connection for stray AC or DC current.

G. CUSTOMER SUGGESTIONS AND GRIEVANCES

1. The Harbour Authority is sensitive to the concerns of its users and is obligated to take reasonable action regarding valid suggestions and complaints. Harbour users should submit any suggestions or complaints in writing to the Manager.

Larry Party
Manager

Harbour Authority

Oct 14, 2022

Date

**VILLAGE OF MASSET HARBOUR AUTHORITY
OPERATIONS DIRECTIVE # 9
ENVIRONMENTAL MANAGEMENT & RESPONSIBILITIES**

INTRODUCTION

PURPOSE

To provide guidelines for the safe, efficient and environmentally responsible operation of the harbour in accordance with all environmental legislation and bylaws and to outline the environmental responsibilities of harbour users.

APPLICATION

This directive applies to all HA staff members and all harbour users.

HARBOUR USER RESPONSIBILITIES

A. GENERAL

1. Harbour users must follow all practices and procedures defined in this directive, the HA Berthage directive and all HA Directives.
2. Harbour users must follow all practices and procedures described in all HA signs and notices posted within HA property or as directed by HA staff.
3. Harbour users must comply with all environmental legislation (and bylaws) pertaining to their respective business operations.

B. WASTE OIL

1. Harbour users must return all waste oil to any oil vendor, designated collection site or service station displaying the recycling symbol.
2. Do not release waste oil or other pollutants onto HA property or water-lots.
3. Collect any used oil in clean containers and keep it separate from all other substances.
4. Deposit waste oil into the harbour waste oil shed
5. Waste oil must never be left or stored in open containers on harbour property.
6. Any oil spill or evidence of an oil spill on harbour property should be immediately reported to the harbour office and the Coast Guard.

C. WASTE OIL TANKS

1. Harbour users must try to return waste oil to their retailer or a licensed disposal site. However, if this option is unavailable for any reason, the HA provides waste oil tanks to be used as a last resort.
2. Only used oil, transmission fluid and brake fluid may be put in the waste oil tanks. Gasoline, diesel, water, paint thinner, antifreeze, resin or any other solvent must not be placed in the waste oil tanks. * NOTE * If tank contents are contaminated by substances other than oil, transmission fluid or brake fluid, disposal costs can be up to ten times the normal rate.
3. Ensure that any containers used to bring waste oil to the tank are recycled.
4. Do not put any solid waste (such as used absorbents) into the waste oil tanks or filter assembly.
5. Harbour users must not leave any waste material (other than products listed in B1) or empty containers in the tank area.

D. WASTE OIL FILTERS

1. All used oil filters must be deposited in the provided waste oil filter stations. Do not put any other waste in these drums!
2. Do not discard used oil filters in the garbage bins or in the harbour basin.
3. Ensure that oil filters are drained before depositing them into the oil filter drums.

E. ANTIFREEZE

1. Whenever possible, harbour users should have their vessel(s) winterized at a commercial boat yard.
2. Conserve antifreeze whenever possible. Always verify that antifreeze needs changing by checking the level or temperature protection and corrosion inhibition. Do not change antifreeze unless it is absolutely necessary.
3. If you must change antifreeze, do not spill it onto land or in the water. If a spill occurs, clean the spill and notify the HA and Coast Guard immediately.
4. Antifreeze must be stored in its original container.
5. If possible, return waste antifreeze to a local retailer offering a recycling service. Do not pour antifreeze into any drain or in the waste oil tanks.

F. WASTE LEAD-ACID BATTERIES

1. Return used batteries to your retailer for recycling.
2. Do not discard used batteries on HA property or into the harbour basin.
3. If the battery is leaking, transport it in a heavy-duty plastic bag or container or battery carrier. A leaking battery can be neutralized with lime, baking soda, washing soda or soda ash.

G. VESSEL FUELING

1. Raw fuel is extremely harmful to the marine environment, and careless procedures while fueling often lead to minor leaks or significant spills. Therefore, no fueling is permitted via fuel trucks on HA property or waterlots.
2. Gasoline fuel on the dock shall be limited to a single approved container of maximum 5 gallons or 25 Liters at a time on any of the harbour Authority's floats.
3. Any vessel fueling shall have a Fire extinguisher with a Class B rating available during the fueling procedure.

H. SPILL RESPONSE

1. Become familiar with the HA's emergency response procedures by reviewing the HA's Emergency Procedures Manual (EPM).
2. Immediately notify the HA of all spills regardless of severity by calling the Harbour Manager at 250-626-7362 (24 / 7) cell. For serious spills, also notify the Coast Guard Emergency Spill Response Line at 1-800-889-8852.
3. When a spill occurs, take all possible practical action to contain the spill and minimize its effects while having due regard for safety.

I. WASHING AND PAINTING VESSELS

Due to the high risk of pollutants entering the water, scraping, sandblasting or any uncontained preparation of vessels in the water is prohibited. Refer to Directive #16 for Tidal Grid use regulations.

J. REFUSE DISPOSAL

1. Do not discharge, dump, discard or dispose of rubbish, garbage, sewerage or waste materials of any kind on HA property unless it is placed in the appropriate disposal bin (if applicable).

2. The HA refuse disposal sites are for waste related to berthed vessels only! Anyone caught disposing of refuse of any nature suspected to be from any source other than one related to berthed vessels (i.e.: household garbage, grass / tree clippings etc.) may be charged with theft of service.
3. Return all recyclable materials to an authorized recycling center.

APPROVED:

Serry Larty
Alamy Smith

Harbour Authority

Oct. 14, 2022

Date

**VILLAGE OF MASSET HARBOUR AUTHORITY
OPERATIONS DIRECTIVE # 10
PUMPS (VESSEL / BILGE)**

INTRODUCTION

PURPOSE

To provide guidelines for the safe and efficient operation of the HA pumps.

APPLICATION

This directive applies to all HA personnel.

POLICY

LOCATIONS

1. The electric sump pumps are located in the Harbour Office or the storage Sea Can.

A. INSPECTIONS / MAINTENANCE

1. Harbour personnel are to visually inspect all pumps during their patrol rounds. Any missing or damaged parts are to be reported to the Manager immediately.
2. Pump inventory shall be maintained at the Harbour Office. Harbour personnel are to ensure the lists are updated regularly.
3. HA personnel must perform monthly inspections and tests on all of the pumps, make sure they are all in working order and perform any repairs as necessary.

LIABILITY

1. The Harbour Authority requires that vessel owners tend to their own vessels if they are in need of a pump out. However, if for any reason the vessel owner is unable to tend to his / her vessel, the HA will make every reasonable effort to save the vessel or prevent pollutants from entering the environment.
2. Though the HA provides emergency pumping services as a service to its clients, the HA assumes no responsibility of any kind for any damage whatsoever done to vessels, persons or property while performing pump duties.
3. The Harbour Authority has an environmental responsibility to stop pumping out a vessel if there is a chance of pumping pollutants into waterways.

RATES

A fee is charged for vessel and bilge pump out services in accordance with the current HA Rates Directive.

Jerry Larty
Alamy Smith

Harbour Authority

Oct. 14, 2022

Date

**VILLAGE OF MASSET HARBOUR AUTHORITY
OPERATIONS DIRECTIVE # 12
BERTHAGE**

INTRODUCTION

PURPOSE

To provide guidelines on the criteria for berthing vessels in the harbour.

APPLICATION

This directive applies to all Harbour Authority personnel and all harbour users.

DEFINITIONS

1. **BERTHAGE:** Area(s) within the harbour designated for tying up vessels.
2. **COMMERCIAL FISHING VESSEL (CFV):** Any currently licensed vessel displaying current DFO fishing license plates and/or species tabs that is properly equipped for harvesting or packing and actively involved in the commercial fishing industry.
3. **PLEASURE CRAFT (P/C) / UNLICENSED / NON CFV:** Any vessel that does not meet the criteria for # 2 above.
4. **RESERVED BERTHAGE:** Any slip or tie up location which has been reserved for the sole use of an identified vessel for a period of 12 consecutive months.
5. **TRANSIENT VESSEL:** Any vessel that primarily berths at an alternate harbour but may berth at the harbour on an irregular or seasonal basis.
6. **HOMEPORT VESSEL:** Any vessel which utilizes the berthing facilities of Delkatla Slough Harbour for the majority of a calendar year.

POLICY

A. BERTHAGE AREAS

We do not have any reserved berthage areas.

B. GENERAL BERTHAGE CRITERIA

1. All homeport vessel owners must sign a Harbour Authority "Moorage Agreement" (see appendix A) as a condition of occupancy. All vessel

owners are bound to the terms and conditions of the HA Moorage Agreement upon use of HA facilities, regardless of whether this agreement has been signed.

2. All vessels must be completely seaworthy as determined by the Harbour Authority.
3. All vessel names, registration numbers and CFV plates (if applicable) must be clearly displayed on the exterior of each vessel.
4. The Harbour Authority does not assume any responsibility for loss or damage to vessels and / or property while utilizing harbour facilities.
5. All vessel owners / operators must report to the office upon arrival of their vessel to ensure all proper contact information is up to date.
6. All owners / operators of vessels in the harbour must comply with all harbour regulations, rules, and directives as well as all Federal, Provincial and Municipal legislation.
7. The Harbour Authority reserves the right to relocate any vessel without notice if necessary to ensure the efficient operation of the harbour and to make best use of available berthage space.

C. ASSIGNMENT OF BERTHAGE (No Reserved Berthage Currently)

1. In accordance with the mandate set out in the Harbour Authority's head lease, priority will always be given to CFV vessels. Non CFV vessels will be accommodated when and where possible with the understanding that Non CFV vessels may be relocated should a CFV vessel require the spot for any reason.
2. Berthage will be assigned by the HA based each vessel's specific characteristics including length, beam, hull type, draft, and operating equipment.

D. RATES

Berthage rates are in accordance with the current Harbour Authority Rates Directive.

Larry Carthy
Alamynt

Harbour Authority

Oct 14, 2022

Date

**HARBOUR AUTHORITY
OPERATIONS DIRECTIVE # 13
LIVE ABOARD**

INTRODUCTION

A. PURPOSE

The purpose of this directive is to define policy relating to living aboard berthed vessels.

B. APPLICATION

This directive applies to all users of the harbour.

C. DEFINITIONS (to be used throughout)

1. **HARBOUR:** all water, land and buildings within the boundaries of the harbour as per the HA's head lease.
2. **MANAGER:** the Manager of the Harbour Authority or any person to whom the Manager may delegate his or her authority.
3. **OWNER:** any person, firm, partnership, corporation, association or organization or agent thereof with actual or apparent authority who expressly or implicitly contracts for use of a harbour facility.
4. **HARBOUR USER:** any person including vessel owners / operators, tenants and general public entering the harbour.
5. **ASSIGNMENT:** any rental, sub-rental, lease, sub-lease or assignment, whichever is applicable.
6. **VESSEL:** every variety of watercraft or other artificial contrivance capable of being used as a means of transportation on the water.
7. **BERTHAGE FACILITY:** any properties or facilities owned or operated by the Harbour Authority.
8. **CHARGES:** charges for berthage and storage and all other charges owing or to become owing under a contract between a harbour user and the Harbour Authority.
9. **TRANSIENT VESSEL:** Any vessel that primarily berths at an alternate harbour but may berth at the harbour on an irregular or seasonal basis.
10. **HOMEPORT VESSEL:** Any vessel which utilizes the berthing facilities of Delkatla Slough Harbour for the majority of a calendar year.

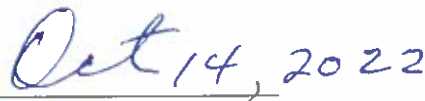
11. **COMMERCIAL FISHING VESSEL (CFV):** Any currently licensed vessel displaying current DFO fishing license plates that is properly equipped for harvesting or packing and actively involved in the commercial fishing industry.
12. **HARBOUR AUTHORITY:** The Harbour Authority (HA) is the Corporation of The Village of Masset (VOM).

D. POLICY

1. Permanent or long term live aboard on any vessel is not permitted. No live aboard on any Homeport vessel is permitted.
2. Transient non-CFV vessels that are a resident for the crew that will be berthing for longer than one week must report to the Harbour Authority.
3. Transient CFV vessels that are a resident for the crew that will be berthing for longer than four weeks must report to the Harbour Authority.
4. The Harbour Authority reserves the right to allow or deny berthage to any vessel that is used as a live aboard.

APPROVAL


Harbour Authority


Date



Operations Economics Inc.
Suite 2000 – 1066 West Hastings Street
Vancouver, B.C., V6E 3X2
info@operationseconomics.com
www.operationseconomics.com
1-604-417-5642

Attn: Joshua Humphries
CAO
Village of Masset
1686 Main St
PO Box 68
Masset, BC V0T 1M0
by email

9 October 2022

Josh,

RE: Proposal - Review of Harbour Fees and Fee Recommendations

This proposal letter follows up on our telephone conversation of 8 October 2022. During the call you mentioned that the Village of Masset is considering increasing its harbour fees as the Village has not increased them in many years. The Village wants to understand harbour fee trends in BC and fees at comparable small harbours. This information would be used to develop recommendations on fees at the harbour, and ultimately to increase them.

OEI has previously completed this type of work. OEI also recently undertook a significant economic project with the Gwaii Trust, and the company is therefore familiar with Masset and Haida Gwaii.

Proposed Approach. The proposed steps for the review are

- Consider Massett harbour fees in recent years.
- Review fees at comparable harbours in BC and potentially Alaska, and how they have modified fees in recent years.
- Recommend fee changes to meet the needs of the harbour.

Deliverable. The deliverable would a brief, concise report. A draft report will be sent in advance of the final.

Timelines. This project would require approximately six weeks to complete.

Fee proposal. OEI proposes professional fees of \$2,900 to complete this analysis and provide the report. It is proposal that 50% of the fees be invoiced 30 days after project start up, and 50% on delivery of the report.

Give me a call with any questions you have regarding the proposal. Email confirmation of your acceptance of the proposal would be enough for OEI to proceed.

Thanks.

A handwritten signature in cursive script, appearing to read "Robert Beynon".

Rob Beynon.

Lianne trepanier

From: cao@masset.ca
Sent: October 28, 2022 9:01 AM
To: admin@masset.ca
Subject: FW: NCLGA Member Notice: Call for Nominations, Director at Large, Two (2) Vacant Positions
Attachments: NCLGA Board of Directors AT LARGE Nominations Guide.pdf; Untitled attachment 10038.htm; NCLGA Board of Directors AT LARGE Nominations Form.pdf; Untitled attachment 10041.htm

Hi
Please put this in the correspondence for the November 14th Council meeting.
Thanks,

Joshua Humphries
Chief Administrative Officer
Village of Masset | Box 68, Masset BC, V0T 1M0
T: 250.626.3995 | F: 250.626.3968 | email: cao@masset.ca

Wings. Waves. Wilderness – www.massetbc.com

From: NCLGA <admin@nclga.ca>
Sent: October 28, 2022 6:58 AM
To: admin@nclga.ca
Subject: NCLGA Member Notice: Call for Nominations, Director at Large, Two (2) Vacant Positions

Dear NCLGA Members,

Based on the results of the recent local government elections, the North Central Local Government Association (NCLGA) has two (2) vacant Director at Large positions.

On October 21, 2022, the NCLGA Board of Directors unanimously approved the release of a call for nominations from the membership, for the two (2) vacant positions on the NCLGA Board as Directors at Large. In accordance with the NCLGA's Constitution and Bylaws (Section 2 (1)), the NCLGA Board of Directors will appoint the Director at Large positions from the nominations received.

The NCLGA Board of Directors extends its appreciation to outgoing Directors at Large Mayor Gary Foster and Councillor Marnie Brenner for their hard work and dedication to the NCLGA and its members.

IMPORTANT INFORMATION:

Call for Nominations, Director at Large, Two (2) Vacancies

1. All completed nomination forms must be submitted to admin@nclga.ca by 4:00 p.m. on December 16, 2022.

2. Nominations may be submitted by any NCLGA member in good standing, provided such nomination is endorsed by two (2) members, and the nominee has consented in writing to stand for election.
3. The Nomination Form and Guide for this Call for Nominations are attached, and also available on our website at <https://www.nclga.ca/Resources/NCLGA-Nominations>.
4. Nominations received after the deadline will not be accepted.

Please email admin@nclga.ca if you have any questions about the nominations process.

Kind regards,
Sandra

SANDRA MOORE

NCLGA Board and Committee Support

mobile 604-512-4604 email admin@nclga.ca

website: www.nclga.ca

NOMINATION PROCESS

For Call for Nominations for Director at Large Positions 2022/2023

To: Elected Officials and NCLGA Members

The following nominations process will be used for the election of two (2) Director at Large Positions for the NCLGA, terms to expire at the 2023 AGM in May 2023.

1. Positions Open for Nomination

The following positions are open for nomination:

- Director at Large (2 Board Positions)

2. Qualifications for Office

Each candidate must be an elected official from a NCLGA member local government or First Nation.

3. Nomination Process

A candidate must be nominated by two elected officials from a NCLGA member local government or First Nation using the approved nomination and consent forms (available at admin@nclga.ca or on our website at www.nclga.ca/nominations).

4. Process for Appointment

In accordance with the NCLGA's Constitution and Bylaws (Section 2 (1)), the NCLGA Board of Directors will appoint the Director at Large positions from the nominations received.

General Responsibilities For All Board Positions

- Board members are expected to consider the concerns of the entire NCLGA area when participating at the NCLGA table or representing the NCLGA at events and workshops.
- All Board members will be expected to participate in four meetings throughout the year. Two meetings are held in person in Prince George and two are held virtually. Board members will confirm attendance or express regrets for all scheduled meetings.
- Each Board member will sit on at least one optional NCLGA committee – Finance, Governance, Health Care, or AGM. The Resolutions Committee and Planning & Priorities Committee are Committees of the Whole. Most committee meetings will be held by phone, online, or in person in conjunction with a quarterly board meeting. However, the AGM Committee meets monthly or bi-monthly in the months leading up to NCLGA's AGM & Convention.
- Board members will be aware of and follow NCLGA policies and bylaws.
- Board members will be required to use email and the internet for internal board communications.

In addition to the general requirements listed above, specific responsibilities are attached for the Director at Large Position:

Director at Large:

- Provide a conduit between members (municipal councils and regional district boards) and the NCLGA Board by reporting out to members and bringing the concerns and perspectives of members to the Board table.
- With the approval of the President, may be asked to speak on behalf of the Association to the members, media, public, or other levels of government.

NOMINATION FORM

NOMINATION & CONSENT FORMS FOR 2022/2023 NCLGA DIRECTOR AT LARGE POSITION

We are qualified under the NCLGA Bylaws to nominate¹ a candidate and we nominate:

NOMINEE:

Name: _____

Elected Position (Mayor/Chief/Councillor/Director): _____

Municipality/RD/First Nation: _____

Nominated for: DIRECTOR AT LARGE

NOMINATED BY:

1 st Nominator	2 nd Nominator
Name: _____	Name: _____
Elected Position: _____	Elected Position: _____
Mun/RD/RM/First Nation: _____	Mun/RD/RM/First Nation: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

CANDIDATE (NOMINEE):

I consent to this nomination and attest that I am qualified to be a candidate² for the office I have been nominated to pursuant to the NCLGA Bylaws. I will also forward to the NCLGA the following documentation:

- Nomination and Consent Form (completed and signed)
- Portrait photograph (resolution: 300 ppi; size: 600x400 px; JPEG format)
- Biographical information: The maximum length shall be 300 words. If the length exceeds this limit, it shall be returned once for editing. If it still exceeds 300 words, NCLGA will edit it as required.

Name (Print): _____

Signature: _____ Date: _____

Note: Submit the photo, biographical information, and completed Nomination and Consent Form to the NCLGA at admin@nclga.ca

Submission Deadline: December 16, 2022 at 4:00 p.m. PST

1. Nominations need to be received from two elected officials of members of the NCLGA.
2. Candidates must be an elected official from an NCLGA local government member.



November 1, 2022

TCYHA Board 2022-2023

OFFICERS

President
Merv Starzyk, Mayor, RM Yellowhead, MB
Past President
Paul Smith, Life Member, Strathcona County, AB
Secretary/Treasurer
Don Grmble, Life Member, Edmonton, AB

DIRECTORS:

British Columbia Directors
Pete Pearson, Councillor, Valemount
Sandy Salt, Individual Member, Valemount
[Others TBA]

Alberta Directors
Gean Chouinard, Councillor, Edson
Dennis Roth, Deputy Mayor, Kinscy
Jason Stelmashuk, Councillor, Vermilion River
Daniel Warawa, Councillor, Lamont County
Paul Smith, Life Member, Strathcona County

Saskatchewan Directors
Gordon Barnhart, Mayor, Saltcoats
Randy Goulden, Councillor, Yorkton
Jamie Brandrick, Mayor, Borden

Manitoba Directors
Merv Starzyk, Mayor, RM Yellowhead
[Others TBA]

Appointed Directors / Committee Chairs:
Staff Relations Chair
Jack Wright, Life Member
Chambers/Associations Liaison Chair
Todd Banks, Sherwood Park & District Chamber
Governance Chair
Pete Pearson, Valemount
Appointed Director
Bert Journault
C.A.O.
John Wojcicki



Dear Mayor and Members of Council:

On behalf of the Board of the Trans Canada Yellowhead Highway Association (TCYHA) we extend our congratulations on your recent election.

The TCYHA has a 75year history of working cooperatively with the Federal and all four Western Provincial Governments in ensuring the necessary infrastructure needs to further economic development and the safe and efficient movement of people and goods along the Yellowhead corridors (TC#16 and BC#5) are being addressed. Your municipality is an important part of that history and we hope we can count on it being a part of our collective future.

As the representative voice of the many municipalities along both the Trans Canada #16 and BC#5 highways, we look forward to continuing to work together to identify concerns and find solutions. In doing so, we strive to help our national economy by being a part of a process that facilitates effective, efficient, and enjoyable transportation options.

The Yellowhead Highway Corridor plays an integral part in not only the economy of Western Canada but also by extension to all of Canada. A significant proportion of Provincial GDP is connected through commercial traffic on Trans Canada #16 Yellowhead and BC#5 Yellowhead Highways. As daily commercial traffic increases, providing access to valued resources and services, ensuring this route has the proper infrastructure to facilitate safe and efficient movement enhances economic growth to everyone's benefit.

Allow us a few moments to re-introduce ourselves to those newly elected: Although the history of the Trans Canada Yellowhead Highway Association can trace its roots dating back to 1819, with the facilitation of moving goods from the Prairies to the West Coast by Iroquois Metis Pierre Bostonais – also known as "Yellowhead", the current organizational structure began in 1947. It was at this time that municipalities across all four Western Provinces got together so that they could form one entity that would represent their collective voice on matters concerning transportation and related matters. This entity is the Trans Canada Yellowhead Highway Association. This collective effort resulted in the construction of what we now know as Trans Canada Yellowhead Highway #16 and its southern arm in British Columbia, Yellowhead #5.

We continue to work with governments to address ongoing highway improvements, all of which focus on increasing travel safety. We also are very

TRANS CANADA YELLOWHEAD HIGHWAY ASSOCIATION
- est'd 1947 -

#3, 9343 50 STREET
EDMONTON, AB, T6B 2L5

PH: (780) 761-3800 EMAIL: admin@goyellowhead.com
www.goyellowhead.com

active in promoting the highway as a primary means of transportation for commercial and tourist travelers.

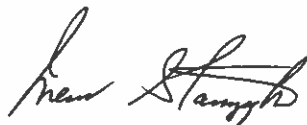
The last few years have been challenging for all of us; dealing with a pandemic and the consequential impacts it has had on our economies and general community health, physical, emotional, and financial. Now is the time, much like when the Association first came to being, that a collective and collaborative voice has the potential for significant impact. We will find strength in unity more so than individually and in doing so come out of these trying times stronger than ever.

The TCYHA will continue developing proactive approaches to promote regional tourism and when appropriate to expand that to pan-Western tourism. We have also are working with Indigenous Tourism agencies to enhance that outreach. A communal effort will be in everyone's best interests.

Each year the members of TCYHA convene to put together Resolutions that we collectively would like to bring to Government's attention. We look forward to ongoing collaboration in moving forward key transportation infrastructure concerns which will have very positive benefits for all the constituents on and along the Yellowhead corridors and help enhance traveler safety.

We invite you to share any highway concerns with us so we can work together to formulate effective strategies in getting them addressed. We encourage you to appoint a member of your Council to serve as a liaison to TCYHA and act as your Designated Representative.

We wish you safe and healthy travels,



Merv Starzyk
TCYHA President
(Mayor, RM Yellowhead MB)



Paul Smith
TCYHA Past President
(Life Member, Strathcona County AB)

TRANS CANADA YELLOWHEAD HIGHWAY ASSOCIATION

- est'd 1947 -

#3, 9343 50 STREET

EDMONTON, AB, T6B 2L5

PH: (780) 761-3800 EMAIL: admin@goyellowhead.com

www.goyellowhead.com

Ambulance Paramedics

of British Columbia - CUPE 873



Tel: 604-273-5722 | **Fax:** 604-273-5762 | **Toll Free:** 1-866-273-5766 | **Toll Free Fax:** 1-866-273-5762
105 - 21900 Westminster Hwy., Richmond, BC V6V 0A8
info@apbc.ca | www.apbc.ca

November 4, 2022

Masset District
PO Box 68
Masset, BC V0T 1M0

Dear Mayor Sheri Disney and City Councilors,

I want to first congratulate all of you on your election or re-elections, and also thank those who did not run or were unsuccessful, your service is appreciated and honourable.

As we reflect on our week at UBCM and the relationship we have built over the past years with you and your communities, we are grateful for the connection, engagement and collaboration between all levels of government and stakeholders. We appreciated the opportunity to meet with so many mayors, councilors, and community leaders, and we hope you had a chance to visit our booth.

In case you missed it, we invite you to check out the following website link with documents that were available at our booth and explore the versatile skillset that uniquely qualifies paramedics to address public safety, emergency first response, patient transportation and community-based health innovation across BC.

[UBCM – Paramedic Services in your Community](#)

I am reaching out today to extend an invitation to you to set a time to meet and follow-up on the initiatives and solutions available to your community and address paramedic, dispatch, and ambulance resources.

At your earliest convenience please contact our office by phone at 604-273-5722 or by email at info@apbc.ca or troy.clifford@apbc.ca.

I look forward to connecting with you, virtually or in person, and continuing to work collaboratively to support paramedic services in your community.

Sincerely,

Troy Clifford
Provincial President
Ambulance Paramedics of BC
CUPE Local 873

TC/sd/MoveUp

From: Customer Connections BCA:EX <connect@bcassessment.ca>
Sent: November 9, 2022 12:06 PM
To: 'cao@masset.ca'
Subject: Congratulations in the 2022 Local Government General Elections

Dear Mayor Sheri Disney and Councilors,

On behalf of BC Assessment, I want to offer my congratulations regarding your recent success in the 2022 local government general elections. My name is David Keough, and I am the regional liaison for your community.

BC Assessment is the Crown corporation responsible for producing independent and equitable annual property assessments and trusted assessment information. The products and services that we offer support development of strong and vibrant communities in British Columbia.

All British Columbia property owners will receive their annual property assessment notices in early January 2023. You can visit bcassessment.ca on January 3 to access a variety of 2023 assessment information including searching and comparing 2023 property assessments as well as regional news releases with detailed assessment value changes by community and other market movement trends.

In addition, please visit our Local Government webpage anytime to access self-serve products and services available to support you at: <https://info.bcasessment.ca/services-products/government/local-government/> Our Local Government Department strives to serve local governments with continuous improvement to ensure our products and services effectively meet your needs. You can contact our Local Government Department at localgovernment@bcassessment.ca.

Congratulations once again, and we welcome opportunities to grow the relationship between BC Assessment and your Council. We look forward to connecting with you at upcoming local government conferences and we are available to present to your Council upon request to share more details about our mandate and specific market activity within your community.

Sincerely,

David Keough
Deputy Assessor, Northern BC Region
david.keough@bcassessment.ca
1-866-valueBC (825-8322) x 26267

VILLAGE OF MASSET

BYLAW NO. 655

A Bylaw of the Village of Masset to regulate Airport Fees.

WHEREAS the Village of Masset is permitted by section 194 of the Community Charter to charge fees for municipal services, and;

AND WHEREAS the Village of Masset operates the Masset Airport and wishes to revise the Aeronautical Fees charged for use of the airport;

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

1. The Aerounautical Fees to be charged at the Masset Airport effective January 1, 2023 are as set out in Schedule A attached to and forming part of this bylaw.
2. The Village of Masset Airport Fee Setting Amendment Bylaw No. 625 is hereby repealed.

This Bylaw may be cited for all purposes as "Village of Masset Aeronautical Fees Bylaw no. 655".

READ A FIRST TIME THIS 14th DAY OF NOVEMBER 2022.

READ A SECOND TIME THIS 14th DAY OF NOVEMBER 2022.

READ A THIRD TIME THIS THIS 14th DAY OF NOVEMBER 2022.

RECONSIDERED AND ADOPTED THIS DAY OF

CAO

Mayor

Certified a true copy of "Village of Masset
Aeronautical Fees Bylaw #655".
CAO

Village of Masset Aeronautical Fees Bylaw no. 655
Schedule A

Aeronautical Fees	
UPDATED: JAN 2023	
LANDING FEE	
MTOW	\$/1,000 kg
< 6,000 kg	\$3.26
6,000 - 15,000 kg	\$4.46
> 15000 kg	\$5.67
Minimum Charge	\$16.54
PASSENGER FEE	
Deplaned Passenger	\$12.92
Enplaned Passenger	\$13.57
AIRCRAFT PARKING FEE	
MTOW	DAILY
< 10,000 kg	\$8.77
< 20,000 kg	\$17.54
< 30,000 kg	\$26.29
< 40,000 kg	\$35.06
< 50,000 kg	\$43.83
< 60,000 kg	\$52.59
< 70,000 kg	\$58.43
< 80,000 kg	\$66.78
< 90,000 kg	\$75.13
≥ 90,000 kg	\$83.48
AFTER HOURS SERVICE FEE	
Per Hour	\$83.48
Minimum Charge	\$166.95
MEDIVAC OPERATION FEE	
Per landing	\$19.79
FIXED WING TERMINAL FEE	
≤ 51 Seats	\$70.00
≥ 52 Seats	\$110.00

VILLAGE OF MASSET

BYLAW NO. 656

A BYLAW to Establish Development Application Procedures

WHEREAS the Village of Masset has adopted an official community plan and a zoning bylaw;

AND WHEREAS the Village of Masset must, by bylaw define procedures under which an owner of land can apply for an amendment to the plan or zoning bylaw, or for a permit under Part 14 of the *Local Government Act*.

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

1.0 TITLE

This bylaw may be cited for all purposes as the “Village of Masset Development Application Procedures Bylaw, No. 656 2022.”

3.0 DEFINITIONS

In this Bylaw the following definitions apply:

“CAO” means the chief administrative officer of the Village;

“Council” means the council of the Village;

“official community plan” means an official community plan adopted by bylaw under section 472 of the *Local Government Act*;

“Village” means the corporation of the Village of Masset;

“zoning bylaw” means a bylaw under s. 479 of the *Local Government Act*;

4.0 APPLICATIONS

4.1 A person may apply for any of the following may apply for any of the following under this bylaw:

(a) an amendment to the Village’s official community plan;

(b) an amendment to the Village’s zoning bylaw;

(c) a development variance permit.

VILLAGE MASSET Development Application Procedures Bylaw NO. 656

4.2 An application made under this bylaw must:

- (a) be signed by every registered owner of the land that is subject to the application, or by a person authorized in writing by every registered owner to make the application;
- (b) be submitted to the CAO in the applicable form;
- (c) contain all of the information required by the applicable form; and
- (d) be accompanied by the applicable fee, as set out in section 7.1 of this bylaw.

4.3 The CAO may prescribe the form and content of application forms for the purposes of this bylaw, and in so doing may prescribe different forms for different categories of applications based on the nature or complexity of the application.

5.0 NOTIFICATION

5.1 The distance specified for the purpose of notification in relation to an application to amend a bylaw under section 466(4) of the *Local Government Act* is 100 metres, measured from the boundaries of any parcel to which the application pertains.

5.2 The distance specified for the purpose of notification in relation to an application for a development variance permit under section 499(3) of the *Local Government Act* is 100 metres, measured from the boundaries of any parcel to which the application pertains.

6.0 PERMITS

6.1 The CAO may prescribe the form of development variance permits.

7.0 FEES

7.1 The non-refundable application fees to be paid to the Village on submission of an application are as follows:

- (a) \$250 for an official community plan amendment;
- (b) \$250 for a zoning bylaw amendment, pursuant to the official community plan;
- (c) \$500 for a zoning amendment that is not pursuant to the official community plan
- (d) \$250 for a development variance permit.

READ A FIRST TIME THIS 14th DAY OF NOVEMBER , 2022

READ A SECOND TIME THIS 14th DAY OF NOVEMBER , 2022.

VILLAGE MASSET Development Application Procedures Bylaw NO. 656

READ A THIRD TIME THIS 14th DAY OF NOVEMBER , 2022.

RECONSIDERED AND ADOPTED THIS XX DAY OF _____, 2022

CAO

Mayor

Certified a true and correct copy of "The Village of Masset Development Application Procedures Bylaw No. 656, 2022.".

CAO

OCT 21 2022

Box 482, Masset,
BC. V0T 1M0
October 20, 2022

To Village of Masset Council,

Masset has the tradition of an annual community Christmas concert that has been happening off and on, mostly on, since 1984. This year we have booked the hall for December 8 for tech rehearsal, Dec. 9 for dress rehearsal and December 10 for show time.

The show generally has centered on a youth play and assorted acts. It generally involves about fifty community members. This year the play is Alice in Wonderland. Alison Keery is directing the play. Leslie Bellis and Jenny Nelson are the producers. Entrance is by donation. Monies raised go into the fund for keeping the lighting and sound equipment, which we have loaned to community theatre events throughout the years.

In the past, the Village has given us the three-day booking free of charge. We are asking if you would continue this, including some prep use of the stage closer to the show, ie. Dejah Busch painting the set panels and occasional rehearsal use, guided by the calendar of booked events for the Hall.

Thank you for your time and attention.

J. Nelson
250-626-5140 *for all the*

Haida Gwaii Healthy Communities Society
1674 "A" Main Street
PO Box 347
Masset, BC
V0T 1M0

October 21, 2022

SUBJECT: Christmas lunch

The Healthy Communities Society is hosting our 14th Annual Soup Kitchen Christmas lunch on ^{Sunday} December 18, 2022. Last year, we served 110 Take Out Christmas lunches. This year we will serve a sit down Christmas lunch ~~during our regular Saturday Soup Kitchen hours~~ and provide home delivery service to those who are housebound. This lunch will be prepared, delivered and served by volunteers to those in need.

We operate on a limited budget and would be grateful for any donations from our business community. The following items would be appreciated for the lunch:

- Potatoes
- Carrots or turnips
- Frozen vegetables
- Ham
- Turkey
- Cranberries
- Oranges
- Apples
- Door prizes

Haaw.aa and thank you in advance for your kindness and generosity.

Sincerely yours,



Margerie Fregin
President
(236) 335 7524



Job # 061182

November 1, 2022

Via email: cfo@mhtv.ca

Trevor Jarvis
Chief Administrative Officer
Village of Masset

Dear: Trevor Jarvis

Re: Application for a Non-Medical Cannabis Retail Store Licence
Applicant: FRONTIER CANNABIS INC.
Proposed Establishment Name: Frontier Cannabis
Proposed Establishment Location: 1627 Main St Masset BC V0T1M0

The Applicant, FRONTIER CANNABIS INC., has applied to the Liquor and Cannabis Regulation Branch (LCRB) for a Non-Medical Cannabis Retail Store (CRS) licence proposed to be located at the above-noted address. The applicant contact is Brionne Lavoie. They can be reached at 403-702-0230 or via email at Brionne@edgelowcapital.com

Local governments and Indigenous nations are a crucial part of the licensing process. Section 33(1) of the [Cannabis Control and Licensing Act](#) prevents the LCRB from issuing a CRS licence without a positive recommendation regarding the CRS licence application from the local government or Indigenous nation.

The LCRB is requesting the village of Masset to consider the application and provide the LCRB with a written recommendation with respect to the application. To assist with your assessment of the application, a site map of the proposed cannabis retail store is attached. The following link opens a document which provides specific and important information and instructions on your role in the CRS licensing process, including requirements for gathering the views of residents.

[Role of local governments and Indigenous Nations in cannabis retail licensing](#)

The LCRB will initiate an applicant suitability assessment regarding this CRS application, also known as a “fit and proper” assessment of the applicant and persons associated with the applicant. Once the assessment is complete, you will be notified of the LCRB’s determination. You may choose to withhold your recommendation until the LCRB has made a final decision regarding the applicant’s suitability.

If you choose not to make any recommendation regarding this application, please contact the LCRB at the earliest convenience. Please note that a Cannabis Retail Store Licence cannot be issued unless the LCRB receives a positive recommendation from the local government or Indigenous

Liquor and Cannabis
Regulation Branch

Mailing Address:
PO Box 9292 Stn Prov Govt
Victoria BC V8W 9J8

Location:
645 Tyee Road
Victoria BC V9A 6X5
Phone: 250 952-5787
Facsimile: 250 952-7066

Website:
www.gov.bc.ca/cannabisregulationandlicensing



nation. Similarly, if a local government or Indigenous nation decides not to make any recommendation, the LCRB will not consider the application any further.

If you have any questions regarding this application, please contact me at 778 974-2349 or Carole.McHale@gov.bc.ca.

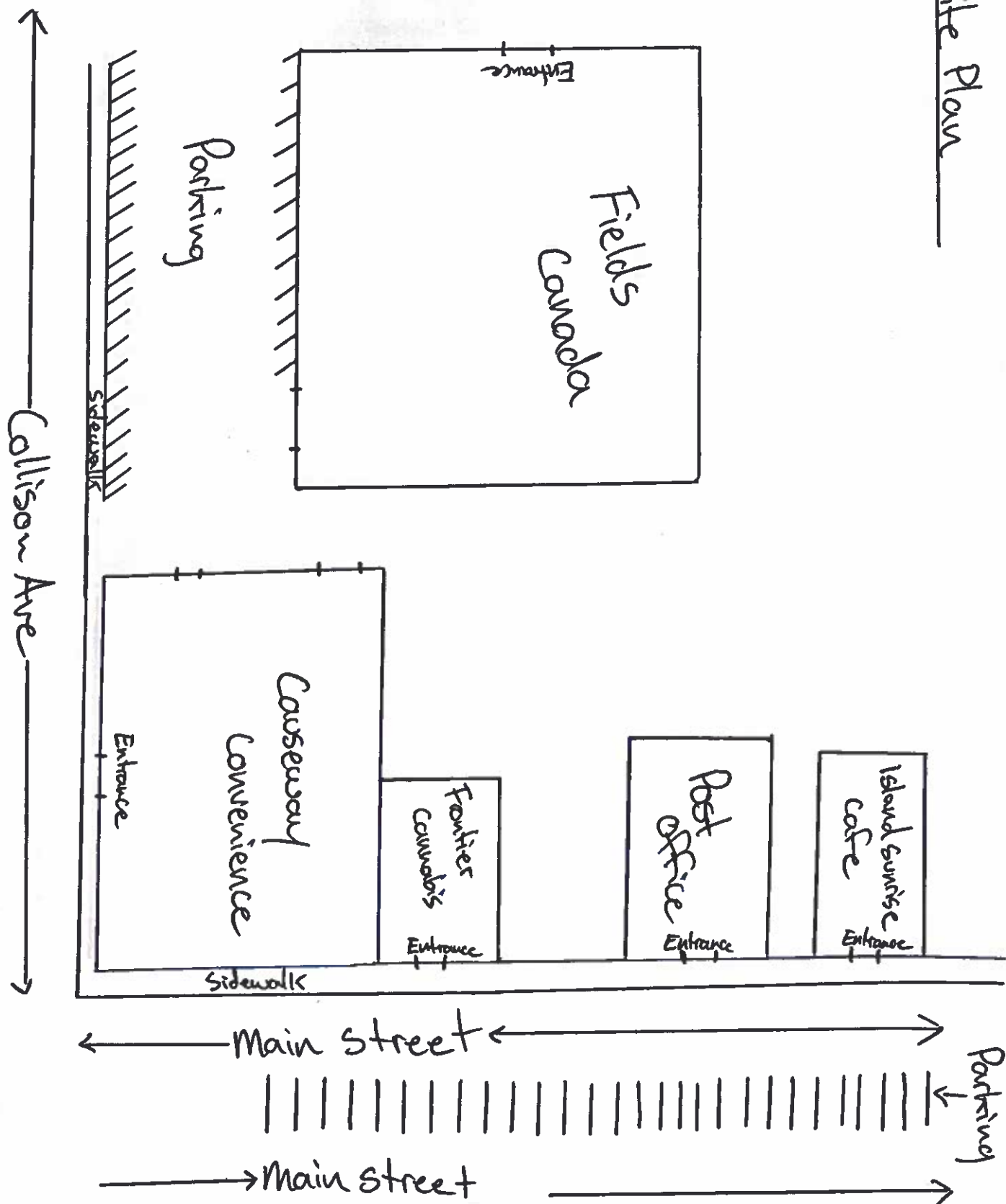
Sincerely,

Carole McHale
Senior Licensing Analyst

Attachment

copy: Applicant

Site Plan



Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
012383	003	11/10/2022	B0001	BC HYDRO & POWER A	115013670303 109013836331 400003675453	Airport storage bl Air fuel tank 26Ju Multi gl's BC Hydr	24.95 35.08 12,053.82		12,113.85	
012384	003	11/10/2022	B0004	BIG RED ENTERPRISE	21344	Big Red Sept22	2,648.30		2,648.30	
012385	003	11/10/2022	B0068	Bandstra Transport	E312374	Roadly freight	3,724.97		3,724.97	
012386	003	11/10/2022	C0004	Staples Advantage	60493461	Office Supplies	243.32		243.32	
012387	003	11/10/2022	C0013	CANADIAN UNION OF	Sept22	Sept22 remit CUPE	1,028.82		1,028.82	
012388	003	11/10/2022	C0027	CANADA CUSTOMS & R	Sept22 PT Sept22 FT	Sept22 PT remit CR Sept FT remit CRA	4,243.90 17,350.12		21,594.02	
012389	003	11/10/2022	G0093	Gowler, Jevan	FD wages Sept	FD wages Sept22	160.00		160.00	
012390	003	11/10/2022	N0032	NAV CANADA	15131	eCAP2 Subscription	55.13		55.13	
012391	003	11/10/2022	O0016	OLD MASSETT VILLAG	2022-10-028	WWT Oct-Dec22	15,003.00		15,003.00	
012392	003	11/10/2022	O0020	Frosty Northwest M	975	Airport Office cha	100.00		100.00	
012393	003	11/10/2022	R0047	Roadly	000157	Paint/Stencils	7,277.25		7,277.25	
012394	003	11/10/2022	S0022	North Coast Reg. D	13182 13196	MFA Issue #99 Prin MFA Issue #103 int	150,394.32 16,525.50		166,919.82	
012395	003	11/10/2022	T0005	T.L.C. AUTOMOTIVE	0000156853 0000156716	PW diesel PW fuel/Air Fuel	243.93 532.98		776.91	
012396	003	11/10/2022	T0089	Thorgeirson, John	FD wages Sept	FD wages Sept22	160.00		160.00	
012397	003	11/10/2022	W0011	WORKSAFE BC	3rd Qtr 2022	3rd qtr 1 July-30S	4,864.06		4,864.06	
012398	003	11/10/2022	W0088	WASCO Winnipeg Air	103243	Sept22 Air SMS	2,380.00		2,380.00	
012399	003	20/10/2022	A0072	Arc & Anchor Ironw	1084	PW equip (dump tru	346.50		346.50	
012400	003	20/10/2022	B0024	BRENNAN, DEIRDRE	19Oct22	Gardening 29Sept-1	660.00		660.00	
012401	003	20/10/2022	B0068	Bandstra Transport	E308383	Brenntag freight	3,754.67		3,754.67	
012402	003	20/10/2022	B0089	Bird's Eye Contrac	276 277 278	Tree removal Colli Cemetery Airport runway tre	1,312.50 1,050.00 3,255.00		5,617.50	
012403	003	20/10/2022	C0004	Staples Advantage	60914244	Airport Office sup	70.54		70.54	
012404	003	20/10/2022	C0009	CHOWN ENTERPRISES	190801	Airport fencing pa	421.05		421.05	
012405	003	20/10/2022	D0001	Haida Gwali Consum	Sept22	Multi gl's HG Coop	803.14		803.14	
012406	003	20/10/2022	D0011	DRIFTTECH MECHANIC	13690	Airport Fuel Truck	1,695.08		1,695.08	
012407	003	20/10/2022	H0114	Harbour Authority	2022-2023	Liability Insuranc	500.00		500.00	
012408	003	20/10/2022	H0117	Hole, Tyler	17Oct22 reimb	Reimbursement lock	75.02		75.02	
012409	003	20/10/2022	I0058	Inland Air	00592134	Northern Labs frei	26.00		26.00	
012410	003	20/10/2022	J0008	JARVIS, TREVOR	18Oct22	Reimburse travel/c	449.50		449.50	
012424	003	20/10/2022	W0004	WESTPOINT AUTOMOTI	832-396147	Airport supplies -	201.54		201.54	
012423	003	20/10/2022	V0025	Valo Construction	101	Ditches,Culverts,	1,575.00		1,575.00	
012422	003	20/10/2022	T0005	T.L.C. AUTOMOTIVE	0000156731 0000156863 0000156897	PW fuel Airport Truck fuel PW fuel	130.02 129.36 247.17		506.55	
012421	003	20/10/2022	S0208	Suha, Gary	11Oct reimb	Airport Course - G	100.00		100.00	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
012420	003	20/10/2022	S0108	Shaw, Damian	19Oct reimb	Airport course - D	50.00		50.00	
012419	003	20/10/2022	S0022	North Coast Reg. D	13196 add	Error with amount	37.00		37.00	
012418	003	20/10/2022	S0017	FRED SURRIDGE LTD.	000663451 000663450	Water sys O&M Water sys O&M	48.32 1,726.31		1,774.63	
012417	003	20/10/2022	P0023	PitneyWorks	Oct22	Postage Oct22	315.00		315.00	
012416	003	20/10/2022	N0044	Northwest Hydraul	42665	Flood & Erosion Pr	18,832.75		18,832.75	
012415	003	20/10/2022	N0026	NORTH ARM TRANSPOR	SI078574 SI078689	PEP 62 3 @ 1 8876 Jet A-1 18008.2	132.18 32,162.82		32,295.00	
012414	003	20/10/2022	N0001	Inlet Supply Ltd.	Sept22	Multi gl's Inlet S	685.25		685.25	
012413	003	20/10/2022	M0407	Mascon	155040PW Nov2 154579AdmnNov 154867Air Nov	PW internet Nov22 Admin internet Nov Airport internet N	84.00 123.20 127.05		334.25	
012412	003	20/10/2022	M0007	MASSET SERVICES	6286 6296	Brenntag freight Lift season dock o	477.75 477.75		955.50	
012411	003	20/10/2022	K0018	Kaltech Solutions	1005	CZMT Tech Support	1,210.99		1,210.99	
012425	003	28/10/2022	A0003	ASSOCIATED ENGINEE	286788 287167 287145	Marwell Rd Proj. WP infrastructure Marwell Rd Project	1,228.50 4,881.33 4,499.25		10,609.08	
012426	003	28/10/2022	A0072	Arc & Anchor Ironw	1086	Emerg ladder repai	519.75		519.75	
012427	003	28/10/2022	B0009	BRYDON, AL	Oct22 reimbrs	Reimburse - ACI on	150.00		150.00	
012428	003	28/10/2022	B0070	Bedard, Ted	411232	Air Janitorial Oct	1,941.66		1,941.66	
012429	003	28/10/2022	C0004	Staples Advantage	60890778 60931370 61011209 61047488	Office supplies Ai Airport office Sup Office Supplies Admin Office Suppl	828.45 13.76 13.37 12.31		867.89	
012430	003	28/10/2022	C0008	COASTAL PROPANE IN	61117444	PW supplies	82.77		82.77	
012431	003	28/10/2022	C0025	CLEARTECH INDUSTRI	CM318270 INV1042193	WP chem CR WP chemicals	483.00- 16,437.37		15,954.37	
012432	003	28/10/2022	C0039	Clark Freightways	C0627873	Fred Surridge frei	233.42		233.42	
012433	003	28/10/2022	C0104	Campbell Geospatia	0088	WP O&M	403.20		403.20	
012434	003	28/10/2022	D0051	Doane, Colin	25Oct22	Masset Market CERi	4,928.00		4,928.00	
012435	003	28/10/2022	D0059	Digestco Limited	45833	10L Accelerate	517.56		517.56	
012436	003	28/10/2022	G0093	Gowler, Jevan	FD wages Oct2 S0037832	FD chief wages Oct Reimburse J.Gowler	160.00 555.52		715.52	
012437	003	28/10/2022	H0095	Hecate Strait Emp.	Facade 2022	Facade proj. - Hec	3,000.00		3,000.00	
012438	003	28/10/2022	N0026	NORTH ARM TRANSPOR	SI078610	Brenntag freight	513.92		513.92	
012439	003	28/10/2022	N0047	Novamen Inc.	23-6910	Runway de-ice chem	17,601.44		17,601.44	
012440	003	28/10/2022	O0020	Frosty Northwest M	221026	ERP Plan	236.25		236.25	
012441	003	28/10/2022	Q0026	Quadra Utility Loc	221364	WP upgrade	375.90		375.90	
012442	003	28/10/2022	R0024	Rocky's Equipment	21970	PW equip - weed ea	3.31		3.31	
012443	003	28/10/2022	R0036	Rootham Services G	3469 3468	Sewer O&M WP infrastructure	372.56 329.16		701.72	
012444	003	28/10/2022	S0022	North Coast Reg. D	13278	UBCM 1/2 cost B.Pa	1,557.14		1,557.14	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
012445	003	28/10/2022	S0104	Spark Design web &	SI-702	Marina	1,475.26		1,475.26	
012446	003	28/10/2022	S0205	Simson Maxwell	SVI070505 SVI070503	Sewer sys O&M (hos WP O&M	1,097.51 1,718.46		2,815.97	
012447	003	28/10/2022	T0003	TELUS BC Inc.	25Oct22	Multi gl's Telus	965.79		965.79	
012448	003	28/10/2022	T0005	T.L.C. AUTOMOTIVE	0000156920	PW equip - riding	30.11		30.11	
012449	003	28/10/2022	T0082	Telus Mobility	21Oct22	Multi gl's Telus M	786.39		786.39	
012450	003	28/10/2022	T0089	Thorgeirson, John	FD wages Oct2	FD chief wages Oct	160.00		160.00	
012451	003	28/10/2022	T0101	TES Instruments	4176	Runway deceleromet	609.00		609.00	
012452	003	28/10/2022	W0040	Williams, Natasha	2022-10-27	Janitorial Oct22	1,890.00		1,890.00	
Total:							381,987.33	0.00	381,987.33	

Payment Summary		
Description	Qty	Amount
Cheque	70	381,987.33
EFT	0	0.00
Direct Deposit	0	0.00
Credit Card	0	0.00
Void	0	0.00
Total:	70	381,987.33

*** End of Report ***



Village of Masset

Title: Progressive Discipline Policy

1. PURPOSE

The purpose of the progressive discipline policy is to aid the Village of Masset in maintaining a productive working environment through a systematic approach aiming to correct inappropriate employee behavior consistently and fairly.

2. POLICY

2.1. The employer will respond to employees' culpable behaviour through progressive discipline.

2.2. Disciplinary action may be initiated in situations such as, but not limited to, the following:

- if an employee has not satisfactorily met the work requirements; for their position;
- if an employee has violated the employer's policies;
- for inappropriate conduct in the workplace; or
- for off-duty conduct that has a detrimental impact on the employment relationship.

For serious offences, such as fighting, theft of Village of Masset property, threats of violence, the sale or possession of drugs in/on or on company property, being under the influence of drugs or alcohol while on duty, etc., dismissal may be the first and only disciplinary action taken.

2.3. The Village of Masset will use a four-step discipline system which includes the following steps:

- Verbal Warning
- Written Reprimand
- Suspension
- Dismissal

2.4. The Village of Masset reserves the right to take any of the prescribed steps in any order if the employee's misconduct is considered severe enough to warrant a specific action.

2.5. The level of progressive discipline applied may be escalated for consecutive incidents even when the misconduct is not the same type that resulted in the initial discipline.

That is, violations of different rules shall be considered the same as repeated violations of the same rule for the purposes of applying progressive discipline.

2.6. The Employer will consider mitigating circumstances in any disciplinary action such as:

- The minimum effort required to correct the problem and maintain suitable behavior and a productive working environment
- Employee's record of performance and length of service with the Village of Masset
- Circumstances surrounding the misconduct, as well as the severity of the misconduct
- The motivation or intent of the employee at the time of the misconduct

3. TERMS / DEFINITIONS

"CAO" is the Chief Administrative Officer for the Village of Masset or their designate.

"Culpable" means deserving of blame; guilty of doing something wrong

"Discipline" is an action imposed by the employer as a means to alter an employee's inappropriate conduct or poor performance and clarify expected conduct or performance

"Dismissal" is where the employer chooses to terminate an individual from employment; generally, for a reason which is the fault of the employee.

"Employer" is the Village of Masset

"Mitigating Circumstance" is a circumstance that does not exonerate a person but which may reduce the penalty associated with the offense.

"Progressive Discipline" is an increase in the severity of disciplinary measures to foster the correct behaviours and to improve an employee's performance and/or conduct to meet the employer's expected standards. The steps may be verbal or written reprimands, suspension or dismissal. Serious offences may result in immediate suspension or dismissal.

"Workplace" is the location where employees carry out their work duties. This may include, but is not limited to, office headquarters, work sites, work-related social events, and external meeting or conference locations. It also consists of all Village of Masset vehicles and mobile equipment.

4. SCOPE

This policy applies to any, and all employee conduct that the Village of Masset, in its sole discretion, determines must be addressed by discipline.

5. RESPONSIBILITY

CAO: Is responsible for maintaining this policy and the respective procedures and forms. The CAO is also responsible for training management and supervisory personnel in its application and providing advice and guidance to management on the consistent application of this policy.

Managers: Are responsible for ensuring the consistent and fair application of the Progressive Discipline Policy and Procedures. Prior to taking disciplinary action, Managers must consult with the CAO or designate.

Employees: Employees are expected to perform their work in accordance with the procedures established by management, and to be conscious of the public expectations of the Village of Masset and its employees. Employees are responsible for their own behaviour. A disciplinary situation is essentially a problem for the employee to solve. Failure to do so will place employment at risk.

Union: Attend fact-finding meetings and disciplinary hearings in accordance with the requirements of the collective agreement

6. PROCEDURE

When investigating an incident potentially falling under this policy, Supervisors should follow the direction as outlined in the VOM Progressive Discipline Procedures and associated Appendices and Tables.

The Collective Agreement contains specific requirements related to discharge, suspension and discipline and to the maintenance of disciplinary records. These can be found in the collective agreement (in effect January 1, 2022, to December 31, 2024, and any subsequent amendments)

7. REFERENCES

VOM Progressive Discipline Procedures
Collective Agreement

Approval Date:		Resolution No.	
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Village of Masset (VOM)



Progressive Discipline Procedures

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Village of Masset (Progressive Discipline Procedures)

1. GENERAL

These procedures support and are to be used with the Village of Masset *Progressive Discipline* policy and the collective agreement.

These are the general procedures for dealing with disciplinary issues that may occur from time to time within the various workplaces operated by the VOM. The following instructions detail the steps required to correct employees' inappropriate culpable behaviour through progressive disciplinary action.

Additional supplementary information regarding the proper use of these procedures is attached in Appendices A through F, Tables 1 and 2.

Kinds of Behavior to Which Progressive Discipline Applies (Culpable vs. Non-Culpable)

Progressive Discipline attempts to correct inappropriate behaviour. The primary objectives are:

- To reinforce appropriate behaviour;
- To demonstrate that the employer is prepared to take steps to ensure appropriate behaviour is achieved; and
- To encourage the employee to adopt the required behaviour.

The Progressive Discipline Policy defines Culpable as "*deserving of blame; guilty of doing something wrong.*" In other words, culpable behaviour is deliberate, intentional, and under the employee's control. Culpable conduct occurs when employees know what is expected and can perform their duties but refuse. This behaviour is considered misconduct and should be addressed through the discipline process.

Examples of culpable behaviour:

- Refusal to follow instructions, procedures or rules;
- Disregard for the safety of co-workers;
- Refusal to obey a direct order (insubordination);
- Inappropriate behaviour – being rude, using abusive language;
- Unauthorized absence;
- Arriving late or leaving early; or
- Theft of property (or other behaviour prohibited under the Criminal Code).

Non-culpable behaviour is due to factors outside of the employee's control. In these circumstances, the employee is not responsible or deserving of blame and warrants a non-disciplinary approach. This type of behaviour is considered unsatisfactory performance. The employee must be assisted to achieve satisfactory performance through active performance management such as coaching, counseling, employee assistance, goal setting and action plans.

Village of Masset (Progressive Discipline Procedures)

Note that behaviour due to a mental or physical disability is typically considered non-culpable. However, having a disability cannot be used as a shield for unsatisfactory performance, and discipline can be applied in certain situations.

Examples of **non-culpable behaviour**:

- Unsatisfactory performance;
- Lack of skill, ability or knowledge (lack of training);
- Lack of direction from Supervisor;
- Physical or mental deficiency;
- Illness preventing an employee from performing at the prescribed standards; or
- Late due to events beyond the person's control (snowstorm, car accident).

Distinguishing Between Incompetence, Incapacity, "Personal Problems" and Culpable Behavior

Only the employee can help the employer distinguish between incompetence, incapacity, personal problems and culpable behaviour by providing explanations and reasons for unacceptable performance. The supervisor/manager must thoroughly investigate and, based on the investigation results, decide whether Progressive Discipline is appropriate.

The question must be answered: **"In consideration of the explanation provided by the employee, and as otherwise determined, would a reasonable person conclude that the unacceptable behaviour was avoidable?"**

Some ways to assist an employee with non-Culpable behaviour are:

- Coaching;
- Formal counseling;
- Additional supervision;
- Offering the Employee and Family Assistance Program;
- Providing training required to meet the expected standards;
- Finding alternate work opportunities;
- Granting unpaid leave of absence; or
- Implementing a performance improvement program.

In seeking an answer, the supervisor/manager should, whenever possible, discuss the case with the CAO before deciding how to deal with the matter. If it is determined to be non-culpable behaviour, a Performance Improvement Program may be considered. (See Appendix D)

2. PREVENTING THE DISCIPLINARY SITUATION

Informing Employees of Work Rules:

Supervisors/managers must bring to the attention of employees the work rules and reinforce that the rules must be obeyed. However, **not all laws have to be posted**. Insubordination, theft, assault, fraud, etc., are contrary to usual social/legal conventions. Nor can all work rules be anticipated in advance; certain misbehaviour may be peculiar to specific circumstances. If the behaviour is culpable and detrimentally affects the work performance of the employee or other employees, it may be dealt with via discipline.

Apply the following as your guide:

Formulation:

- Are the proposed work rules clear and reasonable?
- Can you demonstrate the connection between the rules and how they contribute to operational effectiveness?
- Do the rules clarify the required behaviour?
- Will the rules be seen as being equitable by employees?
- Are the work rules consistent with collective agreement/legislative requirements?

Communication:

- Have the work rules been posted in a convenient location or explained clearly?
- Are new employees informed of the work rules?
- Have all revised rules been passed on to employees?

Enforcement:

- Our work rules enforced promptly, consistently, not arbitrarily, in good faith and without discrimination?

Non- Informal Disciplinary Discussion (Coaching)

Just as all supervisors/managers advise their employees of work requirements, safety methods, processes, and start and stop times, so too can this same style of advice or direction be used to correct the behaviour that, if continued, could lead to the application of discipline.

For example, a new employee who arrives late for work is instructed on the expected arrival time. Such lapses by employees are usually incidental; pointing out the deficiency in a non-disciplinary manner often leads to its correction.

Supervisors/managers should keep personal notes to record their observations and informal discussions pointing out such deficiencies (who, what, when, where). The private messages should stay separate from the employee's personnel file. A union representative, is not required in a unionized setting when a non-disciplinary informal discussion occurs.

3. DEALING WITH THE ACTUAL DISCIPLINARY SITUATION

Six (6) Steps to Effective Discipline

Minor offences may be dealt with through non-disciplinary informal discussion (coaching). Where that has failed, or for more severe offences, progressive discipline may be appropriate. Follow these steps to assess whether progressive discipline is relevant:

1. Determine what occurred;
2. Consider whether immediate removal from work is necessary;
3. Establish the employee's explanation;
4. Investigate the incident;
5. Assess the findings of the investigation and make a determination; and
6. Give management's decision.

Written Record

As you proceed through Steps 1 to 4, make and maintain a complete written record. This record will be needed when assessing and seeking advice on the case. In addition, if the case ultimately goes to grievance/arbitration, you will be a witness and be allowed to consult the written record. The investigation record should be retained, in an investigation file, by the supervisor/manager for use in the event of grievance/arbitration action.

Consistency

Whenever dealing with inappropriate behaviour and application of the Progressive Discipline Policy, it is essential to ensure the situation is handled in a manner that is consistent throughout the VOM. Consult your immediate supervisor and the CAO to proceed when in doubt.

Step 1 - Determine What Occurred

Summary: You are attempting to establish and verify the actual occurrence of an apparent disciplinary infraction.

Isolate What Occurred. If you witness unacceptable behaviour, order the employee to stop immediately. Shortly after that, meet with the employee privately and obtain their explanation. State how the employee must behave, that the matter will be investigated further and that disciplinary action may result. Immediately after the meeting, record what occurred; what you saw; the direction/order you gave; the employee's response; the time/date of the occurrence; witnesses; etc. This written description is of critical importance and should be complete. You may choose to be accompanied by another management/supervisory representative.

Where the alleged offence is reported to you by a third party, obtain a complete explanation of what occurred. You may wish to have a witness when such a report is made. Ask clarifying questions as required and record all responses; read back what you have registered to ensure clear understanding. Depending on circumstances, you may speak to other parties to verify the report you have been given, i.e. include fellow employees, supervisors, and public members. Such responses should also be recorded. In some circumstances, you may choose to request a signed written statement. If

Village of Masset (Progressive Discipline Procedures)

There is reason to believe an employee being interviewed may be subject to discipline; inform the employee that they may have a union representative present if it is a unionized setting.

Step 2 – Consider whether immediate removal from work is necessary.

Summary: Determine whether there is sufficient reason to remove the employee from the workplace, i.e., criminal activity, at risk of harming themselves or another person.

On determination that unacceptable behaviour has occurred, it may be sufficient to inform the employee that disciplinary action may be taken following further investigation.

There are, however, instances where it may be necessary to remove an employee immediately from the workplace due to the nature of the incident. The following may be used where it is deemed necessary to immediately remove the employee from the workplace, pending a determination if discipline is appropriate.

Removal from Work

The temporary and immediate removal of the employee from the workplace without pay (no work, no compensation). This is a quick removal from work, not a suspension. The employee would be instructed to report on their shift.

A typical case is when the employee appears intoxicated at work, fights with a co-worker, etc. The situation is one where productive performance for the remainder of the day is unlikely, or remaining at the work site might prompt a repeat of the undesired behaviour. Note: Ensure the employee is safe to get home on their own. If they are not capable, make the necessary transportation arrangements.

The employee should be confronted with the offence, informed that disciplinary action may result; be escorted off the work site and told to whom to report on the following day. What transpired should be recorded immediately – who, what, when, where and why. Record the statements of any witnesses. On the employee's return to the work site, initiate the **Six (6) Steps to Effective Discipline**. If the investigation reveals that discipline is not warranted, the employee should be paid for their period of absence.

Indefinite Suspension Pending Investigation

In more severe situations, the temporary and immediate removal of the employee from the workplace without pay for an indefinite period pending the outcome of an investigation of an alleged offence, may be appropriate. This is usually undertaken where suspension or discharge is possible. Such removal is typically undertaken where remaining on the premises could:

- Leading to a repetition of the offence;
- Seriously affect the performance or morale of another employee;
- Detrimentially affect relationships with the clients; or
- The employee having the opportunity to tamper with evidence or otherwise impede the discovery of facts through investigation.

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Such a suspension should not be used where it is possible to place the employee in another work setting, performing duties equivalent to their regular duties, where such adverse consequences would not occur.

Confront the employee with the alleged offence and determine their explanation; inform them that disciplinary action could result and order them off the work site. What transpired should be recorded immediately.

Follow up with a letter to the employee indicating the alleged offence and suspension without pay pending further investigation and advise the employee that they will be informed of management's decision upon completion of the investigation. (Appendix A4).

The investigation regarding indefinite suspension pending further research should be conducted comprehensively and promptly. Initiate the Six (6) Steps to Effective Discipline. If the investigation reveals that a suspension is not warranted, or where a verbal warning or a written reprimand is imposed, the employee should be paid for his/her period of absence. Where it is determined that discipline is not appropriate, a follow-up letter should be sent advising there will be no disciplinary action as a result of the findings of the investigation.

Step 3 – Establish the Employee's Explanation – the Critical Step

Summary: You are attempting to verify what occurred and obtain the employee's explanation so that an objective decision can be made.

This step is a critical phase in your investigation of the case. Your objective is to determine what occurred and to obtain the employee's explanation so that an objective decision can be made. To a significant degree, your success is dependent on how you conduct the fact-finding meeting (investigation). The following may serve as a guide:

- Remember to focus on the behaviour, not the employee. As a supervisor your job is to correct operational problems; the disciplinary situation should be treated like any other operational difficulty. Do not focus on the employee as a person; rather, concentrate on the behaviour. Through your acts, it should be made clear that any employee would be treated in a similar manner in the face of the apparent infraction, all things being equal.
- Be respectful and never touch an employee in a disciplinary setting; such touching can easily be misconstrued.
- Cool off before you deal with the disciplinary situation. Never attempt to conduct a meeting when you are upset or angry. In such a state, it is highly unlikely that you will obtain the employee's explanation. At this meeting there is a tendency for employees to become emotional. You can reduce this emotional content if you are calm and rational and will more likely receive a more complete explanation.
- Inform the employee you wish to meet him/her in private to discuss an apparent disciplinary infraction. In a unionized setting, inform the employee that he/she may have a Union representative present to act as a witness. As required, allow the employee time to contact a Union representative. However, the proposed meeting should take place as soon as possible, preferably the same day.

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- A Union representative may observe during Step 3 when the employer is investigating the employee's explanation, but cannot interfere or argue the merits of the situation.
- At the hearing you may choose to be accompanied by another management representative.
- Explain the evidence you have gathered concerning the alleged misbehavior and ask for the employee's explanation.
- Allowing the employee to explain is important. The purpose of the fact-finding meeting is to allow the employee to advance an explanation in the face of an apparent offence. State what you believe to be the situation in general terms and allow the employee to verify, refute or provide background detail. As the explanation is provided, ask clarifying questions. Do not narrow your focus to an exclusive pursuit of "proving" the offence; in this circumstance, the employee may simply answer your questions and not advance other relevant information. Remember, as the term implies, a fact-finding meeting is your opportunity to listen and the employee's opportunity to explain the facts as it relates to the alleged misconduct.
- Any explanation or absence of the same should be recorded in full. In some circumstances, you may choose to request a signed written statement. At the end of the hearing, read back what you have recorded to ensure a clear understanding. Inform the employee that the matter will be investigated further and that disciplinary action could result.
- The disciplinary situation is essentially the employee's problem. The employee who contravenes a work rule assumes the risk of a disciplinary response and places their employment in jeopardy. This meeting is the employee's opportunity to advance an explanation for their actions, in the face of the evidence presented by management, so that an objective decision can be made. Failure to respond during the investigation may lead to a judgment against the employee.

Step 4 - Investigate the Incident

Summary: You are determining the validity of the employee's explanation and carrying out further investigation of surrounding circumstances.

Verify, to the degree possible, the incident and the employee's explanation. Interview and obtain oral and/or written statements from any party who may have knowledge of the event. If there is reason to believe an employee who is being interviewed may also be subject to discipline, inform that employee that he/she may have a union representative present if it is a unionized setting. You may choose to be accompanied by another management representative.

Record such statements and request the party to sign the statement. In some circumstances, you may choose to request a signed written statement.

Obtain and retain any document related to the misbehaviour – i.e.: worksheets, time schedules, etc.

Village of Masset (Progressive Discipline Procedures)

Step 5 – Assess Findings of the Investigation and Make a Determination

Summary: You are determining the appropriate disciplinary response.

- Summarize and assess the findings of the investigation and provide copies to the Manager and CAO; consult with the CAO to ensure the appropriate measures to take.
- Consider Mitigating factors (See Appendix B) and review previous similar occurrences.
- Consider Arbitral Concepts Underlying Disciplinary Action (See Appendix F)
- Determine the appropriate disciplinary response.

Step 6 – Give Management's Decision

Summary: You are giving management's decision on the case.

Meet with the employee in private. In a unionized setting, inform the employee of his/her right to Union representation. State the following points:

- What occurred and when;
- The employee's explanation;
- The results of your investigation;
- The disciplinary response management has chosen to impose; and
- The behaviour that will henceforth be required.

Provide the employee with a written letter of discipline if it is not a verbal warning. At this stage, in a unionized setting, the Union's role is to serve as a witness to the decision that management has taken. Do not get involved in arguments on the merits of management's decision; the employee's appropriate redress is a grievance action. When the employee is in the bargaining unit provide a copy of the letter to the Union.

Focus on the responsibility of the employee to perform according to required expectations, practice and work norms. Progressive Discipline results from choices that an employee has made. The supervisor is not doing something to the employee. It is the employee's choice that results in Progressive Discipline.

Village of Masset (Progressive Discipline Procedures)

4. TYPES OF DISCIPLINE

(To be used in combination with Tables 1 & 2)

Disciplinary action is not intended as punishment. It is intended to be rehabilitative in nature and is intended to have results – correct the behaviour.

Using Progressive Discipline, one selects the disciplinary response appropriate to the misbehaviour in question. Subject to the severity of the offence, the use of disciplinary action is progressive ie: stronger disciplinary action is used when lesser measures prove ineffective or when the behaviour is of a more serious nature.

A severe offence may warrant dismissal for cause even if it is the first offence. The question to ask is: "Is the behaviour of such a serious nature irreparably destroying the employment relationship or the trust necessary in the employment relationship."

In every disciplinary situation, management should consult with their immediate supervisor and/or the CAO and must fully take the following factors into account in arriving at the appropriate discipline sanction:

- The seriousness of the offence;
- The disciplinary record of the employee; and
- Mitigating circumstances surrounding the misbehavior in question. (See Appendix B)

In essence, the resulting discipline must be tailored to the case at hand.

The following are the four types of discipline that may be applied to incidents of misbehavior:

VERBAL WARNING

The purpose of a verbal warning is to make the employee aware that they have acted in a manner that could be subject to further discipline. The verbal warning will serve to show that the employee was aware of the requirement he/she has chosen to contravene. Following the investigation, the supervisor/manager should take the following steps:

- Inform the employee of his/her right to Union representation;
- Meet with the employee in private; with a Union rep if desired;
- Describe the incident and identify the unacceptable behaviour;
- Reiterate the employee's explanation of his/her act(s);
- State the results of management's investigation and decision;
- Clearly state the required behaviour and why it is necessary;
- Ask if the employee understands. Ensure your message is conveyed back to you;
- Do not follow up in writing because it would then unintentionally become a written reprimand; and
- Notations may be made in the supervisor's calendar or notebook, however, there should not be any record on the employee's official personnel file.

Note: Verbal warnings can be repeated if you feel they will correct the behaviour.

Village of Masset (Progressive Discipline Procedures)

WRITTEN REPRIMAND

This is the disciplinary response that is applied when a verbal warning fails or for a moderately serious first offence. The written reprimand contains the following information:

- A description of the misbehaviour;
- The employee's explanation of his/her act(s);
- Results of management's investigation and decision; and
- The consequence of non-compliance.

When conducting any type of discipline, always inform the employee of his/her right to Union representation. Then meet with the employee in private; with a Union rep if requested by the employee. A copy of the discipline letter must be given to the employee and is distributed in accordance with the Administrative Procedures. (Appendix A 2 sample letter).

The letter must be retained on the employee's official personnel file for a period of time not to exceed the requirements of the collective agreement. Bring forward notation should be made to remove the letter at that point providing no additional disciplinary actions have occurred.

Note: Written reprimands can be repeated if you feel it will correct the behaviour.

SUSPENSION

A suspension is a temporary removal of an employee from the workplace for a definite period of time without pay. This disciplinary response is used where lesser disciplinary action has failed or for a serious first offence. The content and distribution of the letter is the same as set out for written reprimand with the inclusion of the beginning and terminating dates of the suspension (Appendix A 3 sample letter). Suspensions can be repeated and/or extended if you feel it will correct the behaviour (e.g. 1 day, 3 days, 5 days).

DISMISSAL

Dismissal is the involuntary termination of employment and should be used as a last resort in correcting behavior. Dismissal is normally used for a very serious first offence, i.e. theft, assault, gross insubordination, serious illegal or destructive acts while on the job or in those circumstances where the employee's behaviour meets one or more of the following criteria:

- The offence and the employee's work record indicate he/she is no longer fit for employment;
- There is little likelihood the employee will rehabilitate; or
- Earlier corrective efforts by management have failed.

Arbitration Boards/Arbitrators are extremely reluctant to sever employment unless the criteria listed are fully met. Dismissal is affected by a letter to the employee. The CAO and, in some cases, the Regional District Board has the sole authority to dismiss employees. The content and distribution of the letter is the same as set out for written reprimand with the deletion of the future behaviour required and the inclusion of the date considered last day of employment. (Appendix A 5 sample letter).

Village of Masset (Progressive Discipline Procedures)

5. ADMINISTRATIVE PROCEDURES

The following administrative procedures must be followed when applying Progressive Discipline.

Note: The Collective Agreement deals with discharge, Suspension and Discipline. Refer to this agreement whenever undertaking any type of discipline. In particular, make sure to provide written notice to the Union within five (5) working days. All Unionized employees have a right to Union representation at the time of censure (discipline).

For a verbal warning, all notes are recorded in the supervisor's Incident Log and a copy of such is placed in the employee's files. The union is to be notified

When a written warning, suspension or dismissal is issued, the manager must provide the CAO with the complete written record of the investigation, including the disciplinary letter and all relevant notes of the investigation and disciplinary action. The following will occur:

- Copies of the discipline letters will be placed in the employee personnel file for a specified period of time.
- For bargaining unit employees, a copy of the discipline letters must be provided to the Union within the time specified in the collective agreement. If the employee chose not to have union representation at the meeting, a copy of the letter is still sent to the Union.
- In the case of a suspension without pay, the CAO will advise Payroll of the suspension under separate correspondence to maintain the confidentiality of the specific incident.
- In the case of a dismissal, the CAO will advise Payroll regarding the administration of any final payroll records and the termination documentation.

Throughout an employee's employment, management should maintain a checklist of items that must be returned to the employer in the case of dismissal (keys, access cards, purchasing cards, cell phones etc.) and collect the same at the time of dismissal. If deemed necessary, this may be required at the time of a suspension pending investigation.

Managers must also ensure the provisions within the Collective Agreement are followed. The current collective agreement (January 1, 2022 – December 31, 2024) includes the following:

12.1 Warnings

Whenever the Village deems it necessary to censure an employee in a manner indicating that dismissal may follow any repetition of the act complained of or omission referred to or may follow if such employee fails to bring his work up to a required standard by a given date, the village shall within five days thereafter give written particulars of such censure to the employee involved, with a copy to the Recording Secretary of the Union

12.2 Discharge or Suspension

An employee who has completed his probationary period may be disciplined, dismissed or suspended but only for just cause. When an employee is disciplined, discharged or suspended, he shall have the reason given in the presence of the Steward, if the employee so elects. Such employee and the Union shall be advised promptly in writing by the Village of the reason for such discharge or suspension.

Village of Masset (Progressive Discipline Procedures)

Disciplinary Records

All disciplinary action shall remain part of an employee's record for no less than eighteen (18) months from the date the discipline is imposed. After eighteen months, if there have been no further infractions of a similar nature, the discipline shall be removed from the employee's file, unless the VOM has good cause to conclude that the discipline has not had a corrective effect. Where the VOM makes such a determination, it shall be subject to challenge by way of the grievance procedure and further review shall occur every six (6) months thereafter until the discipline is removed.

Discipline imposed for serious misconduct, including theft, fraud, sabotage, gross negligence, serious sexual harassment and physical assault of a supervisor constitutes an exception to the above provision and shall not be removed from the employees' records.

6. TERMS / DEFINITIONS

"CAO" means the Chief Administrative Officer for the Village of Masset or his/her designate.

"Condonation" means the act of condoning; overlooking or implied forgiving an offence.

"Culpable" means deserving of blame; guilty of doing something wrong

"Discipline" means an action imposed by the employer as a means to alter an employee's inappropriate conduct or poor performance and/or clarify expected conduct or performance

"Dismissal" means a situation where the employer chooses to terminate an individual from employment; generally, for a reason which is the fault of the employee.

"Employer" means the Skeena-Queen Charlotte Regional District

"Mitigating Circumstance" means a circumstance that does not exonerate a person but which may reduce the penalty associated with the offense

"Personnel File" means the official employer file that contains information relevant to individual employees and their employment. There is only one personal file.

"Progressive Discipline" means an increase in the severity of disciplinary measures to foster the correct behaviours and to improve an employee's performance and/or conduct to meet the employer's expected standards. The measures may be verbal or written reprimands, suspension or dismissal. Serious offences may result in immediate suspension or dismissal

"Regional District" means the Skeena-Queen Charlotte Regional District

"Workplace" means the location where employees carry out their work duties. This may include, but is not limited to, office headquarters, work sites, work-related social events, and external meeting or conference locations. It also includes all Regional District vehicles and mobile equipment.

Village of Masset (Progressive Discipline Procedures)

APPENDIX A – SAMPLE LETTERS

SAMPLE VERBAL WARNING

For a verbal warning, there is no written letter for the employee's file. Managers should make a detailed record of the incident in a log book "Incident Log". Place a copy or reference note in the employee's file. Written notice must be provided to the Union within five (5) working days.

The following provides suggestions of supervisory notations for record purposes only in the event of follow up disciplinary action.

Employee Name: John Doe

Date of meeting re verbal warning to employee: Month/Day/Year

Present: J. Doe and E.Keys, Supervisor, Administration

Summarize the results of the meeting: Employee late for work second time in two weeks; first was coaching session (June 30th); Given the nature of his duties (receptionist), requires another employee to attend to reception; reminded of start time as 8:00am; advised that this was a verbal warning and any incident of a similar nature could result in more severe disciplinary action.

Notes prepared by: E. Keys, July 7 immediately after meeting

NOTE: Supervisor keeps the notes in their personal records. No distribution of these notes of any kind unless the situation escalates to the written reprimand.

Village of Masset (Progressive Discipline Procedures)

SAMPLE WRITTEN REPRIMAND

July 19, 2007

Mr. John Doe
Department
Division

Dear Mr. Doe:

Re: Written Reprimand

This is to confirm our discussion of July 16, 2007 concerning your lateness of July 13, 2007.

As pointed out and acknowledged by you at our meeting, you reported at 10:30 a.m. on July 13, 2007. You will also recall our meeting of July 2, 2007 where I pointed out to you that the arrival time at this Unit is 8:00 a.m. You had no acceptable explanation for your tardiness.

In view of the foregoing, I am directing you to arrive at work at 8:00 a.m. henceforth. Your failure to report on time results in the delay of work by other employees. Actions such as this cannot be condoned.

This letter is to be considered a written reprimand. Be advised that continued lateness will result in more severe disciplinary action up to and including dismissal. You have the right to present a grievance in accordance with XXXXX of the XXXX collective agreement.

Yours truly,

E. Keys
Supervisor

cc: Manager
 Union (if in a unionized setting)
 CAO (for official personnel file)

Village of Masset (Progressive Discipline Procedures)

SAMPLE SUSPENSION LETTER

December 12, 2007

Mr. John Doe
Department
Division

Dear Mr. Doe:

Re: Suspension

This is to confirm our discussion of December 10, 2007 concerning your late arrival on December 6, 2007.

As pointed out at our meeting, you arrived at 9:50 a.m. on December 6, 2007. You were scheduled to report for duty at 8:00 a.m. Your only explanation was that you find it difficult to get up in the morning. I do not find this an acceptable explanation.

At our meeting we discussed your earlier incidents of lateness and in particular a verbal warning on July 2, 2007 and a written reprimand for lateness which was issued to you on July 19, 2007. Your punctuality has not improved. I reiterated that it is essential for you to arrive at the 8:00 a.m. starting time so as not to adversely affect the work of this unit. Actions such as this cannot be condoned.

In order to impress upon you the seriousness with which the employer views this matter, you are hereby suspended without pay for one (1) day - December 14, 2007. Be advised that unless your punctuality improves, you will be subject to further disciplinary action up to and including dismissal. You have the right to present a grievance in accordance with XXXXX of the XXXX collective agreement.

Yours truly,

B. Obama
Manager

cc: Supervisor
Union (if in a unionized setting)
CAO

Village of Masset (Progressive Discipline Procedures)

SAMPLE SUSPENSION PENDING INVESTIGATION LETTER

July 6, 2007

Mr. John Doe
Department
Division

Dear Mr. Doe:

Re: Suspension Pending Investigation

This is further to our meeting of July 5, 2007 and will confirm our discussions at that time.

As you are aware, a number of thefts have occurred from the Department. On July 5, 2007, you were found in the parking lot in possession of tools from the Department. You offered no explanation.

Given the seriousness of this matter, you are suspended without pay from your duties pending the outcome of an investigation by management. Pending the results of the investigation, disciplinary action up to and including dismissal may be forthcoming. It is expected that this investigation will be completed before July 17, 2007 and you will be informed of management's decision on or about that date.

You are not to appear at the work place except when so requested by management. If you have a requirement to communicate with management, you may contact Mr. Keys at 777-3434.

Yours truly,

B. Obama
Manager

cc: Union (if in a unionized setting)
CAO
(Reminder to manager: get keys/cards etc if deemed necessary).

Village of Masset (Progressive Discipline Procedures)

SAMPLE DISMISSAL LETTER

February 19, 2008

Mr. John Doe
Department
Division

Dear Mr. Doe:

Re: Dismissal

This is to confirm our meeting of February 15, 2008 concerning your late arrival on February 12, 2008.

At our meeting you admitted arriving at 11:00 a.m. on February 12, 2008 and offered no explanation. At that time, a complete review was made of your disciplinary record in regard to punctuality - verbal warning July 2, 2007, written reprimand of July 19, 2007 and suspensions of one day (December 12, 2007), three days (January 4 - 6, 2008), and five days (January 25 - 29, 2008). You were advised that unless your punctuality improves you will be subject to disciplinary action up to and including dismissal.

You have failed to satisfy the clearly established reporting requirements of the Department.

As a result you are dismissed for cause from the SQCRD effective immediately. Your last day at work will be February 19, 2008. You have the right to present a grievance in accordance with XXXXX of the XXXX collective agreement.

Yours truly,

F. Underwood
Chief Administrative Officer

cc: Manager
 Union (if in a unionized setting)
 CAO
 (Reminder to manager: get keys/cards etc).

APPENDIX B - MITIGATING FACTORS

The following factors must be considered when disciplinary action is contemplated. The answers to these questions may result in the application of a lesser disciplinary response than would normally apply or in no disciplinary action being taken.

- What is the length and nature of the employee's previous work and disciplinary record? Where this record is of long service and good performance it will stand in the employee's favour; were not, the opposite. Consideration should also be given to whether the offence is an isolated incident within the employee's overall employment record.
- Was the employee aware of the rule contravened? Was it posted, generally known and enforced consistently? Is there any evidence that the employee is being discriminated against and singled out for disciplinary action?
- Was the misbehaviour promptly dealt with? Failure to respond promptly to offences leads one to question the seriousness of the offence itself and may mislead the employee as to what is acceptable behaviour.
- Was the employee given the opportunity to explain his/her behaviour? Was the explanation investigated and was it valid?
- Was the misbehaviour provoked?
- Are there any circumstances, which suggest that deficient behaviour was not fully deliberate? Was the employee under emotional strain due to personal problems – marital, financial, the employee misunderstood the order, etc?
- How serious is the offence?
- Was the behavior premeditated or committed at the spur of the moment as a result of a momentary lapse of good judgment.
- Did the griever genuinely acknowledge the behaviour was inappropriate and did the griever sincerely apologize?

Condonation is the act of condoning by overlooking an offense or the implied forgiveness of an offense by inaction. In the interest of ensuring the progressive discipline policy and procedures are applied consistently and effectively all incidences of inappropriate behavior must be investigated and addressed. The level of discipline applied, if any, may take into consideration any mitigating factors but the behavior should not be allowed to continue without proper mitigative steps which may include coaching the employee or any of the four types of discipline. If coaching is used it should be noted in the Supervisor's Manager's notebook.

APPENDIX C - PROBATIONARY EMPLOYEES

The purpose of the probationary period is to permit the employer to review the suitability of the employee. Typically, a probationary employee is subject to the test of general suitability, which is a less rigorous test than just cause. To terminate the employment of a probationary employee, the employer must show the employee is unsuitable for the job prior to the completion of the probationary period.

A probationary employee cannot be dismissed for any reason whatsoever. The employer cannot terminate the employment of a probationary employee arbitrarily, in bad faith or for reasons that amount to discrimination under human rights law. The employer does not need to establish just cause, but must be able to demonstrate that it acted reasonably and objectively. If the behaviour is as a result of a disability, the employee must be accommodated to the point of undue hardship.

An employer can terminate employment prior to the end of the probationary period if in a position to know in advance that an employee is not working out. However, the employer must provide the employee an opportunity to meet reasonable expectations. The same principles apply to a casual employee who has not yet attained seniority.

A probationary employee must be advised of the standards expected, be provided guidance and direction regarding the nature of the work, be provided timely feedback if there is a behaviour or performance issue (quality, completeness, accuracy and timeliness, of the work, productivity, efficiency, attendance, overall character, conduct, judgement and attitude) and advise the employee where improvement is required and that insufficient improvement may result in termination of employment. The expected standards must be reasonable.

APPENDIX D - PERFORMANCE MANAGEMENT

- Performance Management is both a strategic and an integrated approach to improving the performance and developing the capabilities of teams and individuals
- The intent is to help the employee succeed through regularly reviewing performance, setting goals, establishing measures, conducting review sessions and recording progress.
- Steps to improving performance include:
 - Identifying the performance to be improved.
 - Clearly stating the performance expectation
 - Specify the support and resources you will provide to assist the employee.
 - Identify the communication mechanism for providing feedback to the employee (include meeting times, with whom and how often).
 - Make the employee aware of the criteria and measurements you will consider in evaluating progress.
 - Advise the employee of possible consequences if performance standards are not met.
 - Provide sources of additional information that may be available.

APPENDIX E – INSUBORDINATION

Insubordination is defined as the refusal of an employee to carry out the direct order of a supervisor/manager. Employees are required to carry out such orders if reasonable and safe. Employees may disagree with such orders. However, the proper employee response is to obey the order and seek redress via grievance action. In a unionized setting the rule of “work now – grieve later” is well-founded in arbitration decisions.

Note that the “work now – grieve later” rule does not apply to all orders given by supervisors/managers. Some exceptions:

- Where the direct order given is not related to work – e.g.: deliver my personal mail as opposed to deliver departmental mail, etc. An employee may be directed to perform work duties not found in their job description. However, the employee might later grieve the assignment of these duties.
- Where it is unsafe to perform the direct order.
- Where the direct order given is against the law.
- Where the direct order is given by someone without authority. Note, however, that all orders need not be given by one's immediate supervisor/manager. Where the employee knows that the order is being given by the “in charge”, such orders must be followed.

Insubordination Process

Among disciplinary offences, insubordination is common. To have an employee refuse an order can be unsettling for a supervisor/manager. As a result, the following approach is suggested:

- Give the order in the normal manner – e.g.: “Please go now and help Joe”. The employee refuses.
- Determine the employee's reason for refusal.
- Determine if the employee's refusal is valid on its face.
- If not, inform the employee you will give a formal/direct order and failure to comply could result in disciplinary action.
- IF FEASIBLE, inform the employee you will give him/her three (3) to five (5) minutes to consider their response to the order you will give.
- On return or when you give the formal/direct order, it is desirable to be accompanied by another supervisory representative or employee if possible. This person will act as a witness.
- Clearly repeat the order – e.g.: as your supervisor, I am ordering you to help out; failure could result in disciplinary action.
- If the employee continues to refuse, inform them that the matter will be investigated further and disciplinary action could result.
- Record all of the above in writing immediately after the event; note complete details i.e.: the exact order you gave, the exact words of refusal, the time of the order, etc. Have your witness add his/her comments.
- Initiate Progressive Discipline procedures.

APPENDIX F – ARBITRAL CONCEPTS UNDERLYING DISCIPLINARY ACTION

If disciplinary action is grieved and proceeds to arbitration, the arbitration board will consider the case using certain arbitral concepts. When you are contemplating disciplinary action, you must also take these concepts into account.

Just Cause:

Disciplinary action can only be taken for just cause. Establishing that management had just cause for disciplinary action is satisfied by advancing evidence to show the following:

- that unacceptable behaviour did, in fact, occur
- that the unacceptable behaviour warranted a disciplinary response
- that the disciplinary response applied was appropriate to the offence.

Arbitral review will be directed at establishing that these three conditions have been fully satisfied.

Balance of Probabilities:

In defense of your decision to impose a disciplinary response, the misbehaviour by the employee need not be proven outright. The level of proof required is not as is required in criminal cases – beyond a shadow of a doubt. Rather, the case can be decided on what the overall evidence indicates. The test is – what would a reasonable person conclude in the face of the accumulated evidence? If the balance of proof is not in management's favour, the disciplinary action will be rescinded. This is the standard of proof required at arbitration and must be the standard you follow if you are contemplating disciplinary action.

Burden of Evidence:

In that management initiates the disciplinary action, the onus is on management at arbitration to advance evidence to show that disciplinary action was warranted and the response applied was appropriate. In advancing the case to grievance/arbitration, the Union need only claim that discipline was not warranted; management must demonstrate that it was. This emphasizes the vital importance of a thorough investigation, documentation and consultation with personnel advisors by management before disciplinary action is taken.

Culminating Incident:

This concept provides for a review of the employee's overall record in order to reach a decision on the appropriate disciplinary response. The employee must be aware that this record exists. The offence that prompts a review of the overall employment record must first be proven before the record can be introduced. This should serve to indicate that disciplinary offenses must be recorded and brought to the employee's attention. Where this is not done it is highly unlikely that management will be able to introduce such evidence.

Double Jeopardy:

Arbitrators are consistent in their view that once management imposed a disciplinary response for a specific incident of misbehaviour, it cannot impose a more severe response than initially imposed. In essence, there is to be misbehaviour. A stronger response might only be permissible where management came into the possession of new facts, or where such facts behind the original misbehaviour are not easily obtained at the time the original discipline was imposed. Note, however, that warning the employee that discipline may be imposed or a suspension pending investigation or removal from work is not considered discipline. With the latter, a disciplinary response may or may not result from their application. Finally, this concept emphasizes the importance of thorough investigation before responding to the situation.