

A G E N D A
for

REGULAR COUNCIL MEETING
April 25, 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

Minutes of the April 11, 2022 Meeting

VERBAL REPORTS OF COUNCIL/CAO/CFO

BYLAWS

Bylaw No. 652 5 Year Plan 2022

NEW BUSINESS

NB-1 Crown Land Application for Industrial-General Purposes

NB-2 Main Street

PUBLIC QUESTION PERIOD

ADJOURNMENT TO A CLOSED MEETING

Village of Masset Regular Council Meeting of April 11, 2022

Minutes of the Regular Council Meeting held April 11, 2022 in Council Chambers

Present:	Mayor:	B. Pages
	Councillors:	R. Williams, Jim Currie, T. Carty, B. Johnston
	Interim Administrator:	T. Jarvis
	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 Williams, seconded by Councillor Johnston to adopt the agenda as amended with the addition of NB-3 Tennis Court Net.

CARRIED

COUNCIL MEETING MINUTES

Council Meeting Minutes March 28, 2022

Moved by Councillor Carty, seconded by Councillor Williams that the March 28, 2022 Council meeting minutes be adopted as amended.

CARRIED

VERBAL REPORTS OF COUNCIL/CAO/CFO

Mayor, Council and management attended dinner meeting with CAO candidate.
Councillor Carty attended the Gwaii Trust Allocation and Water Plant Upgrade meetings.
Councillor Williams attended a VIRL meeting.
Councillor Johnston attended the Gwaii Trust Allocation meeting.
Mayor Pages attended the meeting with the District Manager regarding the solar power project.
Jo-Ann Brown reported that the audit had been completed and was working on the 2022 budget.
Trevor Jarvis attended the water plant upgrade meeting and meeting with District Manager regarding the solar power project.

Moved by Councillor Carty, seconded by Councillor Williams that the verbal reports be received as presented.

CARRIED

Village of Masset Regular Council Meeting of April 11, 2022

NEW BUSINESS

NB-1 BC Farmers' Market Association Letter of Support

Moved by Councillor Carty, seconded by Councillor Johnston that the Village of Masset provide a letter of support be sent to the BC Farmers' Market Association.

CARRIED

NB-2 Budget 2022 Schedule

A meeting was scheduled for Tuesday, April 12, 2022 at 12:00 pm to review the 2022 draft budget.

CARRIED

NB-3 Tennis Court Net

Councillor Williams stated that the tennis court net in the Roller Rink was in bad shape and needed to be replaced. Councillor Williams will research the cost to replace the net and discuss it at the budget meeting.

CARRIED

ADJOURNMENT TO CLOSED MEETING

Moved by Councillor Carty, seconded by Councillor Johnston that the meeting be adjourned at 7:24 pm.

CARRIED

Recording Secretary

Mayor

Certified Correct, CFO

VILLAGE OF MASSET

BYLAW NO. 652

A Bylaw of the Village of Masset respecting the
5 Year Financial Plan for the year starting 2022.

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

1. General Operating Fund Schedule, Water and Sewer Utility Operating Fund Schedule and Capital Expenditure Plan Schedule attached hereto and made part of this Bylaw comprise the Village of Masset 5 Year Financial Plan for the year ending 31 December 2022.
2. This Bylaw may be cited for all purposes as "Village of Masset 5 Year Financial Plan Bylaw No. 652, 2022".

READ A FIRST TIME THIS 25th DAY OF APRIL 2022.

READ A SECOND TIME THIS 25th DAY OF APRIL 2022.

READ A THIRD TIME THIS 25th DAY OF APRIL 2022.

RECONSIDERED AND ADOPTED THIS 09th DAY OF MAY, 2022

Chief Financial Officer

Mayor

Certified a true copy of "VOM 5 Year
Financial Plan Bylaw No. 652 2022".
Chief Financial Officer

VILLAGE OF MASSET

Schedule "B" to Bylaw No. 652, 2022

Proportion of Revenues By Funding Source:

The following table outlines the proportion of total revenue that comes from each funding source in the Village of Masset's 2022 Financial Plan. The largest portion of 2022 revenues is grant funding and is comprised of a list of projects and capital expenditures such as equipment purchases for the airport, airport improvement projects, improvements to the local farmer's market site, a seaplane boat launch project, upgrade fire department equipment, and upgrades to the water treatment plant.

The second highest revenue source for 2022 comes from the Airports. In 2022 the Masset Airport is expected to be running at a normal operating capacity, which is a significant increase compared to the past two years of the pandemic. This is followed by Property Taxes which is comprised of residential, utility, light industry, business and recreation taxes. The remaining categories of funding are airport revenue, fixed grants, user fees and sales of services for water, sewer and garbage and funds from reserves.

Revenue Source	% Total Revenue
Other Grants	33%
Airports	21%
Property Taxes	13%
Collections for Other Gov'ts	8%
Other Revenue	8%
Fixed Grants	6%
Reserves	6%
User Fees, Sales of Services etc.	5%
	100%

Distribution of Property Taxes Between Property Classes

The Village of Masset is a small community that has the majority of its taxes based on a residential and business tax base. The Village does have access to other funding and revenue sources such as The Small Community Grant that has allowed the council to keep the tax rate increases minimal and not put an extra burden on residents and business owners. Any tax increases have been applied to all of the property tax classes.

Class	Property Class	% Tax Burden
1	Residential	69%
2	Utilities	1%
5	Light Industry	< 1%
6	Business	29%
8	Recreation	1%
		100%

Use of Permissive Tax Exemptions

The Village of Masset does not issue permissive tax exemptions.

**Village of Masset
Five Year Financial Plan
"2022"**

	2022	2023	2024	2025	2026
Revenues					
Property Taxes/PILT	903,006	921,066	930,277	948,882	963,116
Utility Taxes	35,805	36,521	37,252	37,997	38,756
Garbage Fees/Misc charges	176,000	179,520	181,315	183,128	185,875
Sales of Services (water/sewer)	320,262	326,667	333,201	339,865	346,662
Airports	1,455,550	1,531,586	1,597,446	1,629,395	1,661,983
Other Revenue From Own Sources	88,400	90,168	91,971	93,811	95,218
User Fees	10,450	10,659	10,872	11,307	11,477
Borrowing Proceeds	0	0	0	0	0
Interest/Penalties	81,100	82,722	84,376	86,063	87,784
Fixed Grants	403,000	411,060	419,281	427,667	436,220
Other	388,863	388,863	388,863	388,863	388,863
Collections for Other Gov'ts.	603,944	609,983	616,083	622,244	628,467
Transfers from Funds	0	0	0	0	0
Reserve Funds	454,028	36,920	10,000	10,000	0
Other Grants	2,309,823	3,484,915	2,600,000	2,000,000	2,000,000
Accumulated Surplus	0	0	0	0	0
TOTAL	7,230,231	8,110,651	7,300,937	6,779,221	6,844,420
Expenditures					
Debt Interest	118,250	122,650	122,650	122,650	122,650
Debt Principal	220,000	220,000	220,000	220,000	220,000
Capital Expenditure	2,771,851	3,551,835	2,610,000	2,010,000	2,000,000
Transfers to Reserves (GOF)	10,000	10,000	10,000	10,000	10,000
Airports	1,418,768	1,433,239	1,480,875	1,510,493	1,540,703
General Municipal	1,688,816	1,756,369	1,826,623	1,860,835	1,891,141
Emergency/Fire Protection	78,340	79,907	81,505	83,135	84,798
Collections for Other Gov'ts.	603,944	609,983	616,083	622,244	628,467
Water	205,000	209,100	213,282	217,548	221,899
Sewer	115,262	117,567	119,919	122,317	124,763
TOTAL	7,230,231	8,110,651	7,300,937	6,779,221	6,844,420

**Village of Masset
Five Year Financial Plan
2022**

General Operating Fund

Revenues		
Taxes		938,811
Misc. Revenue - own sources		14,850
Garbage Fees & Misc.		176,000
Airports		1,455,550
Other Revenue From Own Sources		133,650
Licenses and Permits		10,450
Transfer from Water/Sewer Funds		0
Penalties and Interest on Taxes		21,000
Transfers from Other Governments		403,000
Grants		2,309,823
Transfers from Own Reserve Accounts & Surplus		842,891
Collections for Other Governments		603,944
		6,909,969
Expenditure		
General Government Services		4,025,207
Protective Services		78,340
Transportation Services		1,837,678
Environmental Health Services (garbage)		183,700
Tourism, Recreational & Development		181,100
Collections from Other Governments		603,944
		6,909,969

**Village of Masset
Five Year Financial Plan
2022**

Water and Sewer Utility Operating Funds

Water Utility Operating Fund		
Water Use Charges (net of discount)		190,000
Return on Investments		0
Transfer from Sewer Operating		0
Other Transfers: Surplus from Previous Year's Appropriated		0
Reserve Funds		15,000
General Operating Fund		0
Other		
Total		205,000
Expenditure		
Water Supply		205,000
Debt Charges		0
Transfers to: Reserve Accounts		0
	Water Capital Fund	
	General Operating Fund	0
	Other Funds	
Conditional Transfers to Other Government		
Total		205,000
Sewer Utility Operating Fund		
Revenue		
User Charges (net of discount)		110,500
Return on Investments		0
Transfers from Other Governments		0
Other Transfers:		0
Surplus		0
Reserve Funds		4762
General Operating Fund (Frontage/Parcel Tax)		
Other		
Total		115,262
Expenditure		
Sewage Collection and Disposal		115,262
Debt Charges		0
Transfers to:		
Reserve Accounts		0
Sewer Capital Fund		0
General Operating Fund		0
Other Funds		0
Conditional Transfers to Other Governments		
Total		115,262

**Village of Masset
Five Year Financial Plan
Capital Expenditure Plan**

	2022	2023	2024	2025	2026	Total	Operating	Reserves: Other	Grants	Long Term Debt
General Capital Fund										
Transportation Services	1,811,032	25,000	0	0	0	1,836,032	0	395,753	1,440,279	0
Fire protection	55,000	0	0	0	0	55,000	0	27,500	27,500	0
Parks & Recreation	30,000	670,320	0	0	0	700,320	0	51,920	648,400	0
Municipal buildings	85,473	0	0	0	0	85,473	0	20,000	65,473	0
Sewer Capital Fund										
Lift station, Sewer Lines	0	10,000	10,000	10,000	0	30,000	0	30,000	0	0
Water Capital fund										
Water Projects	746,525	2,846,515	2,600,000	0	0	6,193,040	0	15,775	6,177,265	0
Total	2,728,030	3,551,835	2,610,000	10,000	0	8,899,865	0	540,948	8,358,917	0
Source of funds										
General revenue	0	0	0	0	0	0				
Reserve accounts	454,028	66,920	10,000	10,000	0	540,948				
Grants	2,274,002	3,484,915	2,600,000	0	0	8,358,917				
Long term debt	-	-	0	0	0	-				
Totals	2,728,030	3,551,835	2,610,000	10,000	0	8,899,865				

Lianne Trepanier

From: FrontCounterBC@gov.bc.ca
Sent: April 14, 2022 9:35 AM
To: cao@masset.ca
Subject: Province of BC Referral Request on an Industrial Use Application

Village of Massett - Planning Department
Jo-Ann Brown

Industrial
Referral Number: 143224975 - 010
Reference Number: 656295
Request Sent: April 14, 2022
Response Due: May 14, 2022

You are invited to comment on the following Crown land Industrial application. A response is optional. If no response is received by the deadline, the application and adjudication process will move forward.

This is a Crown land application for Industrial - General purposes.
(SKEENA)
File Number: 1414741

Proponent: Port McNeil Shake & Shingle (2007) Ltd.

Tenure Type: Licence of Occupation

Intended Land Use/background context: The applicant has identified potential uses of the land for moving building construction supplies to fee-simple property, to redevelop the bulkhead at the Kumdis Slough, and possible log storage.

BCGS Mapsheet:

Legal Description: DISTRICT LOT 3069, QUEEN CHARLOTTE DISTRICT, VI - LAND MGMNT - VANCOUVER ISLAND SERVICE REGION

Size (Area) ha (approx): .06

AOI (please click on or copy and paste the link into a web browser to review the spatial details of this application and to download shapefiles):
<https://comment.nrs.gov.bc.ca/applications?clidDtid=1414741&id=62544c666756f300239bc7d9#details>

Schedule/Term Of Proposal: 5-10 years

Please [Click Here](#) to respond to this referral. You must be logged in using your BCeID account to view associated information. Forwarding or otherwise distributing this email will provide access to the associated information only if the receiver has a corresponding account.

Note that it can take an extended period of time to connect from the BCeID login to the E-Referrals website,

this is normal. Avoid re-clicking the "Next" button or you could extend this connection time.

Please DO NOT reply to this email.

For "how-to" instructions on how to respond to this request, visit <https://portal.nrs.gov.bc.ca/web/client/-/e-referrals> for instructional videos. To obtain a BCeID, visit <https://www.bceid.ca/>

For technical assistance with E-Referrals, contact FrontCounter BC at 1-877-855-3222.

For more information regarding this referral, use the email link at the bottom of this message or use the "Email Coordinator" link located within the referral to contact the Referral Coordinator.

Gordon Clark

FrontCounter BC
Resource Clerk

(250) 559-6200
Gordon.Clark@gov.bc.ca

Management Plan

Please describe the details of your project to the extent known. Consult the guidance document for further information on regulatory requirements, rationale for why the information is required, and how to find required information.

The scope and the timing for response will be provided. If information is requested and not received, it may result in the disallowance of the application.

Information on these topics may be required as part of the application processing and if further detail is necessary that is not part of the application and management plan received, you will be contacted and requested to provide additional information. In some circumstances, the use of a qualified professional to complete the plan may be required.

If you need more space in any section please attach additional detail to this document and reference the pertinent section.

1.0 Background

1.1 Project Overview

Describe the intended use for which authorization is requested, including construction and/or phased development details:

Request for Licence to Occupy a .06 hectare portion of land next to the slough leading to a road owned by the Ministry of Transportation to allow access to private land Block A, District Lot 1821 Queen Charlotte District Plan PRP41922, Parcel 024-026-646.

Plan to build an off-grid cabin, and potential upgrade of the road. Require a bulkhead to facilitate transport of equipment to land at permitted times of year. There is an old bulkhead there currently, which would require upgrading. There are several cabins on properties nearby.

1.2 Investigative Work

If any preliminary investigative work has been carried out, with or without an investigative authorization, provide details on work completed, incomplete or on-going from previous term. Please provide comments on any archaeological work, new technology or any First Nations agreements undertaken.



Activity	Brief Description of Activity	Status (e.g. Complete, incomplete, ongoing)	Comments / Milestones
Visited in Feb/21	walk area; located CMT that is mapped; found boundaries with use of GPS.	ongoing	upgrade or replacement of previous bulkhead

1.3 First Nations Consultation

Describe any contact you may have had, including the name of the First Nation(s) and representatives contacted including a description of any discussion of potential adverse effects from the proposed activity and any discussed mitigation measures.

Representative contact with Jeff Mosher, RPF of Taan Forest Products (a Haida First Nation company), who provided maps indicating proposed logging blocks nearby and adjacent to the private land. These blocks are layed out, but no plans for logging were known at this time.

2.0 Location

2.1 Description



Provide a general description of the location of the project. Include activities such as traffic patterns and volume; parking; drilling and sampling etc.

Licence area requested is next to a slough across from an Agricultural Land Reserve, and nearby Port Clements (across water) This area is quite open and contains mossy vegetation.

2.2 Location Justification

Provide your reasons/justification of the need for this type of project at this location. For example, is the activity close to a main highway for truck access purposes; or adjacent to other examples of this use - ie. is the proposed marina close to an existing marina



This area is close to Port Clements and to a nearby dryland sort. Boat access to transport supplies and equipment from Port Clements.

2.3 Seasonal Expectations of Use

When will the Project require use of the land? Include information on key works during construction phases as well as operations phase and indicate seasons or full year activities. Please reference reduced risk fish windows as required by DFO:



Project Phase (Construction / Operations)	Brief Description of Activity / Works	Season
to be determined	equipment needed to repair/replace bulkhead clearing area to build an off-grid cabin	during prescribed times

3.0 Infrastructure and Improvements

3.1 Facilities and Infrastructure

Detail any new and existing facilities, infrastructure or processes proposed and any ancillary uses. Provide details of planned construction methods and materials, and construction scheduling.

Facility/Infrastructure/Process	Construction Methods/Materials	Construction Schedule
bulkhead repair if possible after assessment	to be determined	to be determined

3.2 Access

Identify existing and proposed roads used for access and their use by season. Include any proposed connections that require either a Ministry of Transportation and Infrastructure permit for connection or use of a Forest Service Road and what type of FS road and types of vehicles expected. Include information on any road use agreements and include the volume of traffic during construction/operation and phase or season that the traffic is expected.



Roadway/Proposed Connection	Existing/Proposed	Existing Road Classification	Road Permittee Information and Road Use Agreements	Traffic Volume		Mitigation of Traffic Effects
				Construction Phase	Operations Phase	
no forest service road						

3.3 Utility Requirements and Sources

Describe utility requirements and sources, include agreements in place or underway allowing access to utilities. Utilities include power generation, electrical or gas transmission or distribution lines, telecommunications.



No utility requirements

--

3.4 Water Supply

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including sources, location, volume and a general description of infrastructure planned to meet water supply requirements, include any agreements outside of Water Act Authorizations, such as Municipal water supply.

Project Phase Construction/ Operation	Water Requirement (e.g. Surface water or ground water, etc)	Source/location	Volume	Infrastructure Description	Agreements
none required					



3.5 Waste Collection Treatment and Disposal

Identify any waste disposal (note septic system required), sewage, sanitation facilities and refuse disposal proposed. Include agreements in place or underway such as Health Regional Board Sewage Disposal Permits etc.

Project Phase (Construction/ Operation)	Is there a water requirement (e.g. Surface water or ground water, etc)	Discharge distance to closest body of water (well, lake, etc.)	Volume of daily discharge	Infrastructure Description	Existing Agreements
none required					

3.6 FireSmart

Identify any proposed actions to incorporate FireSmart best practices in the tenure area. For more information visit www.FireSmartBC.ca



Licence area requested is next to a slough across from an Agricultural Land Reserve, and nearby Port Clements (across water) This area is quite open and contains mossy vegetation.

4.0 Environmental

Describe any significant impacts and proposed mitigation for the following environmental classes:

4.1 Land Impacts

4.1.1 Vegetation Removal

Is any timber removal required?

Yes No

Are any areas of vegetation to be cleared, outside of timber removal?

Yes No

4.1.2 Soil Disturbance

Will there be any areas of soil disturbance, including clearing, grubbing, excavation and levelling?

Yes No

Is the area to be excavated a Brownfield site or has the potential to be contaminated?

Yes No

Is there potential for disturbance of archaeological, paleontological fossils or historical artifacts?

Yes No

4.1.3 Riparian Encroachment



Will any works be completed within or adjacent to the riparian zone of any water body? If your project is within 30 meters of a watercourse and you intend to: disturb soil, remove plants, construct, install works for flood protection, develop drainage systems or service sewer or water systems the Riparian Areas Regulation may affect your development.

Yes No

4.1.4 Pesticides and Herbicides

Will there be any use of pesticides or herbicides during construction, operations and/or maintenance?

Yes No

4.1.5 Visual Impacts

Will there be any adverse effects of the projects, and any potential adverse effects on sight lines to the project area from surrounding areas likely to be used for scenic viewing by residents or other users?

Yes No

4.1.6 Archaeological Sites

Are there any known or high potential (Arch Procedure) archaeological sites within the project area?

Yes No

Have you conducted an AIA or engaged an archaeologist to assist with your investigations?

Yes No

4.1.7 Construction Methods and Materials

Identify the types of construction materials, the methods used, their impacts, and any mitigations:

Construction Material/Method	Impacts	Mitigations
wood/logs repair to bulkhead	none	may have to rebuild if repair not feasible

4.2 Atmospheric Impacts

4.2.1 Sound, Odour, Gas or Fuel Emissions

Will the project construction or operation cause any of the following to disturb wildlife or nearby residents:

Sound? Yes No

Odour? Yes No

Gas? Yes No

Fuel Emissions? Yes No

4.3 Aquatic Lands

4.3.1 Drainage Effects

Will the project result in changes to land drainage?

Yes No

4.3.2 Public Access

Will the project result in changes to public access?

Yes No

4.3.3 Flood Potential

Will the project result in a potential for flooding?

Yes No

4.4 Fish and Wildlife Habitat

4.4.1 Disturbance to Fish/Wildlife and Fish/Wildlife Habitat

Will the project result in adverse effects to wildlife or wildlife habitat?

(BC Wildlife Act)

Yes No

Will the project (construction or operations phase) occur in and around streams, lakes, estuarine or marine environments?

Yes No

Is the project (construction or operations phase) likely to increase erosion or sedimentation?

Yes No

Will the project (construction or operations phase) require water diversion?

Yes No

Will the project threaten or endanger species at risk in the area?

Species At Risk Act

Yes No

5.0 Socio-Community

5.1 Land Use

Describe the current community setting or any locally known use areas on or near the project area.

There are several cabins near the area on other private land. There is an Agricultural Reserve on the opposite side of the slough. Port Clements is across the water and is the nearest town. The previous owner had a Licence of Occupation for this area, which expired in 2020.

5.1.1 Land Management Plans and Regional Growth Strategies

Are there any land and resource management plans, coastal plans, provincial, regional growth strategies or local government plans with zoning, or management policies or use restrictions in place that could limit or preclude your proposed use of the land? *(Please refer to the [Union of BC Municipalities \(UBCM\)](#), and check the websites of the municipality, regional district or other organization with jurisdiction including your project area.)*

Yes No

5.2 Socio-Community Conditions

5.2.1 Adjacent Users or Communities

Is the project likely to restrict public access, or the ability, or the ability of adjacent land owners or tenure holder to access their property or tenures?

Yes No

5.2.2 Existing Services

Provide a description any increased demand on fire protection and other health facilities and emergency services arising from your Project, including proposed management or mitigation measures.



no increased demand

END OF FORM

LEGAL DESCRIPTION SCHEDULE

LEGAL DESCRIPTION: That part of unsubdivided District Lot 2805, Queen Charlotte District, shown outlined on sketch below, containing 0.06 hectares, more or less

