

**A G E N D A**  
**for**

**REGULAR COUNCIL MEETING**  
**November 25, 2024**

**COUNCIL CHAMBERS 7:00 PM**

**CALL TO ORDER**

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

**ADOPTION OF AGENDA**

**COUNCIL MEETING MINUTES**

November 12, 2024, Council Meeting Minutes

**PETITIONS AND DELEGATES**

**Northern Haida Gwaii Hospital Administration**

**VERBAL REPORTS OF COUNCIL/CAO/CFO**

**NEW BUSINESS**

**NB-1 SMS Quarterly Report**

**NB-2 VIRL, Gwaii Tel and Island Protocol Appointments**

**NB-3 Staff Christmas Holidays**

**PUBLIC QUESTION PERIOD**

**ADJOURNMENT**

Village of Masset Regular Council Meeting of November 12, 2024

Minutes of the Regular Council Meeting held November 12, 2024 in the Council Chambers.

Present:	Mayor:	S. Disney
	Councillors:	J. Currie, T. Carty, B. Johnston, B. Pages
	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 Currie, seconded by Councillor Pages to adopt the agenda as amended with the addition of NB-6 Siren and NB-7 Derelict Boat & Car Disposal.

CARRIED

**COUNCIL MEETING MINUTES**

**Council Meeting Minutes October 28, 2024**

Moved by Councillor Pages, seconded by Councillor Currie that the October 28, 2024 Council meeting minutes be adopted as presented.

CARRIED

**BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS**

**Taylor Bachrach King Charles III Coronation Medal**

Moved by Councillor Pages, seconded by Councillor Johnston to nominate Leslie Bellis and Jenny Nelson for the King Charles III Coronation Medal and to have staff work on the nomination package.

CARRIED

**VERBAL REPORTS OF COUNCIL/CAO/CFO**

Councillor Johnston attended the Haida Title and Gwaii Trust/Athlii Gwaii meetings.

Councillor Pages attended the Haida Title meeting.

Councillor Carty attended the Haida Title, Island Protocol and Gwaii Trust/Athlii Gwaii meetings.

CFO Jo-Ann Brown attended the Haida Title meeting

CAO Josh Humphries reported that the funds paying out the hospital loan have been received from the Northern Health Authority and is dealing with the closing of the waterline replacement tender.

Mayor Disney attended the Remembrance Day ceremony, virtually attended a VIRL meeting, spoke with OMVC's Chief Councillor about possible pool locations and announced that Gwaii Tel is looking for Board nominations.

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

CARRIED

**NEW BUSINESS**

**NB-1 NDI Trust 2025 Business Façade Grant**

Moved by Councillor Johnston, seconded by Councillor Carty to support the application to NDIT in the amount of \$20,000.00 for the 2025 Façade Program funding.

CARRIED

**NB-2 AP Cheque Listing September 1<sup>st</sup> – 30<sup>th</sup> 2024**

Moved by Councillor Pages, seconded by Councillor Johnston that the cheque listing for September 1<sup>st</sup> to September 30<sup>th</sup>, 2024 be approved.

CARRIED

**NB-3 AP Cheque Listing October 1<sup>st</sup> – 31<sup>st</sup> 2024**

Moved by Councillor Johnston, seconded by Councillor Currie that the cheque listing for October 1<sup>st</sup> to October 31<sup>st</sup>, 2024 be approved.

CARRIED

**NB-4 Gwaii Trust Christmas Allocation**

Moved by Councillor Pages, seconded by Councillor Carty to approve the application to Gwaii Trust for the Winter Holiday Fund for \$12,000.

CARRIED

**NB-5 Soup Kitchen Christmas Lunch**

Moved by Councillor Pages, seconded by Councillor Johnston to donate \$200.00 and some Village of Masset merchandise towards the Soup Kitchen Christmas Lunch.

CARRIED

**NB-6 Sirens**

Councillor Johnston had someone voice concerns about the age and quality of the Village of Masset's fire and tsunami warning sirens. Old Massett has new sirens that cost approximately \$50,000.00 per siren.

It was recommended that staff talk to the fire department to see if the sirens will have to be replaced sometime in the future or if the sound quality can be improved with the existing sirens.

**NB-7 Derelict Car & Boat Disposal**

Sandspit, Daajing Giids and the North Coast Regional District recently had a program that dealt with the crushing and disposing of derelict vehicles. It was recommended that staff reach out to the North Coast Regional District to find out more about the project and if it can be done in the north end and that council raise the matter at the next Island Protocol meeting.

Moved by Councillor Pages, seconded by Councillor Carty to receive the report.

CARRIED

**ADJOURNMENT**

Moved by Councillor Johnston the meeting be adjourned at 8:22 pm to a closed session.

CARRIED

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Certified Correct, Administrator



Administration  
Box 3333 | 6250 Hammond Bay Road  
Nanaimo, BC Canada V9R 5N3  
t: 250.758.4697  
e: [info@virl.bc.ca](mailto:info@virl.bc.ca) w: [www.virl.bc.ca](http://www.virl.bc.ca)

October 17, 2024

Mayor Sheri Disney  
Village of Masset  
P.O. Box 68  
Masset, BC V0T 1M0  
Sent via: [s.disney@gmail.com](mailto:s.disney@gmail.com)

Dear Mayor Disney,

**Re: December 6 deadline - 2025 VIRL Board Appointments**

Per S17(2) of the *Library Act (The Act)*, appointment of your 2025 VIRL Board Trustee and Alternate are to be set at your Council's first meeting in November.

Reappointment of sitting members is encouraged for continuity if they have not served more than 8 consecutive years. The term of appointment is January 1 – December 31. The draft 2025 meeting schedule is included on page 2.

Per VIRL's Procedural Bylaws, conflicts of interest for VIRL Trustees are defined as those in which "...a Trustee, or person related to a Trustee, has a personal interest (including but not limited to a direct or indirect pecuniary interest) that conflicts or could conflict with the Trustee's obligations to VIRL. Conflicts of interest may be actual, potential, or perceived." Appointees should note their obligations include a duty of care and a duty of loyalty to VIRL.

S 55 of *The Act* speaks to expenses eligible for reimbursement.

By December 6, please submit for your Trustee and Alternate appointments, supported by:

1. Certified copy of Resolution
2. 2025 VIRL Appointment Forms (Contact info., Recording release & Direct deposit)
3. [2025 Financial Statement of Disclosure](#)

Return completed forms to [mpatterson@virl.bc.ca](mailto:mpatterson@virl.bc.ca).

If you have any questions, contact Mariah Patterson, Executive Assistant at 250-729-2310 or [email](#).

Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Hyman".

Ben Hyman  
Executive Director

cc: Joshua Humphries, CAO, Village of Masset

## 2025 DRAFT Meeting Schedule

Other than the February in-person meetings, all meetings are planned as hybrid, with limited seating for in-person attendees at the Nanaimo North branch boardroom.

	AM/PM	Meeting type	Meeting Date	Meeting format	Audit & Budget
Q1	AM	Orientation	2/15/2025	In person*	
	AM	AGM	2/15/2025	In person*	
	PM	Board Meeting	2/15/2025	In person*	
	AM	AFSC	3/21/2025	Hybrid	
	PM	Executive Committee	3/21/2025	Hybrid	
Q2	AM	AFSC	5/16/2025	Hybrid	Audit presentation; Budget assumptions
	PM	Executive Committee	5/16/2025	Hybrid	Audit; Budget assumptions
	AM	Board Meeting	6/7/2025	Hybrid	Audit; Budget assumptions
Q3	AM	AFSC	6/20/2025	Hybrid	Budget 1
	AM	AFSC	7/25/2025	Hybrid	Budget 2
	PM	Executive Committee	7/25/2025	Hybrid	Budget 2
	AM	Board Meeting	9/20/2025	Hybrid	Budget 3
Q4	AM	AFSC	10/17/2025	Hybrid	
	PM	Executive Committee	10/17/2025	Hybrid	
	AM	Board Meeting	11/1/2025	Hybrid	
	AM	AFSC	12/13/2024	Hybrid	
	PM	Executive Committee	12/13/2024	Hybrid	

2024  
QUARTER 3  
SMS QUARTERLY REPORT

Masset Municipal Airport



***Village of Masset***  
*wings waves wilderness [www.massetbc.com](http://www.massetbc.com)*





**Attendees:** Josh Humphries, Accountable Executive  
Priscilla Pereira, Project Lead- Airport Safety Coordinator  
Gary Suha, Airport Manager

**Date:** October 25, 2024

**Subject:** Q3 SMS Progress Report for 2024  
Masset Municipal Airport

**Attn:** Josh Humphries,

The Masset Municipal Airport quarterly report is intended to showcase the overall progress and performance of the Safety Management System in the following areas:

- Objectives and Goals
- Audit Findings
- Hazard Identification Risk Assessments
- Airport Inspection Reports
- SMS Bird & Wildlife
- SMS Hazards
- SMS Task Calendar

A large, light blue, stylized 'SMS' logo is centered on the page. The letters are bold and rounded. The logo is enclosed within a faint, light blue rectangular frame with rounded corners. The background behind the logo consists of vertical bars of varying heights and shades of blue, creating a bar chart effect.



## Objectives and Goals

2 Objectives were developed as part of the SMS continuous improvement process.

For this reporting, there are no past due Objectives. Heading into Q4, we have 2 objectives with 4 associated goals due for December 31, 2024.

Status:	Airport Code:	O&G ID:	Objective:	Goal:	Goal Requirements:	Due Date:	Completion Date:
Inactive	CZMT	O&G11-CZMT	Bird & Wildlife Strike Reporting and Species Tracking	Accurate information reported for strikes in the SMS system	Monthly review of bird and wildlife data and cross reference with the AWLMP	12/31/24	
Inactive	CZMT	O&G12-CZMT	Bird & Wildlife Strike Reporting and Species Tracking	Accurate information reported for strikes to Transport Canada	Monthly review of bird and wildlife data and cross reference with the AWLMP	12/31/24	
Inactive	CZMT	O&G13-CZMT	Bird & Wildlife Strike Reporting and Species Tracking	AWLMP contains and accurate and compliant risk assessment	Annual review of bird and wildlife data and cross reference with the AWLMP	12/31/24	
Completed Late	CZMT	O&G14-CZMT	Preventive Maintenance Manual Implementation	Implement PM manual and schedule	Airfield elements are compliant and operational	02/29/24	04/25/24
Completed On Time	CZMT	O&G15-CZMT	Preventive Maintenance Manual Implementation	Train staff on the contents of the PM Manual	Ensure preventive maintenance is being completed as per the manual.	05/31/24	05/09/24
Inactive	CZMT	O&G16-CZMT	Preventive Maintenance Manual Implementation	Ensure training and PM documentation is complete	Ensure preventive maintenance schedule is completed	12/31/24	

**Comment:**





## Transport Canada Civil Aviation Audit (TCCA)

N/A

## Quality Assurance Program Audit (QAP)

The scope of the QAP audit consisted of an evaluation of the airfield with respect to the Aerodrome Standards and Recommended Practices (TP312) and the Canadian Aviation Regulations (CARs). The table below indicates the number of CAPs that were developed based on the findings issued by WASCO and the current progress being made:

There are currently no new CAPs created this quarter

Area of Focus	Number of CAPs	CAPs Closed	CAPs Open	Completion Rate %
TP312 – Airside	-	-	-	-
Regulatory Documentation	-	-	-	-
<b>Total</b>	-	-	-	-

QAP\_CZMT659 requires approval from TC on the new AOM. Once TC has approved AOM, Gary will implement the new AOM, and dispose of any old AOM (s).

### Comment:





## Risk Assessment

The aim of the Hazard Identification Risk Assessment (HIRA) process is to evaluate a hazard or potential hazard scenario that may impact, or compromise safety related to personnel and/or aviation by minimizing the level of risk by adding or improving existing control measures. The four basic principles when conducting a HIRA are to:

- 1) Identify the Hazard;
- 2) Identify the Risk Scenario;
- 3) Implement a Risk Control Strategy; and
- 4) Monitor for Effectiveness.

1 HIRA (Risk Assessment) with 4 risk controls was created for Q3 due to change in management at WASCO. This has been closed.

As of current, there are no HIRAs





## Airport Inspection Reports

Subject to Section 2.5 of TP312 which related to the Condition of the Movement Area and Related Facilities, an airport inspection is to be conducted daily to evaluate these conditions and to fulfill the obligations listed in the Airport Operations Manual (AOM).

Quarter	2024			2023			Performance Change
	Required	Number Filed	Performance	Required	Number Filed	Performance	
#3	92	90	98%	92	87	95%	+3%

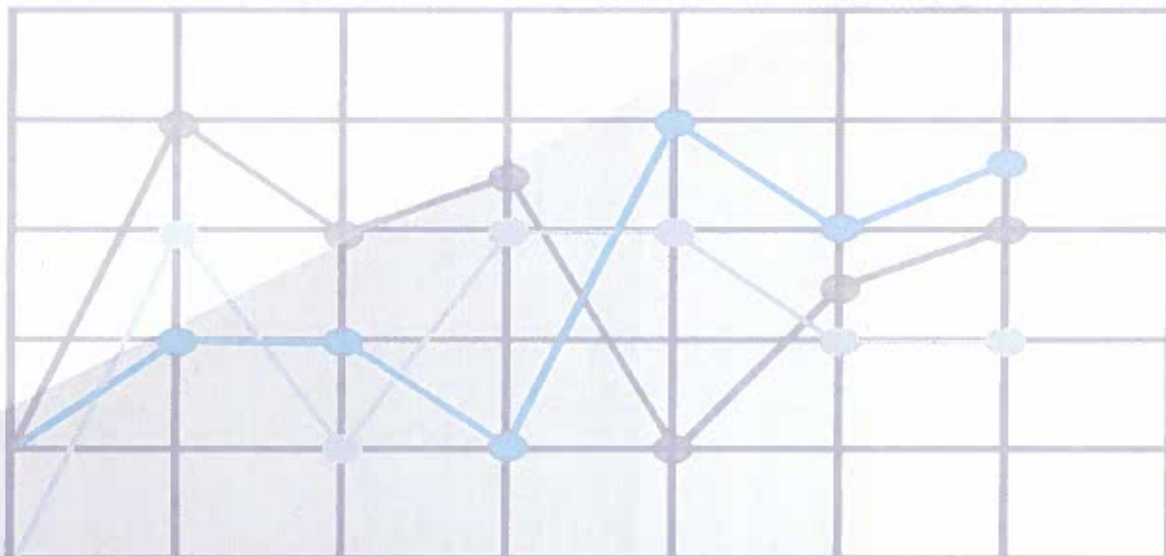
*Airport Inspection Reports are based on the current AOM.*

## Bird & Wildlife

As part of SMS, bird and wildlife occurrences are tracked and attended to with great diligence. This is to provide management with the necessary information to make informed decisions on whether to accept or mitigate the risk by accepting the current risk control strategies or implement new methods to deter wildlife from the airport environment.

	2024 Q3	2023 Q3
Bird Activity	22	35
Bird Strike	0	3
Wildlife Activity	6	17
Wildlife Strike	0	0
<b>Total</b>	<b>28</b>	<b>55</b>

### Comment:





## SMS Hazards

As hazards are identified, they are reported and classified into their respective category based on information that has been provided. This in turn, drives the SMS metrics to analyze possible trends and to act accordingly to minimize, mitigate, or eliminate the hazards.

While SMS does track a comprehensive list of hazard related categories, the following list of categories are the top hazards that were identified for this quarter in comparison with the previous year:

2024		2023	
Hazard Category	Q3	Hazard Category	Q3
Airfield	45	Airfield	49
Airfield Lighting	4	Airfield Lighting	10
Operations	3	Operations	6
		Improper Actions	4
		Facilities	3
<b>Total</b>	<b>52</b>	<b>Total</b>	<b>72</b>

*Number of Reports per Category for the Quarter in comparison with the previous year's Quarter*

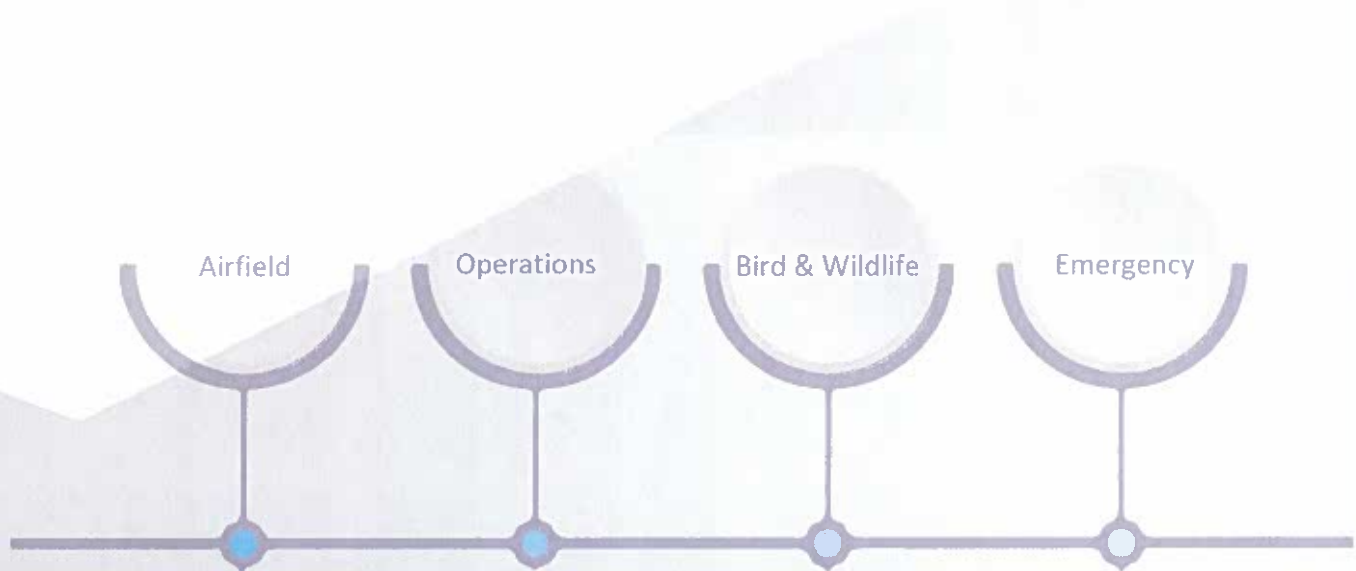
Airfield having the highest reported Hazards filed, due to FOD> Geese droppings.

### Long term Hazards past due/open

Airfield> CZMT\_26919 Due Date: 07/11/2024 Vegetation growing on runway edge & threshold. Notes on file (09/26/2024) indicate that this should be taken care of with in next couple of weeks. Update?

Airfield>CZMT\_28233 Due Date: 10/23/2024 OLS. Update?

### Comments:





## Safety Management System

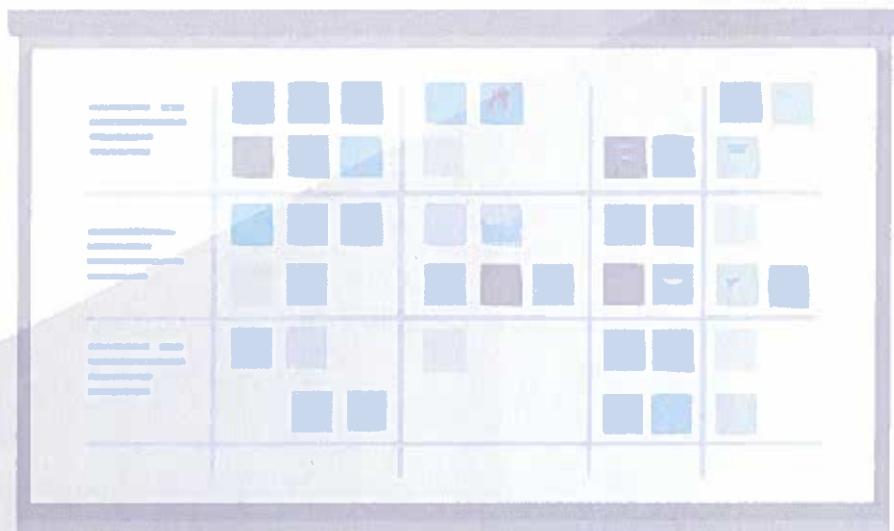
### SMS Task Calendar

To the airport on track to meet its SMS and regulatory obligations, the task calendar is available to support the necessary functions to ensure that these tasks are completed in an appropriate time frame.

Status:	Year:	Airport Code:	Task to be Completed:	Period:	Due Date:	Completion Date:	Assigned To:
Completed On Time	2024	CZMT	CFS / CAP Review 302 07 (1)(c)	56 Days	07/31/24	07/11/24	A airportmanager@c
Completed On Time	2024	CZMT	Emergency Communication Equipment Testing 302 203 (1)(q)(i)	Monthly	07/31/24	07/19/24	A airportmanager@c
Completed Late	2024	CZMT	Quarterly Report to AE 302.502 (g)	Quarterly	07/31/24	06/23/24	PP Priscilla Pereira
Completed Late	2024	CZMT	Safety Promotion 302 502 (h)	Quarterly	07/31/24	08/14/24	MM Meghan McLellan
Completed On Time	2024	CZMT	Calibrate Friction Testing Equipment 322 416 (5)	Annually	08/31/24	08/31/24	A airportmanager@c
Completed On Time	2024	CZMT	Emergency Communication Equipment Testing 302 203 (1)(q)(i)	Monthly	08/31/24	08/27/24	A airportmanager@c
Completed On Time	2024	CZMT	Monthly SMS Meeting 302.502 (a)(v)	Monthly	08/31/24	08/22/24	PP Priscilla Pereira
Completed On Time	2024	CZMT	Winter Maintenance Plan Review 302 410 (2)	Annually	08/31/24	08/27/24	A airportmanager@c
Completed On Time	2024	CZMT	CFS / CAP Review 302 07 (1)(c)	56 Days	09/30/24	09/05/24	A airportmanager@c
Completed On Time	2024	CZMT	Emergency Communication Equipment Testing 302.203 (1)(q)(i)	Monthly	09/30/24	09/11/24	A airportmanager@c
Completed On Time	2024	CZMT	Emergency Plan Test Notification to TC - 302 208 (7)	Annually	09/30/24	08/28/24	A airportmanager@c
Completed On Time	2024	CZMT	Monthly SMS Meeting 302 502 (a)(v)	Monthly	09/30/24	09/27/24	PP Priscilla Pereira

All tasks have been completed to 100%

**Comment:**





## Acknowledgment Signatures

**Josh Humphries**

ZMT Airport  
Accountable Executive

**Gary Suha**

ZMT Airport  
Airport Manager

**Priscilla Pereira**

Project Lead-  
Airport Safety  
Coordinator -  
WASCO

### Q3 end of meeting notes

O&Gs due December 31, 2024- Gary to provide status update (connectivity issues during meeting)

TC finding issued (AEP) - Gary and I to meet up to address findings and submit corrective issues.

QAP- AOM submitted and awaiting approval.

SMS hazard CZMT\_26919 - Vegetation growing- as of current awaiting to award contract to have this handled.

Gary to provide an update once contractor secured and timeline of work to commence and finish.

CZMT\_28233 - OLS contract not awarded as of current, permits required for work to commence. Gary to provide updates once this is set in motion