

A G E N D A
for

REGULAR COUNCIL MEETING
February 12, 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

January 22, 2024 Council Meeting Minutes

MINUTES AND REPORTS OF OTHER ORGANIZATIONS

1. **NCRD January 2024 Board Highlights**

PETITIONS AND DELEGATES

1. **Sgt. Damon MacDonald RCMP 3rd Quarter Report**
2. **Call from Arnie Bellis Re: White Church**

CORRESPONDENCE

C-1 BC Timber Sales Haida Gwaii Operation Plan 2024

VERBAL REPORTS OF COUNCIL/CAO/CFO

NEW BUSINESS

NB-1 0314860 Section 16 Reserve/Withdrawal from Disposition

NB-2 Military Service Recognition Book Advertisement

NB-3 SMS Annual Report

NB-4 Gwaii Trust Board Nominations

NB-5 Merchandise Budget

PUBLIC QUESTION PERIOD

ADJOURNMENT

Village of Masset Regular Council Meeting of January 22, 2024

Minutes of the Regular Council Meeting held January 22, 2024 in the Council Chambers.

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

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 7:04 pm.

ADOPTION OF AGENDA

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

CARRIED

COUNCIL MEETING MINUTES

Council Meeting Minutes January 8, 2024

Moved by Councillor Johnston, seconded by Councillor Currie that the January 8, 2024 Council meeting minutes be adopted as presented.

CARRIED

PETITIONS AND DELEGATES

Andrew Hudson Grant Writer Report

Andrew Hudson is the grant writer for the island municipalities and various agencies on Haida Gwaii. 17 applications were filed in 2023 year with some larger applications that are still pending approval.

REDIP is one of the larger funds, but infrastructure grants are harder to find.

Councillor Pages mentioned the NDIT grants which could possibly cover the shortfall for the Covered Plaza Project which is \$150,000.00 short. The grants deadline is January 31st, 2024.

Moved by Councillor Carty, seconded by Councillor Currie that the Grant Writer report be received and filed.

CARRIED

VERBAL REPORTS OF COUNCIL/CAO/CFO

Councillor Johnston did not attend any meetings.

Councillor Currie tried to attend MIEDS interviews but was unable to due to the internet.

CAO Humphries met with OMVC Band Manager and others regarding sewer service. He met with Small Craft Harbours regarding the public harbour, MOT regarding the causeway and has EOC training on Wednesday January 24th.

Councillor Carty attended MIEDS interviews.

Councillor Pages attended a Northwest Regional Hospital District meeting and a North Coast Regional District meeting.

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

CARRIED

NEW BUSINESS

NB-1 Haida Gwaii Protocol Table Letter of Support

Issues with BC Ferries have come up at the Protocol Table meetings, they met with BC Ferries and a letter has been prepared for island communities to sign.

Moved by Councillor Carty, seconded by Councillor Pages that the letter to BC Ferries be signed on behalf of the Village of Masset.

CARRIED

NB-2 Grant Writer Support Application

Moved by Councillor Carty, seconded by Councillor Johnston that the Village of Masset apply to the Northern Development Grant Writing Support program for 2024.

CARRIED

NB-3 HUB Pier RFP Submissions

Moved by Councillor Carty, seconded by Councillor Johnston to approve Phase I Preconstruction Service Stage with Naikoon Contracting for \$78,716.36.

CARRIED

NB-4 Imagine Community Grant - Northern Health Authority

The Village of Masset was approved for three park benches, one picnic table and two bike racks from Imagine Community Grant. North Arm Transportation will assist with shipping at half the cost.

Moved by Councillor Johnston, seconded by Councillor Currie that an additional \$3,500.00 be approved.

CARRIED

NB-5 Update on GMDC Buildings

Councillor Johnston requested an update on the status of the buildings being leased in the commercial lot of GMDC. Jo-Ann Brown reported that she had just talked to the lawyer handling the finalization of the lease and sale of those buildings. The lawyer indicated that the surveying had been completed and he was going to contact them to make sure the plans had been filed.

NB-6 CityWest

The province is working on getting funding from the provincial and federal governments for the additional cost of armoring the cable from Bonilla Island to Tlell. CHN is working on getting an exclusion zone. Each community will need to write a letter to the province supporting the exclusion zone request.

Moved by Councillor Johnston, seconded by Councillor Currie that the Village of Masset send a letter to the Provincial and Federal governments to establish an exclusion zone.

CARRIED

NB-7 NDIT Grant Application Covered Plaza

Moved by Councillor Carty, seconded by Councillor Currie that the Village of Masset apply to NDIT Main Street Revitalization: Capital for additional funding up to \$200,000.00 for the Park to Pier Covered Plaza.

CARRIED

ADJOURNMENT

Moved by Councillor Currie, seconded by Councillor Carty the meeting be adjourned at 8:25 pm.

CARRIED

Recording Secretary

Mayor

Certified Correct, Administrator



Board Highlights

January 2024

Delegations:

Claire Wooton of CCEM Strategies discussed the Tlell Flood Evacuation Route Planning Project. The Chair of the Board thanked Ms. Wooton for her delegation.

Board Business:

1. The Board adopted updated Travel & Other Expenses policies for Directors and Staff.
2. The Board resolved to support a Complete Communities Funding application and provide overall grant management for the project.
3. The Board resolved to send approved resolutions to the Association of Vancouver Island and Coastal Communities (AVICC) in advance of the 2024 AVICC AGM & Convention.
4. The Board resolved to write a letter to the Minister of Citizens' Services, copying the Minister of Innovation, Science, and Industry and CityWest to outline concerns from Haida Gwaii residents regarding disruption of their internet services as a result of damage to CityWest's subsea fibre-optic line due to the crab fishery.
5. The Board resolved to prepare a presentation to the Ministry of Transportation and Infrastructure to advocate for seawalls to be built in sections of Electoral Areas D and E to help mitigate impacts from coastal flood and erosion.
6. The Board resolved to send a letter to the Minister of Fisheries, Oceans and the Canadian Coast Guard, copying Marine Communications and Traffic Services, and the Minister of Transportation and Infrastructure regarding service interruptions at the land weather station on Holland Rock.
7. The Board resolved to direct staff to sign and enter into an agreement with BaleForce Recycling Equipment, the successful proponent of RFP2023-04. The contract value is up to \$800,000.
8. On January 19, 2024, the Board held its Round 1 Budget meeting to consider the NCRD's 2024-2028 Five-Year Financial Plan. The Round 2 Budget meeting is scheduled for February 10, 2024 at 10:00 A.M. To learn more about the NCRD's financial planning visit the [2024-2028 NCRD Financial Plan Consultation](#) webpage.

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

admin@masset.ca

From: MacDonald, Damon (RCMP/GRC) <damon.macdonald@rcmp-grc.gc.ca>
Sent: January 17, 2024 9:59 AM
To: Lianne Trepanier
Subject: Q3 Policing Report
Attachments: Q3.docx

Good Morning Lianne,

I've attached the Q3 report. I would like to join the next general Council meeting to present and discuss. When would that be?

Thanks

Sergeant Damon MacDonald
Detachment Commander
Masset RCMP
2042 Collison Avenue
Masset, BC V0T 1M0
250-626-2255 (Office)
778-361-0074 (Cell)

Village of Masset

****Hand deliver original to Mayor and Council****

Community Policing Report

To: Mayor and Council Village of Masset 1668 Main Street P.O. Box 68 Masset, BC V0T 1M0	From: Sgt. Damon MacDonald Masset RCMP-GRC 2042 Collision Avenue P.O. Box 39 Masset, BC V0T 1M0	Month of October 2023 to December 2023
		Date Prepared: 2024-01-16
		Phone No. (250) 626-3991

OFFENCES REPORTED AND/OR COMMITTED IN THE VILLAGE OF MASSET

A) Criminal Code		C) Liquor	
1. Sexual Assaults	6	1. Liquor offences	22
2. Assaults – Spousal/Other	17	2. Prevention efforts	5
3. Wilful Damage/Vandalism	12	D) Traffic	
4. Break & Enter & Theft	2	1. Accidents	4
5. Theft	9	2. Charges	9
6. Impaired Operation	4	E) Assistance/Services	
7. Disturbing the Peace	8	1. Missing Persons	1
8. Harassing Communications	7	2. Sudden Deaths	0
B) Drugs		3. Assistance-General Public	0
1. Possession of Drugs	0	4. Town By-laws	1
2. Trafficking	4	5. Other	0

Sgt. Damon MacDonald

Detachment Commander

Mayor Sheri Disney

Mayor and Council

2024-01-16

Date

NARRATIVE INTERPRETATION OF ABOVE STATISTICS

1. Crime trends / problems:

Masset Detachment responded to 304 calls for service within the community of Masset between October 1st and December 31st, 2023. This call volume appears typical for this time of year (319 calls during same time period in 2022). Calls for service are monitored to identify any developing trends or issues.

During the third quarter the detachment investigated four occurrences involving impaired driving. Members encountered these situations through proactive efforts and community engagement. Some of these investigations saw the members use an approved roadside screening device and driving prohibitions being issued.

Alcohol abuse continues to be the single largest issue facing the Village of Masset with a regular group of individuals consuming liquor in the 'downtown core'. These abuse issues are typically an aggravating factor in other criminal code offences.

There was one report of a missing person to the Masset Detachment during the third quarter. This incident has been resolved through a search and rescue effort and the individual safely located.

During the third quarter the detachment continued their proactive traffic enforcement initiatives. These initiatives resulted in numerous vehicles being stopped to ensure that the vehicles were insured and that the drivers were sober and properly licenced. These efforts were conducted through a checkstop program and roving patrols. Verbal and written warnings, formal written violation tickets and roadside suspensions were all issued during these checkstops and patrols.

Other significant investigations included:

2023-10-03 – Masset RCMP received a complaint of an assault. The victim reported being punched and kicked multiple times by a roommate. Masset investigated the complaint and forwarded charge recommendation to the Crown Prosecutor.

2023-11-16 – Masset RCMP were dispatched to a report of a sexual assault. The female victim was sexually assaulted on numerous occasions

by a male patient that she was providing care to. RCMP members initiated an investigation and obtained statements and other supporting documentation. This matter is still under investigation.

2023-12-16 – Masset RCMP responded to a complaint of an erratic driver. When members located the suspect vehicle the female driver was showing signs of drug impairment. Standardized Field Sobriety Tests were conducted and the driver performed poorly resulting in a 24hr roadside suspension.

2. Crime Prevention Initiatives:

Numerous visits to schools have been made and members are actively engaged with the youth. Masset Detachment facilitated two virtual information sessions surrounding bullying and online safety.

Detachment members conduct proactive traffic enforcement when feasible and use these initiatives not only for enforcement efforts but also as educational opportunities.

Masset RCMP have continued their downtown foot patrols during the third quarter in an attempt to curb the public consumption of alcohol. Members have become very familiar with the usual crowd and often intervene early by giving the offenders rides home.

Curfew checks continue to be done by the detachment membership as part of our Offender Management Program.

3. Feed Back from Community Consultative Groups / Justice Committees / Community Leadership:

The Village of Masset does not have a CCG or a Justice Committee.

Sgt. MacDonald continues to have regular contact with Village CAO. There have been no policing issues brought to Sgt. MacDonald's attention from Community Leadership. Community Leadership have been actively involved in creating Village By-laws and have shared these with Sgt. MacDonald.

4. Other Significant Issues:

Masset RCMP is currently fully-staffed 1 member. Our full compliment is 1 Sgt, 1 Cpl and 7 Csts with 2 of those positions being assigned to the IPS.

5. Document Feedback and indicate delivery method:

Report hand delivered to Village of Masset office by Sgt. Damon MacDonald.

6. APP update to community:

Traffic enforcement and abuse of alcohol were identified as priorities after consultation with leadership. Update on these priorities are as follows:

1. Traffic Enforcement / Impaired Driving

9 # of MVA VT's
4 # of impaired drivers

2. Crime Reduction Strategy

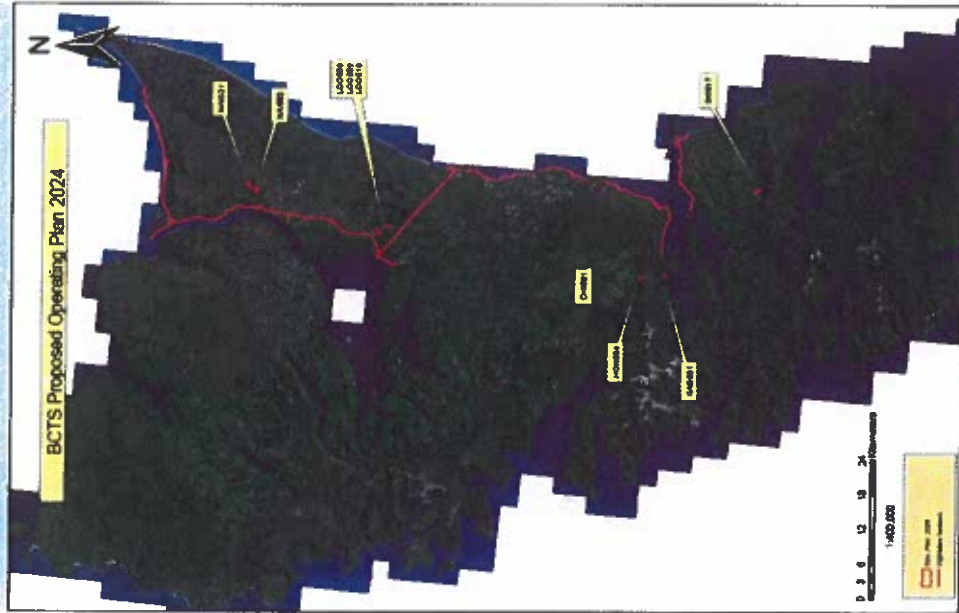
0 # of CDSA charges
5 # of foot patrols

7. Community Familiarization:

A familiarization package is available at the detachment and is reviewed by all new incoming members.

Overview

- BC Timber Sales (BCTS) has nine blocks proposed in 2024 Operation Plan



Blocks Details (Draft)

KAG501

Net Are (Ha)	Net Volume(m ³)	Species Comp	Harvest System	Road to build (Est)
22.8	14,547	S57 Hw39 Dr4	Ground	1.0 km

CH1501

Net Are (Ha)	Net Volume(m ³)	Species Comp	Harvest System	Road to build (Est)
10.9	4,304	Yc43 Hw38 Cw9 S7	Ground	1.1 km

HON504

Net Are (Ha)	Net Volume(m ³)	Species Comp	Harvest System	Road to build (Est)
21.5	9,162	Yc47 Cw26 Hw25 S2	Ground	2.0 km

NAI503

Net Are (Ha)	Net Volume(m ³)	Species Comp	Harvest System	Road to build (Est)
24.4	11,953	CW44 Hw29 Yc16 P10	Ground	1.7 km

NAI521

Net Are (Ha)	Net Volume(m ³)	Species Comp	Harvest System	Road to build (Est)
7.3	3,306	CW64 Yc20 Hw11 P16	Ground	1.1 km

LOO508

Net Are (Ha)	Net Volume(m ³)	Species Comp	Harvest System	Road to build (Est)
17.4	10,984	CW50 Hw25 P121 S2	Ground	1.2 km

Blocks Details (Draft)

LOO509

Net Are (Ha)	Net Volume(m ³)	Species Comp	Harvest System	Road to build (Est)
20.6	12,551	CW51 Hw24 P124 S1	Ground	1.3 km

LOO510

Net Are (Ha)	Net Volume(m ³)	Species Comp	Harvest System	Road to build (Est)
8.6	4,367	CW45 Hw33 P120 S2	Ground	0.8 km

Partnership Vol with TAAN (Draft)

Each year, BCTS has an allocation of volume, around 16,000m³, within Taan's First Nation Woodland License.

SKI014

Net Are (Ha)	Net Volume(m ³)	Species Comp	Harvest System	Road to build (Est)
23.1	24,953 Est	S70Hw29 CW1	Ground	1.0 km

SKI017

Net Are (Ha)	Net Volume(m ³)	Species Comp	Harvest System	Road to build (Est)
31.4	20,000 Est	White wood	Ground	1.5 km

Haida Gwaii Operations and Planning



BCTS
BC Timber Sales

Safety • Reconciliation • Sustainable Resources • Economic Prosperity • Business Excellence

Agenda

- Quick Intro to BC Timber Sales
- Scope of this meeting
- Review BCTS Revitalization Strategy on Haida Gwaii
- What went well and what is tricky in 2023
- BCTS Operation Plans in 2024
- Questions as we go along/or at the end

Scope of this meeting

In Scope

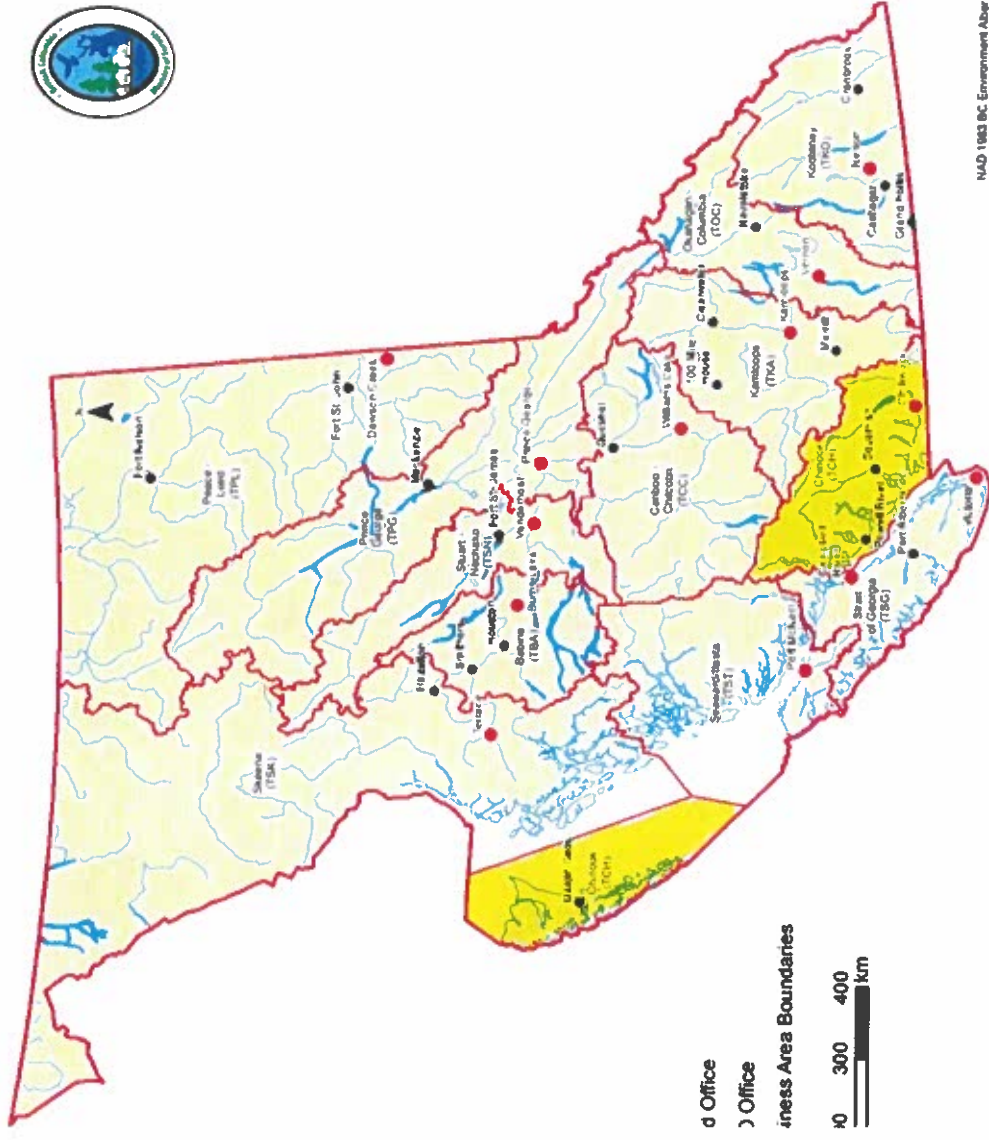
- ✓ BCTS Current and Planned Operations on Haida Gwaii
- ✓ BCTS Forest Stewardship Plan (FSP)
- ✓ Blocks Specific questions

Outside of Scope

- × Timber Supply Review (TSR)
- × Issue and timing of Community Forest Agreement
- × Apportionment

Introduction to BC Timber Sales

- Manage the harvesting and reforestation of public forest land in BC
- Operate in 12 Business Areas across BC
- BCTS Haida Gwaii is a part of BCTS Chinook

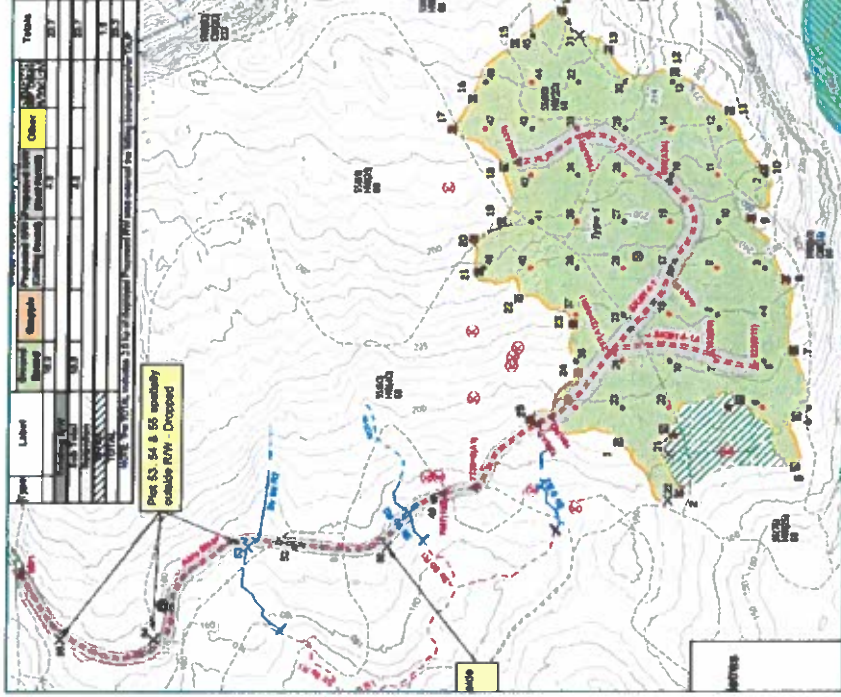
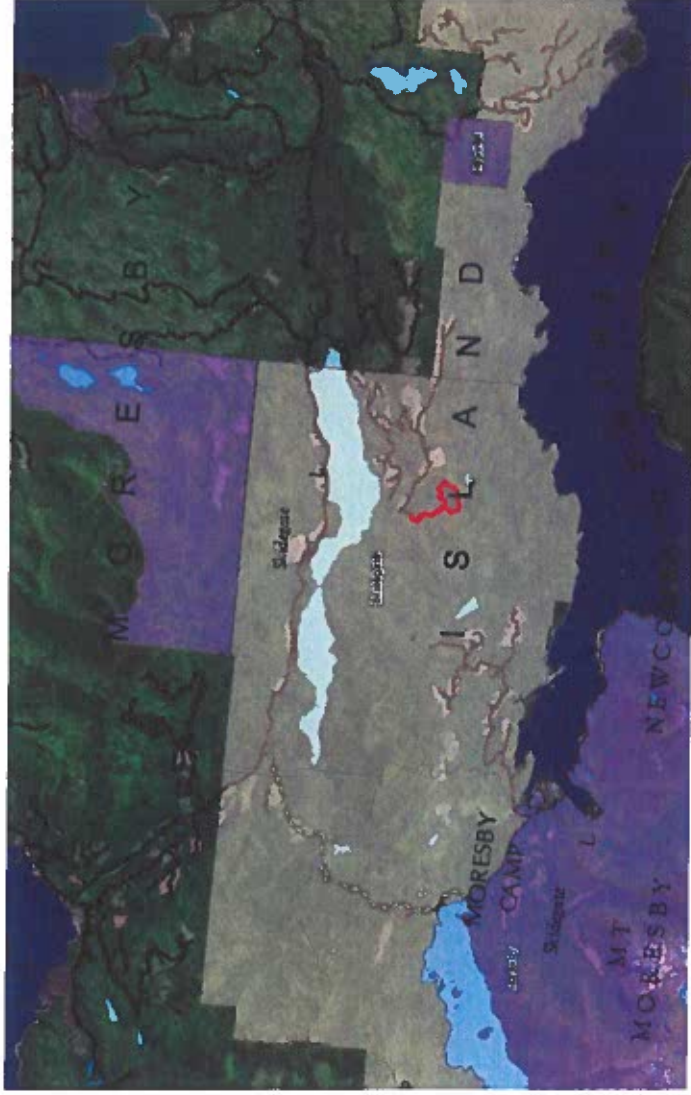




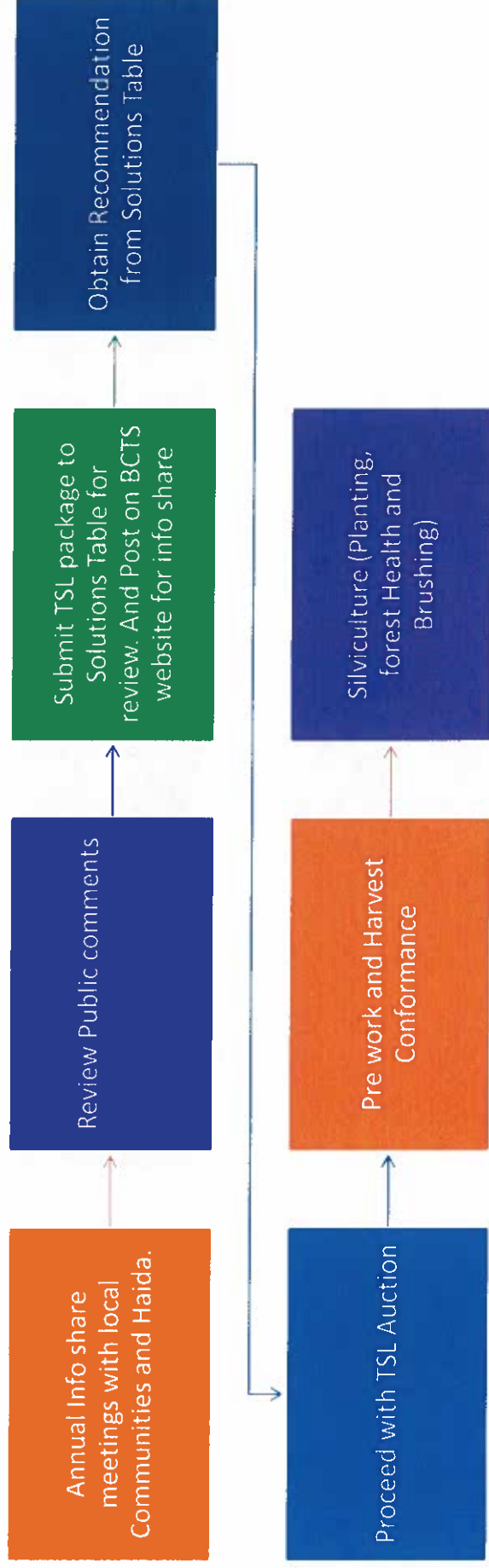
Revitalization Strategy on Haida Gwaii

- Start with smaller sales to see if there is local needs
- BCTS is building a local contact list of small logging contractors and sawmillers
- If smaller sales are not attractive, we will regroup them into bigger sales.
- Partnership Volume with TAAN
- Support Local employment

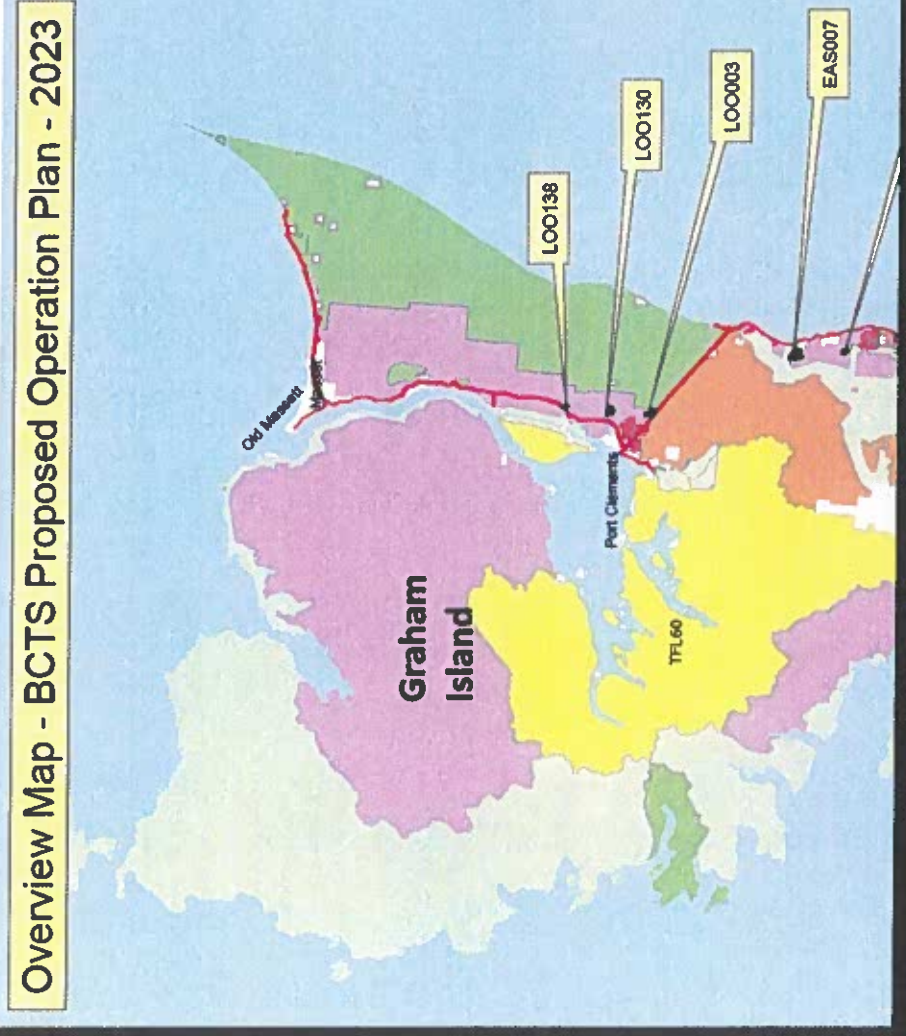
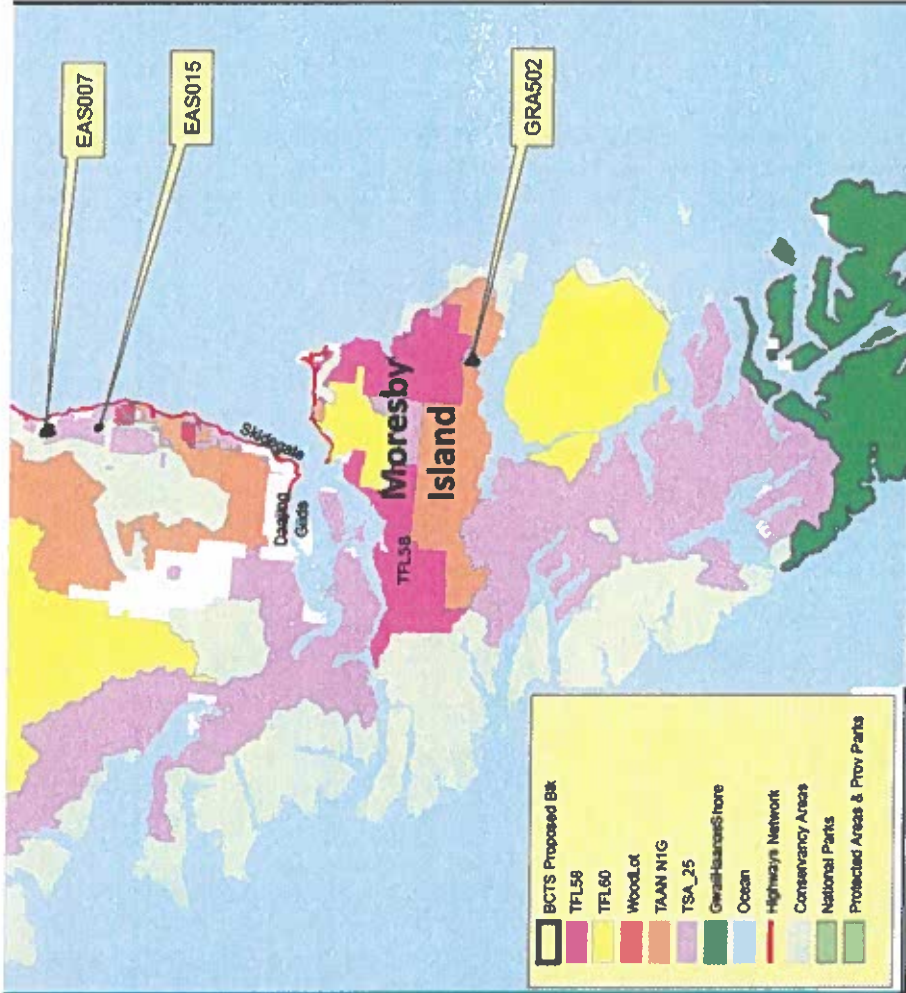
BCTS & TAAN Partnership



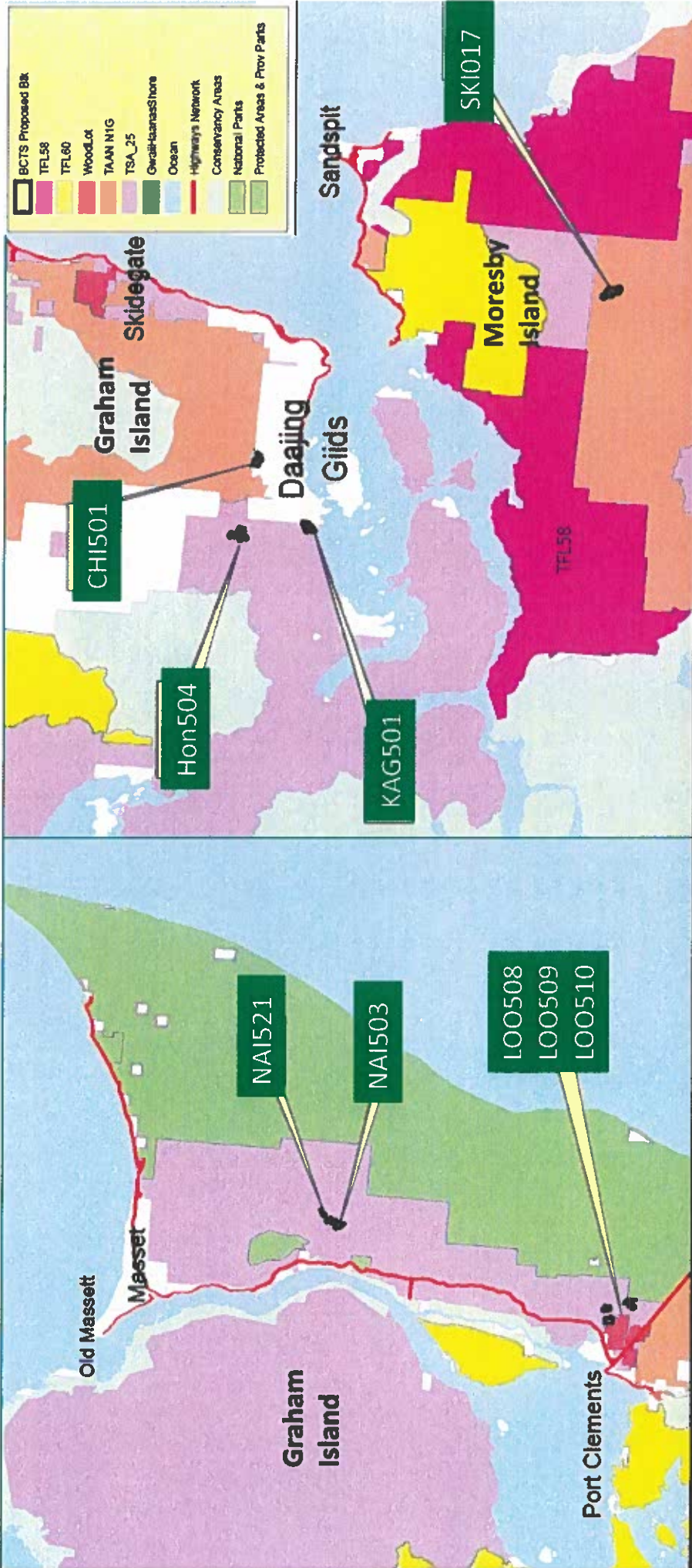
BCTS Process on Haida Gwaii



Overview Map - BCTS Proposed Operation Plan - 2023

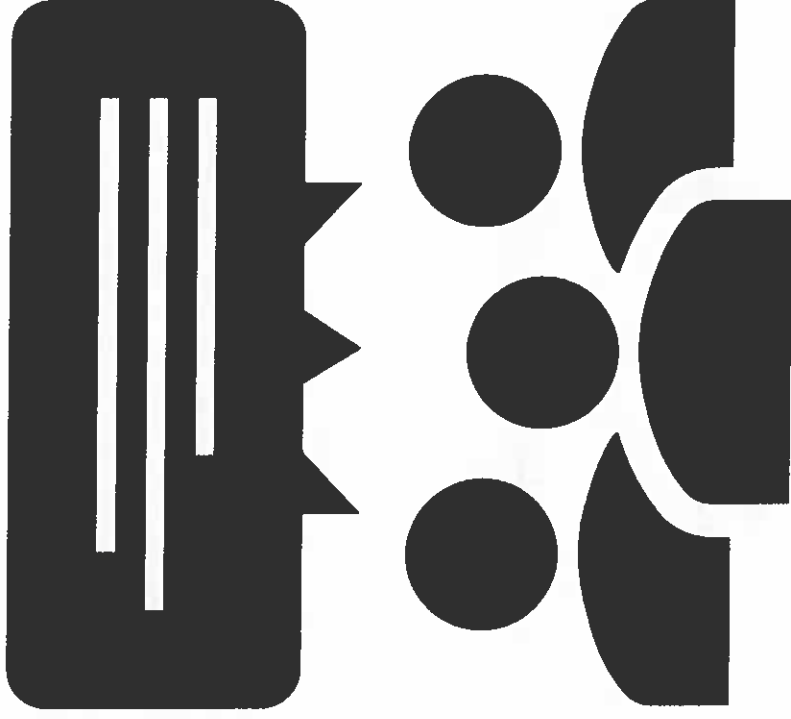


BCTS Proposed Operations Plan 2023



BCTS Proposed Operations Plan 2024

Questions?



Thank You

admin@masset.ca

From: cao@masset.ca
Sent: January 23, 2024 2:30 PM
To: admin@masset.ca
Subject: FW: 0314860 Section 16 Reserve/withdrawal from Disposition
Attachments: RE: 0314860 Section 16 Reserve/withdrawal from Disposition (91.6 KB)

Hi
Please add this to the next 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

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From: Waiz, Sonia WLRS:EX <Sonia.Waiz@gov.bc.ca>
Sent: Tuesday, January 16, 2024 4:02 PM
To: 'cao@masset.ca' <cao@masset.ca>
Subject: 0314860 Section 16 Reserve/withdrawal from Disposition

Hi Joshua,

Apologies for the delay. I don't think we ever followed up with each other about the attached file and proposed application changing from a section 16 withdrawal from disposition to Notation of Interest for Masset's sewer facilities. Would you be able to discuss it with council and help me know what is decided?

Thank you,

Sonia Waiz
Authorizations Specialist
Haida Gwaii Natural Resource District | Ministry of Water, Land and Resource Stewardship
1229 Oceanview Drive | Daajing Giids, B.C. V0T1S0
FrontCounter Haida Gwaii: 250-559-6200 | Office: 250-559-6460 | Fax: 250-559-8342

From: Waiz, Sonia WLRS:EX <Sonia.Waiz@gov.bc.ca>
Sent: April 13, 2023 3:23 PM
To: cao@masset.ca
Subject: RE: 0314860 Section 16 Reserve/withdrawal from Disposition

Hi Joshua,

Thank you that does help. I think that is logical. I would suggest that we close the Section 16 Reserve and instead create a Section 17 Notation of Interest over the area to protect the sewer system. The Notation of Interest would allow for applications in the area but the Notation would ensure that a proposed application was discussed with the Village of Masset before accepting it. Of course I will not action anything until after you have discussed it with the Council upon your return in June.

Thank you for the quick response and I hope the best for your leave time.



Sonia Waiz
Authorizations Specialist, ASFIT
Haida Gwaii Natural Resource District | Ministry of Forests
1229 Oceanview Drive | Daajing Giids, B.C. V0T1S0
FrontCounter Haida Gwaii: 250-559-6200 | Office: 250-559-6460 | Fax: 250-559-8342

From: cao@masset.ca <cao@masset.ca>
Sent: Thursday, April 13, 2023 3:11 PM
To: Waiz, Sonia FOR:EX <Sonia.Waiz@gov.bc.ca>
Subject: RE: 0314860 Section 16 Reserve/withdrawal from Disposition

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Good afternoon Sonia,

I am no more familiar with the history of this issue than my predecessor; however, the Village of Masset concerns remain generally the same. We have a sewer lift station that is in place in that location with infrastructure on both sides of the causeway. We would want to ensure that we have an appropriate tenure or authority to continue to maintain, upgrade or replace these assets as a critically necessary component of our sanitary sewer system.

If that can be accommodated in some manner, then I believe that the Village of Masset may be amenable to removing the reserve over the rest of the area; however, I would need to formally present that to Council and have them pass a resolution to that effect.

I hope that helps you with this issue. I would be happy to discuss this further with you. However, I should let you know that I will be away from the office until June 15th, dealing with a family medical issue, so hopefully, that timeframe works for you.

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

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From: Waiz, Sonia FOR:EX <Sonia.Waiz@gov.bc.ca>
Sent: April 12, 2023 10:29 AM
To: cao@masset.ca
Subject: 0314860 Section 16 Reserve/withdrawal from Disposition

Hello Joshua,

I am new to my role and am looking at finishing some tasks and would like to engage with the Village of Masset again about an old Section 16 Reserve (0314860) within the Villages of Masset's boundaries (located near the Delkatla Slough). I am interested in determining if this reserve is still relevant or should be closed (it was created in 1974).

Back in 1995 the Ministry determined entering '9999' expiry dates for Section 16 Land Act Withdrawal from Disposition files to government agencies was necessary to reduce workload. This is no longer something we endorse and this method has created challenges in that we are unsure what lands are still required, and there has never been consultation with the Haida Nation on this file.

Section 16 Land Act tenures preclude any disposition of crown land that would overlap the reserve, and do not allow issuance of any overlapping Land Act uses.

We are looking to clean up files that may no longer be required that encumber the land base from other applications. If files are still required, we are requesting specific terms for the request so that we may consult upon the replacement (including a brief rationale as to why the reserve is necessitated), and establishing a schedule to re-review the need again on expiry of the term.

For context- it appears that ~192.7 hectares of Delkatla Slough were crown granted to the municipality back in 1991 under land file 6403276.

A smaller parcel was severed and maintained under a pre-existing reserve as opposed to proceeding with the crown grant. This area is still held under a Section 16 withdrawal from disposition in the ministry's name held on behalf of VOM under file 0314860. This tenure has been held since 1974. Notes on file indicate that this reserve was maintained for conservation and recreation purposes.

If you could please confirm if there is any reason this withdrawal from disposition is still required? And if so, please provide a brief rationale for the VOM's need to withdraw the land (a few lines in response to this email would be sufficient).

I have included the below map and attached a email thread from 2020 when a past person in my role engaged with VOM which answers some questions brought up at the time. If this Reserve was cancelled it would be brought to Solutions Table in the process. I have reviewed the file information and the email thread and I think if the VOM does not have a rationale or desire to keep this Reserve active we would move forward with closing it. I think this area is much better protected now than it was in 1974 and the Solutions Table would ensure that any possible applications in this area are thoroughly reviewed.

VIEW ONLY - Interest Parcel # 263474



Thank you for your consideration. Happy to answer any questions you have or have a call about this. I know it is an old file and will likely take a bit to review and find information.



Sonia Waiz

Authorizations Specialist, ASFIT

Haida Gwaii Natural Resource District | Ministry of Forests

1229 Oceanview Drive | Daajing Giids, B.C. V0T1S0

FrontCounter Haida Gwaii: 250-559-6200 | Office: 250-559-6460 | Fax: 250-559-8342



Legion

www.legionbcyukon.ca

British Columbia / Yukon Command The Royal Canadian Legion

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in the **BC/Yukon Command / The Royal Canadian Legion**, representing **British Columbia** and the **Yukon’s Veterans**. Please accept this written request for your support, as per our recent telephone conversation.

Our **BC/Yukon Command Legion** is very proud to be printing another **5,000 copies** of our 18th Annual **“Military Service Recognition Book”**, scheduled for release by Remembrance Day 2024, to help identify and recognize many of the brave **Veterans** of British Columbia and the Yukon who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the **“Keepers of Remembrance”**, so that none of us forget the selfless contributions made by our **Veterans**.

We would like to have your organization’s support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”** Proceeds raised from this important project will allow us to fund the printing of this unique publication and will also help our Command to improve our services to **Veterans** and the more than 140 communities that we serve throughout British Columbia and the Yukon. The Legion is recognized as one of Canada’s largest **“Community Service”** organizations, and we are an integral part of the communities we serve. This project ensures the Legion’s continued success in providing these very worthwhile services.

Please find enclosed a rate sheet for your review, along with a detailed list of some of the many community activities in our **150 Branches and 80 Ladies Auxiliaries** in the **BC/Yukon Command**. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **BC/Yukon Command Office** toll free at **1-866-354-6277**.

Thank you for your consideration and/or support.

Sincerely,



Craig Thomson
President of BC/Yukon Command of The Royal Canadian Legion



Legion

www.legionbcyukon.ca

British Columbia / Yukon Command The Royal Canadian Legion

“Military Service Recognition Book”

Advertising Prices

<u>Ad Size</u>	<u>Cost</u>	<u>GST</u>	<u>Total</u>
Full Colour Outside Back Cover	\$2,071.43	+ \$103.57	= \$2,175.00
Inside Front/Back Cover (Full Colour)	\$2019.05	+ \$100.95	= \$2120.00
Full Colour 2-Page Spread (COLOUR)	\$3,950.00	+ \$188.10	= \$3,950.00
Full Page (Full Colour) 7" X 9.735"	\$1,880.95	+ \$94.05	= \$1,975.00
Full Page B&W 7" X 9.735"	\$1,257.14	+ \$62.86	= \$1,320.00
½ Page (Full Colour) 7" X 4.735"	\$1,100.00	+ \$55.00	= \$1,155.00
½ Page B&W 7" X 4.735"	\$752.38	+ \$37.62	= \$790.00
¼ Page (Full Colour) 3.375" X 4.735"	\$680.95	+ \$34.05	= \$715.00
¼ Page B&W 3.375" X 4.735"	\$533.33	+ \$26.67	= \$560.00
1/10 Page (Business Card-Full Colour)	\$366.67	+ \$18.33	= \$385.00
1/10 Page B&W (Business Card) 3.375" X 1.735"	\$ 314.29	+ \$15.71	= \$330.00

G.S.T. Registration # R10 793 3913

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SAFETY RISK PROFILE - CZMT 2023

No.	Risk Description	Mitigation Plan	Contingency Plan	Impact	Likelihood of Recurrence
1	Bird & Wildlife	Continue to monitor, document, and engage wildlife activity	Additional training on inspection and filing requirements	Potential for bird or wildlife strike	Low
2	Airfield	Continue to monitor and address FOD	Increase runway sweeping schedule	FOD ingestion and aircraft damage	Low
3	Airfield Lighting	Annual review of all airfield lighting requirements	Review and train on lighting inspection requirements	Critical lighting not in working order	Low
4	Operations	Review and update regulatory documents to ensure compliance	Provide additional training on regulatory manual requirements	Regulatory non-compliance and renewed HIRA	Medium
5	Facilities	Ensure equipment inspections are conducted and correctly documented	Provide additional training on inspection requirements	Potential equipment failure	Low

MASSET MUNICIPAL AIRPORT – 2024

2024 OBJECTIVES AND GOALS

OBJECTIVE 1: BIRD & WILDLIFE – STRIKE REPORTING AND SPECIES TRACKING

GOAL 1: ACCURATE INFORMATION REPORTED FOR STRIKES IN THE SMS SYSTEM

- S** Accurate strike identification data entry into the SMS system
- M** Elimination of data gaps for strike reporting verified through monthly review
- A** Regulatory compliance in B&W reporting
- R** Increased accuracy provides the SMS with relevant data for tracking and trends
- T** Target Date – 12/31/24

GOAL 2: ACCURATE INFORMATION REPORTED FOR STRIKES TO TRANSPORT CANADA

- S** Accurate strike report data entry for Transport Canada strike reports.
- M** Elimination of data gaps for strike reports to TC verified through monthly review
- A** Regulatory compliance in B&W reporting to Transport Canada
- R** Increase accuracy provides Transport Canada with proper compliance.
- T** Target Date – 12/31/24

GOAL 3: APM TO ENSURE AWMP CONTAINS AN ACCURATE AND COMPLIANT RISK ASSESMENT

- S** Risk Assessment that reflects the contents of the B&W data being reported.
- M** Annual Review with confirmation of the SMS data and Risk Assessment.
- A** The required review of the AWMP Risk Assessment will be complete.
- R** This will result in a compliant Airport Wildlife Management Plan.
- T** Target Date – 12/31/24

OBJECTIVE 2: PREVENTATIVE MAINTENANCE MANUAL

GOAL 1: IMPLEMENTATION OF PM MANUAL AND PM SCHEDULE

- S** Conduct a PM Manual and PM Schedule review.
- M** PM Manual schedule is completed and up to date.
- A** Airfield elements are in a good state of repair.
- R** This will result in airfield elements are compliant and fully operational.
- T** Target Date – 10/31/24

GOAL 2: STAFF TRAINED ON THE PREVENTATIVE MANUAL REQUIREMENTS

- S** Staff to receive documented training on the PM Manual requirements
- M** Proactive identification of airfield maintenance issues filed into the SMS system
- A** Staff is knowledgeable on requirements of the PM Manual
- R** This will result in a maintained and compliant airfield.
- T** Target Date – 05/30/24

GOAL 3: FULL COMPLETION OF ANNUAL PM MANUAL REQUIREMENTS

- S** All annual airfield PM is successfully completed.
- M** All scheduled Preventive Maintenance tasks completed
- A** A PM schedule where all elements are completed and verified.
- R** Verifiable evidence of PM schedule completion.
- T** Target Date – 12/31/24

2023 SMS ANNUAL REPORT

Masset Municipal Airport





To: Joshua Humphries, Accountable Executive
From: Christopher Angulo, SMS Manager, Airport Safety Programs
cc: Gary Suha, Airport Manager
Date: January 31, 2024
Subject: 2023 SMS Annual Report Masset Municipal Airport

Attn: Mr. Humphries,

Masset Municipal Airport strives to foster the development of a safety consciousness in all members of the community for the purpose of minimizing risk of injury to persons, damage to property, and ensuring that aviation safety is maintained at an acceptable level through hazard identification and safety risk management.

By its very nature, the goal of the annual report is to showcase the significant activities that occurred between January 1 to December 31, 2023.

With the strategic partnership between Masset Municipal Airport and WASCO, it is important to view the year not only as the culmination of our efforts and accomplishments, but as a gateway leading through 2024.

A handwritten signature in black ink that reads 'Christopher Angulo'.

Christopher Angulo
SMS Manager, Airport Safety Programs
WASCO
P 204.227.0855
E cangulo@wasco.ca



Annual Overview

The airport has struggled this year in gaining compliance and has not been able to yet shift to compliance maintenance. While regulatory manuals have come in line with Transport Canada requirements, the airport is still struggling with quality assurance issues such as corrective action closures and documentation.

As WASCO continues to oversee the SMS program, the following were administered for 2023:

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



Objectives and Goals

The 2023 objectives and goals were developed utilizing the SMART concept as follows:



2 Objectives were developed alongside the necessary goals needed to obtain these objectives and 2 Objectives with outstanding goals were rolled from 2022. As a result, the following were created:

Objective 1 Bird and Wildlife – increased Awareness and Responsibility

Status

Goal 1	Inventory and updated of local and migratory wildlife	Complete
Goal 2	Staff trained on the AWMP and SMS filing requirements	Complete
Goal 3	Distribution and verification of current AWMP document	Complete

Objective 2 Standardized Emergency Response Exercise Documentation

Status

Goal 1	Emergency plan testing corrective action plan development	Complete
Goal 2	Emergency plan exercise findings corrective actions from the most recent finding	Complete

Objective 3 Verification of the Effectiveness of Training

Status

Goal 1	Identify the regulatory documents that do not contain requisite testing.	Complete
Goal 2	Create standardized tests that cover sufficient material for understanding.	Complete
Goal 3	Conduct and document testing with staff.	Complete

Objective 4 Long-Term CAP Completion Effectiveness

Status

Goal 1	Compile a list of the long-term corrective actions from the most recent audit.	Complete
Goal 2	Create SOPs for long-term CAP items	Complete
Goal 3	Conduct and document testing with staff	Complete



Audit Findings

Transport Canada Civil Aviation Audit (TCCA)

There were 3 TCCA findings in 2022 for the airport.

Area of Focus	Number of CAPs	CAPs Closed	CAPs Open	Completion Rate %
Regulatory Documentation	3	3	0	100%
Total	3	3	0	100%

Quality Assurance Program Audit (QAP)

WASCO conducted a QAP audit in 2023. As a certificate holder, a QAP audit is to be conducted at intervals not exceeding 3 years which will evaluate the airport for regulatory compliance. The CAP's noted below had completion dates that rolled over to 2023 and therefore are noted in this report.

Area of Focus	Number of CAPs	CAPs Closed	CAPs Open	Completion Rate %
TP312 – Airside	4	0	4	0%
Regulatory Documentation	4	3	1	75%
Total	8	3	5	36%

Corrective actions continue to be closed incorrectly. Where corrective actions require more than one item to be completed, the required action taken is left blank, speaks to an element not yet completed, or does not address all the requirements. The majority of airside CAPs are overdue at this time due to the end result of the airfield painting project.



Hazard Identification Risk Assessment (HIRA)

The aim of the 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

Two proactive HIRA were drafted and submitted to review the Aerodrome – Infrastructure and to appoint the new SMS Manager.

HIRA	Number of RCS	RCS Closed	RCS Open	Completion Rate %
Aerodrome - Infrastructure	4	4	0	100%
Operations – New SMS Manager	4	4	0	100%
Aerodrome - Infrastructure	5	0	5	0%
Total	13	8	5	61%

Infrastructure

- Solar farm installation

New SMS Manager

- Identifying the new SMS Manager to ensure a level of service and SMS oversight that meets regulatory requirements.

Infrastructure

- Identifying the contractor conducting the PCN/PLR survey in November 2023. No actions have been completed.



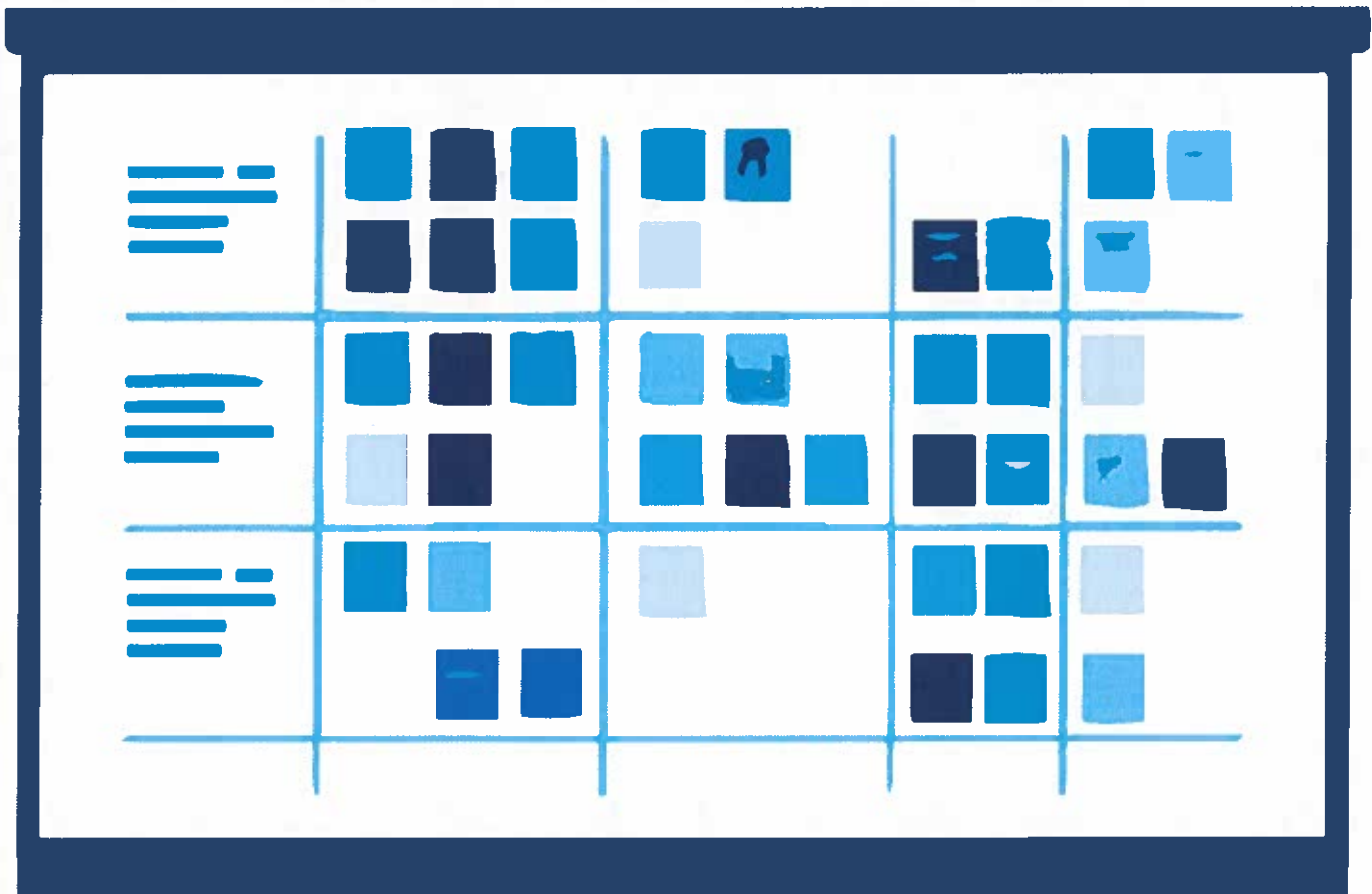


Airport Inspection Reports

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).

Daily Airport Inspection Reports	Number of DAIR	DAIR Filed	Completion Rate %
2021 Total	-	-	-
2022 Total	161	167	97%
2023 Total	261	351	93%

As per the AOM, daily inspections are conducted Monday through Friday resulting in a 261-day requirement. The staff conduct inspections when they are there on the weekend resulting in a higher number than identified in the AOM. A total of 17 inspections were missed in 2023 for a 93% completion total.





Safety Management System

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 implementing new methods to deter wildlife from the airport environment.

For the year 2023, 175 hazards were filed and are broken down below:

	2021	2022	2023
Bird Activity	-	85	144
Bird Strike	-	2	7
Wildlife Activity	-	28	24
Wildlife Strike	-	0	0
Total	-	115	175

Massat Municipal Airport saw 7 Bird Strikes in 2023 all of which were reported and contained a strike report.





Safety Management System

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 year in comparison with 2022 metrics:

Hazard Category	2022		2023
Bird & Wildlife	115	Bird & Wildlife	175
Airfield	44	Airfield	136
Airfield Lighting	36	Airfield Lighting	35
Operations	14	Operations	30
Improper Actions	6	Facilities	9
TOTAL	215	TOTAL	385

Airfield Lighting

Airfield lighting issues spoke to PAPI lights U/S out on both runway 13 and 31 and out of calibration.

Bird & Wildlife

There was an increase in reporting from 2022 since 2023 is the first full year of data.

Airfield

Airfield hazards filed cover the daily elements that require regular maintenance such as FOD. One hazard was risked as a Medium because of Executive Aviation's chair lift had been moved during the previous days windstorm. It was the second time that month that it occurred.

Operations

Operations hazards identified concerns with winter maintenance, documentation, and an unmanned airport due to being understaffed.

Facilities

Facilities hazards identified issues with perimeter fence and gates, one being a gate left open and not locked properly.



Safety Management System

SMS Task Calendar

To keep the airport on track to meet its SMS and regulatory obligations, the Task Calendar is there to support the necessary functions to ensure that these tasks are completed in a respectable time frame.

Status	Number of Tasks
Completed	44
Incomplete / Overdue	-
Total	44

44 tasks were scheduled for the year, and as a result Massat Municipal Airport achieved a success rate of 100%.

Moving Forward

An effective SMS cannot exist without a positive safety culture. This is achieved by a program that can implement and promote a robust safety culture where employees are encouraged to share potential problems without punitive measures.

SMS provides a layered approach to prevent rare, complex-cause incidents and beyond through effective reporting. This safety culture will help forecast accident/incident rates and shows how effective the SMS program is.

In 2023, the SMS team will continue to drive implementation and standardization through its focus areas: increasing external participation, providing governance and oversight, standardizing documentation, and providing support when needed.



Increase External Participation

- Promoting a Positive Safety Culture
- Providing External Feedback



Providing Governance & Oversight

- Assistance on Regulatory Documentation
- Ensuring SMS Metrics Are Within Tolerable Range



Standardize Documentation

- Safety Reports
- Safety Incident or Material Release Information



Providing Ongoing Support

- Ensuring SMS Metrics Are Within Tolerable Range
- SMS Survey

As we continue to improve the relationship between Masset Municipal International Airport and WASCO, continuous improvements are being made to both organizations equally. This will allow us to collectively work together as one organization and achieve our goals.



Acknowledgment Signatures

Josh Humphries

Masset Municipal Airport

Accountable Executive

Gary Suha

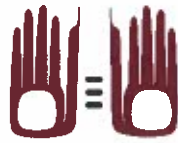
Masset Municipal Airport

Airport Manager

Christopher Angulo

WASCO

SMS Manager



GWAII TRUST DIRECTOR NOMINATION PAPER

Please select the Gwaii Trust Participating Community this nomination is for:

- CHN Skidegate
- CHN Old Massett
- Skidegate Band Council
- Old Massett Village Council
- Graham Island North
- Graham Island South

On behalf of the above noted Participating Community, the undersigned hereby nominates

_____ as a candidate for the office of Gwaii Trust
(Print name of nominee)

Director / Alternate representing this community.

Pursuant to section 7.2 of the Gwaii Trust bylaws, the undersigned declares that, to the best of our knowledge, information and belief, the person nominated:

- (A) is at least 18 years old;
- (B) has not have been declared incapable by a court in Canada or in another country;
- (C) is an individual (that is, a corporation cannot be a director);
- (D) is not in bankrupt status;
- (E) has been a resident of Haida Gwaii for at least 2 years preceding the appointment and will maintain Haida Gwaii residency throughout their term as director;
- (F) possesses the ability to comprehend and analyze large amounts of written information to allow informed decisions; and
- (G) possesses knowledge of financial management

Nominated by: _____
(name) *(date)*

(signature)

About Gwaii Trust

The Gwaii Trust Society is a nonprofit society that owns and manages a multi-million-dollar perpetual fund for the benefit of all the people of Haida Gwaii. The fund generates investment income, and the Society distributes part of that income every year through a variety of grant programs.

Mission: The Gwaii Trust will enhance environmentally sustainable social and economic benefits to Haida Gwaii through the use of the fund.

Expectations of the Board as a Whole

The Board will support the work of the Gwaii Trust Society and provide mission-based leadership and strategic governance. While day-to-day operations are led by the Executive Director, the appropriate involvement of the Board is both critical and expected.

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

- Determining the mission and purposes of the organization
- Selecting and evaluating the performance of the Executive Director
- Strategic and organizational planning
- Ensuring strong fiduciary oversight and financial management
- Enhancing Gwaii Trust's public image
- Assessing its own performance as the governing body of the Gwaii Trust Society

Qualifications

Each Director must: ¹

- a) Be at least 18 years old
- b) Not have been declared incapable by a court in Canada or in another country
- c) Be an individual (that is, a corporation cannot be a Director)
- d) Not be in bankrupt status
- e) Be a resident of Haida Gwaii for 2 years preceding the appointment and maintain Haida Gwaii residency throughout their term as Director
- f) Possess the ability to comprehend and analyze large amounts of written information to allow informed decision
- g) Possess knowledge of financial management

¹ (Gwaii Trust Bylaws, 7.2)

Role of the Chair

The Gwaii Trust Chair is expected to:

- Oversee the functions of the Gwaii Trust Society and Athlii Gwaii Legacy Trust to ensure it operates smoothly and fulfills the Vision and Mission of the Society.
- Attend Board meetings, the AGM and members meetings. If unable to attend, the Chairperson must give adequate notice and ensure that the Vice Chairperson is available to chair the meeting.
- Ensure that meetings are conducted according to the constitution, by-laws and related policies and procedures.
- Ensure that each meeting is planned effectively while working closely with the Executive Director and support staff.
- Facilitate and encourage healthy debate amongst the Board of Directors, while working towards consensus decisions.
- Form part of the Executive Committee and Chair meetings of this committee.
- Regularly review performance of the Society's committees, including reviewing the committees' mandates.
- Manage the committee renewal process by leading the recruitment process for new members.
- The Chair is an ex-officio member of all Gwaii Trust committees. Similar to other meetings, the Chairperson does not vote or move motions at these meetings.
- Appoint a Vice Chairperson
- Represent the Gwaii Trust Society as its figurehead and represent the Society at external events and meetings.
- Maintain communication within the organization and with the public.
- Act as the direct line manager for the Executive Director under the direction of the Board of Directors.
- Act as a Trustee of the Athlii Gwaii Legacy Trust
- Report annually to the Council of the Haida Nation House of Assembly.
- In addition to the responsibilities listed above, the Chairperson must also ensure that the principles of consensus-based decision-making are upheld. This means going beyond seeking unanimity by facilitating dialogue that is collaborative and solution-focused and maintaining a discussion environment that is inclusive and comfortable for all members to express ideas.

Role of the Vice-Chair

The Chair will appoint the Vice-chair from amongst the directors in consultation with the other directors, such office to be held at the pleasure of the directors. (see bylaws Sec 9.2).

The Vice-chair will assume the duties of the Chair if that person is unable to perform necessary functions.

Role of Directors

Each Director is expected to:

- Commit to represent the best interests of the Gwaii Trust Society, its mission, and Haida Gwaii.
- Know the organization's constitution and bylaws, policies, and programs.
- Read and understand the organization's financial statements.
- Prepare for, attend, and conscientiously participate in Board meetings. If unable to attend, arrange to have your alternate attend.
- Board members are encouraged to freely express their opinions in a respectful manner in a consensus environment
- Any person appointed as a director will at the same time as he or she becomes a director become a member of the Gwaii Trust Society.
- Attend the AGM or any other duly called member meeting in person or provide a written proxy to another member as per section 6.2 of the Gwaii Trust bylaws.
- Inform the Chair or staff if unable to attend a Board meeting at least 24 hours prior to the meeting.
- Keep alternate up to date.
- Declare conflicts of interest when they occur and follow Board policy pertaining to conflicts of interest.
- Maintain confidentiality of in camera Board business.
- Participate on at least one Gwaii Trust committee.
- Attend director orientation, governance, and financial training workshops.
- Support the decisions of the Board once decisions are made.
- Consult with and report back to the participating community you represent.
-

If a Director leaves the Gwaii Trust Society prior to the end of their term the Board may appoint that Director's alternate to be a temporary Director until a new Director is nominated by the Participating Community.

Role of Alternates

Alternates attend meetings of the Directors in the absence of the Director for whom they are the Alternate. In that circumstance they would act as if they were a duly appointed director.² They are also invited to attend Board Strategic Planning sessions where their input may be called upon to shape future Gwaii Trust decisions.

Alternates are nominated by any means that each Participating Community sees fit. They must meet the same qualification criteria as Directors and can be removed through the same process as Directors. If an Alternate has been appointed by a Director, they serve at the Director's pleasure.

Alternates may attend Board meetings to which they have been invited but may only contribute to discussions leading to a decision when they are filling in for their Director or when called upon by the Chair. The role of the Alternate is that of observer. Alternates are encouraged to consult with their Director if they have any concerns or want to bring anything forward. Alternates can participate on Gwaii Trust committees, subject to the committee terms of reference, but can not serve as a committee Chair.

Each Alternate is expected to:

- Commit to represent the best interests of the Gwaii Trust Society, its mission, and Haida Gwaii.
- Know the organization's constitution and bylaws, policies, and programs.
- Read and understand the organization's financial statements.
- Attend and be prepared to participate in any Board meetings that the Director is not able to attend or to which they have been invited.
- When not acting as the Director, the Alternate defers to their Director.
- Communicate and provide input to their Director in advance of meetings.
- Communicate regularly with their Director to ensure community needs are met.
- Declare conflicts of interest when they occur and follow Board policy pertaining to conflicts of interest.
- Maintain confidentiality of in camera Board business.
- Participate on at least one Gwaii Trust committee.
- Attend director orientation, governance, and financial training workshops.
- Support the decisions of the Board once decisions are made.

² (Gwaii Trust Bylaws, 7.11)

Board terms

The Gwaii Trust Chair is appointed for three-year Terms. Directors and Alternates are appointed for two-year terms. The Vice Chair is appointed annually.

Time Commitment

On average, the time commitment that a Director can expect to dedicate to Board responsibilities each month is twenty hours. An Alternate, on average can expect to dedicate ten hours. Additional time may be required depending on committee involvement.

Remuneration

- Honoraria for attendance at Board and committee meetings, training sessions, meetings with external parties, or events which a Board Member has been asked to attend to represent the Society.
- Education opportunities, including courses, webinars, and conferences previously approved by the Board.
- Travel, food, and accommodation costs in relation to Board Members' duties
- A technology and internet allowance that supports connectivity to review meeting materials and participate in electronic meetings.