

A G E N D A
for

REGULAR COUNCIL MEETING
January 24, 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 January 10, 2022 Meeting

Minutes of the January 18, 2022 Meeting

PETITIONS AND DELEGATES

- 1. Arnie Bellis – Marine Debris Program**
- 2. Haida Gwaii Society for Community Peace - Housing**

VERBAL REPORTS OF COUNCIL/CAO/CFO

BYLAWS

Bylaw No. 651, 2021 A Bylaw to Amend Business Licence Bylaw No. 616

NEW BUSINESS

NB-1 Masset Seaplane Terminal Area Design Concept

NB-2 NDIT Economic Infrastructure Grant: Seaplane Terminal and Boat Launch

PUBLIC QUESTION PERIOD

ADJOURNMENT TO CLOSED MEETING

- NB-1 Chief Administrative Officer – Community Charter Section 90(1) (a)
personal information about an identifiable individual who holds or is being**

considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

NB-2 Chief Administrative Officer – Community Charter Section 90 (c) labour relations or other employee relations

Village of Masset Regular Council Meeting of January 10, 2022

Minutes of the Regular Council Meeting held January 10, 2022 in the Council Chambers.

Present:	Mayor:	B. Pages
	Councillors:	R. Williams, J. Currie, B. Johnston, T. Carty
	CAO:	A. Smith
Regrets:	CFO:	J. Brown

CALL TO ORDER

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

The meeting was called to order at 7:00 pm.

ADOPTION OF AGENDA

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

CARRIED

COUNCIL MEETING MINUTES

Council Meeting Minutes December 13, 2021

Moved by Councillor Currie, seconded by Councillor Johnston that the December 13, 2021 Council meeting minutes be adopted as presented.

CARRIED

MINUTES AND REPORTS OF OTHER ORGANIZATIONS

1. NCRD Board Highlights December 2021

Moved by Councillor Carty, seconded by Councillor Currie that the NCRD Board report be received and filed.

CARRIED

VERBAL REPORTS OF COUNCIL/CAO/CFO

Mayor and Councillors Johnston and Carty along with senior staff, attended the Main Street Masset Committee meeting. Draft design concepts were reviewed and two concepts were forwarded to Urban Systems. These concepts, along with ones for the pier

and park areas will then be circulated to the public for input. Councillor Williams also attended the MEIDS meeting.

The Public Works Superintendent updated council on the \$1.2 million water plant rehabilitation project. Associated Engineering is currently reviewing the submitted proposals and will recommend a firm to complete phase one of the work – mcc control centre, computer systems, pump motors, and voltage change. The CAO mentioned that updating of materials for transport Canada is a priority of airport.

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

CARRIED

BYLAWS

Bylaw 651 2021 A Bylaw to Amend Business Licence Bylaw 616

Moved by Councillor Currie, seconded by Councillor Carty that Bylaw No. 651, 2021 A bylaw to amend Business Licence Bylaw 616, be read a third time.

CARRIED

Bylaw 650 Zoning Amendment

Moved by Councillor Johnston, seconded by Councillor Currie that Bylaw 650, 2021, be reconsidered and adopted.

CARRIED

NEW BUSINESS

NB-1 Winter Maintenance Report

Moved by: Councillor Currie
Seconded by: Councillor Carty

THAT the January 5th, 2022, report titled Winter Maintenance (December 2021 to January 2022) be received and filed as information; and

THAT staff investigate maintenance options to be available for implementation for the 2022/2023 winter season.

CARRIED

NB-2 Airport Equipment Procurement

Moved by: Councillor Carty
Seconded by: Councillor Johnston

THAT the Village of Masset enter into an agreement with Team Eagle Ltd. for the purchase of a Material Spreader to a maximum price of \$119,750.00 (plus applicable taxes) as described in the January 5th, 2022, report titled Airport Equipment Procurement; and

THAT the Village of Masset enter into an agreement with Aebi Schmidt Canada Inc for the purchase of a 4x4 Plow Truck to a maximum price of \$351,435.84 (includes applicable taxes) as described in the January 5th, 2022, report titled Airport Equipment Procurement; and

THAT the Village of Masset enter into an agreement with Brandt Tractor Ltd. for the purchase of an Airport Wheel Loader for \$367,711.68 (includes applicable taxes) as described in the January 5th, 2022, report titled Airport Equipment Procurement; and

THAT up to \$25,000 be allocated in the 2022 airport operating budget for the training of staff and delivery of the airport equipment as described in the January 5th, 2022, report titled Airport Equipment Procurement.

CARRIED

NB-3 Trans Canada Yellowhead Highway Association

Moved by: Councillor Johnston
Seconded by: Councillor Currie

THAT Councillor Carty be appointed as the Village of Masset's representative on the Trans Canada Yellowhead Highway Association; and

THAT the paying of membership fees of \$166.53 (including taxes) be approved.

CARRIED

NB-4 GMDC Directors

Moved by Councillor Williams, seconded by Councillor Johnston that Councillors Carty, Williams, and Currie be appointed as new directors for the upcoming term of the Greater Massett Development Corporation.

CARRIED

ADJOURNMENT

Moved by Councillor Carty that the meeting be adjourned to a closed session of Council at 8:10 pm.

CARRIED

Recording Secretary

Mayor

Certified Correct, Administrator

Village of Masset Regular Council Meeting of January 18, 2022

Minutes of the Special Council Meeting held January 18, 2022 in the Council Chambers.

Present: Mayor: B. Pages
Councillors: B. Johnston, T. Carty
CAO: A. Smith
CFO: J. Brown

Regrets: Councillors: J. Currie, R. Williams

CALL TO ORDER

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

The meeting was called to order at 11:30am.

ADOPTION OF AGENDA

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

CARRIED

ADJOURNMENT TO CLOSED MEETING

Moved by Councillor Johnston that the meeting be adjourned at 11:32am to a closed session of Council.

CARRIED

Recording Secretary

Mayor

Certified Correct, Administrator

Sent: January 12, 2022 3:52 PM

To: Lianne Trepanier <vomadmin@mhtv.ca>

Subject: Re: Village of Masset Council

I am requesting to be on the January 22 meeting and the purpose for my request is to verbally give council a over view of the debris program that started in September and the challenges that it faces for the oncoming fiscal year , and the need for the New Masset council to be involved .

Thanks for your time Arnie Bellis

Sent from my iPhone



Haida Gwaii Society for Community Peace
Tlaa Juuhldaa Naay Transition House
Place of Change

2132 Collison Avenue, PO Box 811, Masset, B.C.. V0T 1M0 Phone: (250) 626-4664 Fax: (250) 626-4662 www.hgpeace.ca

14 January 2022

Re: Haida Gwaii Society for Community Peace Women's Transitional Housing Development Project

Dear Village of Masset Council,

We would like to request attendance at an upcoming council meeting, to present our vision for a provincially funded women's longer-term transitional housing project.

We have been approved through the BC Ministry of Housing (Government of BC) for a multi-unit transitional housing development for women and children fleeing domestic violence and abuse, through the Building BC Women's Transitional Housing Fund. This project would provide for longer-term affordable housing for women and their children, once they have completed their short-term stay at our Transition House shelter.

Currently in our community, women accessing our services have a difficult time finding secure housing once their stay at the shelter reaches an end. Much of the available housing is not affordable for single mothers supporting young children, and women also face barriers of stigma from landlords due to poverty and domestic abuse. Women who stay due to abuse often move back to their former abusive living situations or to cramped and unsafe conditions with family/friends. Our Transition House is not alone in this dilemma; across BC, according to the BC Society of Transition Houses annual report, only 4% of women staying in transition houses were able to move forward to stable, affordable long term housing that was safe and secure.

For these reasons, the Province of BC has provided significant funding to build new transitional housing for women experiencing homelessness due to abuse. These projects are typically multi-unit buildings, with common space for recreation and other events, and include office space for program staff such as building managers and life skills support workers. Our proposed design would involve a 10 – 14 unit building with 7-day a week staffing, and would ideally meet energy efficiency and accessibility building standards.

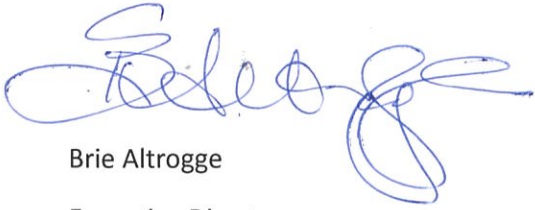
We are pleased to be the recipient of a project approval from BCH and are moving forward with the development phase of this vision. Our next step is to identify a suitable piece of land to recommend to BC Housing for purchase or lease at fair market value, upon which to build.

Our organization has a long track record of being a responsible community member delivering quality services to our community. However, we realize this is a large vision and so we are also including JTW Consulting (James Weldon) on our development team to help us navigate the initial phases of identifying and assessing suitable properties. BC Housing would also be a significant partner in that they would provide a development team and construction/project management expertise, as well as funding.

We are requesting to meet with Masset Village Council to discuss available properties that the municipality holds that could be considered for purchase or lease for such a project. Please let us know if we can attend a meeting at your earliest convenience. (Ideally, if the meeting could include a Zoom or Teams component so that our consultant partner JTW Consulting can also attend remotely, that would be ideal and most appreciated.)

Thank you for your consideration! We are excited to explore the possibilities together for developing new, affordable, healthy and safe housing for our community.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brie Altrogge", with a stylized flourish at the end.

Brie Altrogge

Executive Director

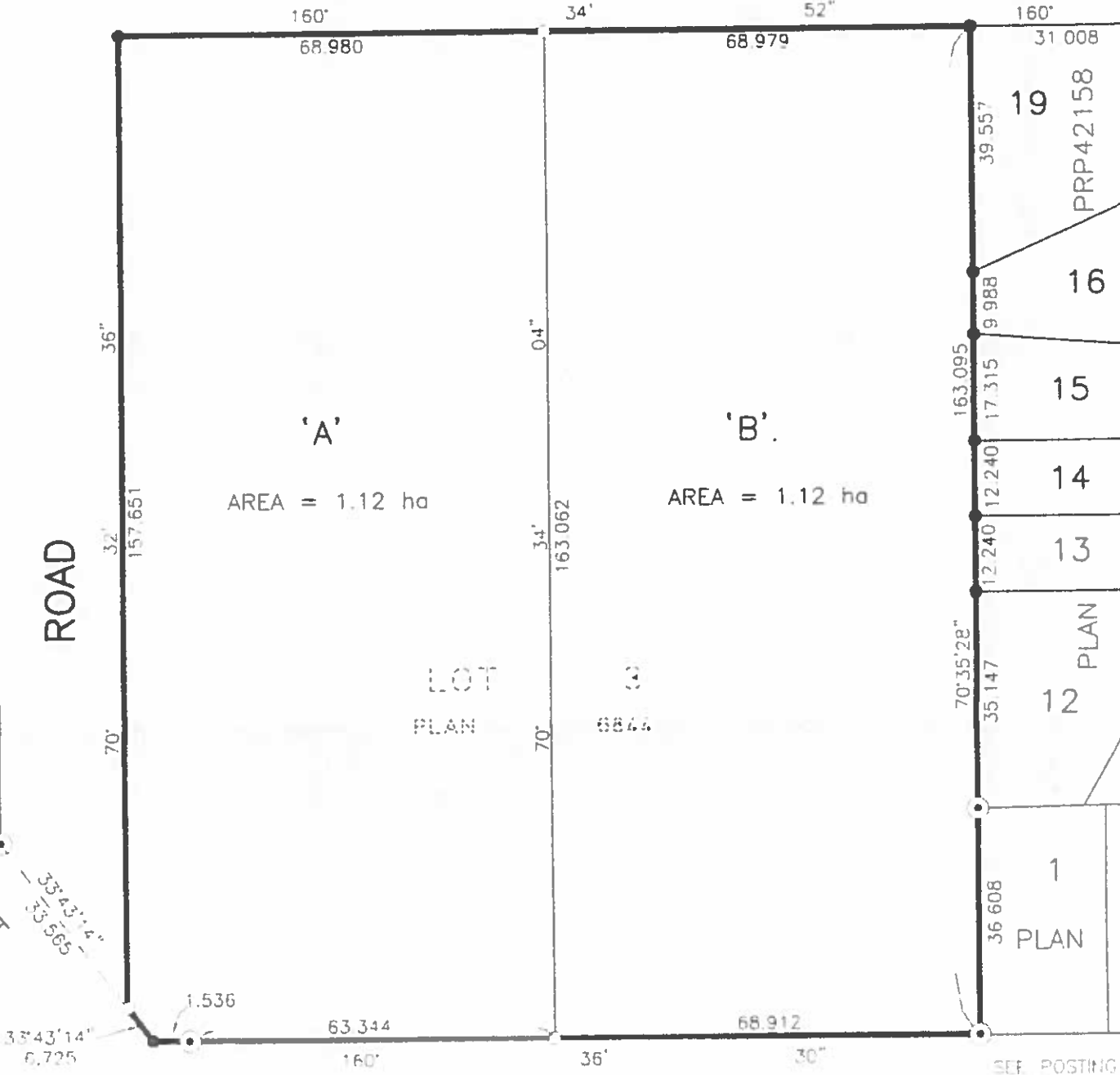
Haida Gwaii Society for Community Peace

TAHAYGHEN AVENUE

CL. 'A'
346A

ROAD

HOGAN ST.



'A'
AREA = 1.12 ha

'B'
AREA = 1.12 ha

LOT
PLAN
3
6844

19
PRP42158

16

15

14

13

12
PLAN

1
PLAN

SEE POSTING
PLAN 10956

HARRISON AVENUE

OWNER:
VILLAGE OF MASSET

VILLAGE OF MASSET

BYLAW NO. 651, 2021

A bylaw to amend Business Licence Bylaw No.616

WHEREAS Council may, pursuant to Section 8(6) of the Community Charter, regulate in relation to business; and

WHEREAS pursuant to Section 15(1) of the Community Charter, Council may provide terms and conditions that may be imposed for obtaining, continuing to hold or renewing a licence, permit or approval and specify the nature of the terms and conditions and who may impose them; and

WHEREAS Council has given notice of its intention to adopt this bylaw and has provided an opportunity for persons who consider they are affected by this bylaw to make representations to Council pursuant to Section 59 of the Community Charter,

NOW THEREFORE the Council of the Village of Masset in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. This Bylaw may be cited as "Business Licence Amendment Bylaw No. 651, 2021".
2. "Business Licence Bylaw No. 616 is hereby amended as follows:
 - (a) By adding the following definitions to Division 1 DEFINITIONS:

"Food Cart" means a non-motorized mobile cart with a maximum area of 3.9m², from which food and/or drink is dispensed, and where the entire stock of goods offered for sale is carried and contained in the cart and which may change locations from time to time, and which is not located in a permanent building or structure, and is removed from public access when not in use.

"Food Truck" means a motorized, mobile, self-contained vehicle that is equipped to cook, prepare and/or serve food or beverages but does not include food trailers or food carts.

"Food Trailer" means a portable, self-contained trailer that is equipped to cook, prepare and/or serve food or beverages but does not include food carts.

"Mobile Food Vending" means the operation of a food service business from a food cart, food trailer or food truck.

(b) Adding DIVISION 3 MOBILE FOOD VENDING

3.0 MOBILE FOOD VENDING

3.1 No person shall operate mobile food vending within the Village of Masset without first obtaining and maintaining a valid Mobile Food Vending licence for each mobile food vending unit in operation. Licences will be issued on a first come first served basis. Depending on demand for Mobile Food Vending on Public Property, time limits on the duration of stay may be imposed by the Village of Masset.

3.2 No person shall operate mobile food vending without providing proof satisfactory to the Village of Masset that the following permissions have been obtained, and regulations met:

(a) Northern Health Inspector;

(b) Proof of Motor Vehicle Insurance (Food Trucks and Food Trailers);

(c) Proof of Liability Insurance coverage which meets the following minimum requirements:

i. Inclusive limit of \$2,000,000 and Public Liability & Property Damage

(d) A Discharge Management Plan satisfactory to the Village of Masset that describes how and where fats, oils and grease will be disposed.

3.3 No person shall operate a mobile food vending unit in Masset without paying the appropriate fees as specified in Schedule 'C'. In order to operate a mobile food vending unit on a public property location as specified in Schedule 'C' a space must be reserved by contacting the Village of Masset, and the use of the location must be authorized by the Village of Masset through a license of occupation agreement.

3.4 No person shall sell goods other than food and beverages from mobile food vending.

3.5 No person shall operate mobile food vending in locations other than the following:

(a) Private Property zoned for Restaurant Use with the Mobile Food Business being at least a distance of 30 metres from an existing permanent food service establishment.

(b) Village of Masset property locations as specified in Schedule 'C' attached hereto and forming part of this bylaw, and subject to first obtaining a license of occupation agreement with the Village of Masset.

(c) Under a permit issued by the Village of Masset for Special Events

(d) Notwithstanding this regulation, should a new food establishment open up on separate parcel of land within 30 m of an existing mobile food unit, the food truck or trailer may remain in its location.

3.6 No person shall operate mobile food vending on private property, without first supplying the Village of Masset with a written letter of permission from the owner of the property on which the vendor will be locating.

3.7 In order to operate a mobile food vending unit on a public property location as specified in Schedule 'C' a space must be reserved by contacting the Village of Masset, and the use of the location must be authorized by the Village of Masset through a license of occupation agreement.

3.8 No person shall operate or provide mobile food vending that is not maintained at all times in good sanitary and aesthetically pleasing condition.

3.9 No person shall operate or provide mobile food vending without its own power and water source.

3.10 No person shall operate generators used to provide power if they, in the opinion of the Village of Masset, create a disturbance.

3.11 No person shall operate or provide mobile food vending without providing proper waste and recycling receptacles adequate to ensure the cleanliness of the adjacent area. No person shall operate a mobile vending unit without a cleanup within a 10-metre radius after service at a location, and removing of all collected garbage from the location.

3.12 No person shall operate mobile vending without maintaining clearance on all sides of the mobile food vending unit such that pedestrians are able to easily and safely pass by without congestion.

3.13 Operation of the mobile food vending unit shall be conducted in a manner that does not restrict or interfere with the ingress or egress of the adjacent property owner or constitute an obstruction to adequate access by fire, police, sanitation vehicles, or public works vehicles.

3.14 No person shall operate a mobile food vending unit that does not adhere to the Village of Masset Noise Bylaw NO. 384.

3.15 No person shall leave mobile food vending unattended.

3.16 No person shall store mobile food vending on public property overnight.

3.17 No person shall operate mobile food vending without maintaining a location log that tracks the time and duration of the food truck/trailer at each location and making the log available to the Village of Masset upon request.

3.18 No person who is providing or operating mobile food vending shall use or allow to be used any polystyrene (Styrofoam), non-recyclable or non-biodegradable materials in relation to the sale or delivery of food.

3.19 No person shall operate mobile food vending in public locations outside the following hours where applicable: 7:00 a.m. to 10:00 p.m.

3.20 No person shall operate mobile food vending within:

(a) 30 metres of an existing permanent food service establishment

(b) Residentially zoned areas unless approved by the Village of Masset for a special event such as a Block Party.

FOOD TRUCKS AND FOOD TRAILERS

3.21 No person shall provide or operate a food truck or trailer that is more in size than:

(a) 2.5 metres in width; and

(b) 8 metres in length.

3.22 No person shall place more seating than is necessary to accommodate the maximum of six (6) patrons at the mobile food vending unit without receiving permission from the Village of Masset.

3.23 On public locations, sign boards are to be placed adjacent to the food truck/trailer to avoid any obstructions to vehicles and pedestrians.

3.24 No person operating a food truck/trailer on private property can place sign boards more than two (2) metres beyond their property limits that does not obstruct vehicles and pedestrians.

FOOD CARTS

3.25 Food carts must be hand propelled, but may be delivered to their site by vehicle.

3.26 No person shall operate a mobile food cart within 30 metres from existing permanent food service establishments that sell a similar food product, concept, or theme.

3.27 No person shall operate a mobile food cart on sidewalk locations other than those specified in Schedule 'C' and the use of the location must be authorized by the Village of Masset through a license of occupation agreement'.

3.28 Placement of any furniture (i.e., tables, chairs, benches, counters etc.) associated with the mobile food vending cart is not permitted in on-street locations (side-walks).

(c) Adding Schedule 'C'

SCHEDULE 'C'

Public Mobile Food Vending Locations*and Fees

Location	Food Truck/Trailer Allowed	Food Cart Allowed	Number of Units Allowed	Fees****
Community Hall - availability subject to booked events - see Map 1	Yes/Yes	Yes	3**	\$464 per month/\$116 per week
GMDC Parking Lot - subject to land divestiture process - see Map 2	Yes/Yes	Yes	4***	\$360 per month/\$90 per week
Visitors Centre - See Map 3	Yes/Yes	Yes	1	\$360 per month/\$90 per week
On-Street (Sidewalks) -Collison Ave, Cooke Street, Main Street (North of Collision Ave), Orr Street, Harrison Avenue	No/No	Yes	3	\$45 per month; \$12 per week
Special Events	TBD by VOM	TBD by VOM	TBD by VOM	TBD by VOM and/or Event Organizer

*Placement of mobile food vending units within allowed public locations will require consultation with the Village of Masset, and the use of the location must be authorized by the Village of Masset through a license of occupation agreement.

**Three (3) mobile food vending units would consist of two (2) food trucks/trailers and one (1) food cart. There cannot be three (3) food trucks/trailers at this location at any given time.

*** Four (4) mobile food vending units would consist of three (3) food trucks/trailers and one (1) food cart. There cannot be four (4) food trucks/trailers at this location at any given time.

**** All operators require a mobile food vending license (business license) to operate in Masset. Those operating on public lands identified in the above table will also be charged a location fee.

Map 1 – Community Hall



Map 2 – GMDC Parking Lot



Map 3 – Visitors Centre



3. If any section, paragraph or phrase in this Bylaw is for any reason held to be invalid by a decision of a Court of competent jurisdiction, that portion shall be severed and the remainder of this Bylaw shall continue in full force and effect.

4. This Bylaw may be cited for all purposes as "Business Licensing Amendemennt Bylaw No. 651, 2021".

READ A FIRST TIME THIS 13th DAY OF DECEMBER 2021

READ A SECOND TIME THIS 13th DAY OF DECEMBER 2021.

READ A THIRD TIME THIS 10th DAY OF JANUARY 2022.

RECONSIDERED AND ADOPTED THIS 24th DAY OF JANUARY 2022.

Clerk

Mayor

Certified a true copy of "Business Licensing Amendment Bylaw No. 651, 2021".
Clerk

DATE: January 21, 2022

TO: Alan Smith, Chief Administrative Officer

CC: Shasta McCoy, Urban Systems

FROM: Phil Rinn and Eric Sears

FILE: CD3995.0004.00

SUBJECT: Masset Seaplane Terminal Concept Plan: Work Plan – R2

1. PROJECT UNDERSTANDING and SCOPE OF WORK

Thank you for the opportunity to continue serving the Village of Masset with the ongoing improvement of your public realm and access to the iconic waterfront and working harbour. Our team will strive to continue the good initial momentum created through our ongoing work with the Village on the *Main Street Vision and Action Plan: From Park to Pier* project.

Based on our initial discussions with you and through review of the *Community Economic Recovery Infrastructure Program (CERIP)* grant previously prepared and submitted by the Village in 2021, we understand that there is a strong desire to improve the Seaplane Terminal, boat launch and surrounding area to better serve residents and businesses on Haida Gwaii, while continuing to invest in this critical service hub for northwest BC.

In addition to the proposed replacement of the existing seaplane float and access ramp, and replacement of the public boat launch float, the current building used by both Inland Air (seaplane operator) and Masset Car and Truck Rentals needs to be replaced, along with associated improvements to vehicle circulation, parking, pedestrian accessibility, etc.



As the primary deliverable for this assignment, we will prepare a high-level **Site and Building Concept Plan and Cost Estimate** for the Seaplane Terminal area that can be used to:

- Help Village staff and leadership better understand the key issues, opportunities, constraints and costs that might impact feasibility of site redevelopment;
- Seek and secure potential internal and external funding sources;
- Support upcoming partner, stakeholder, and community discussions;
- Provide a foundation for future phases of planning, engagement and design.

We anticipate the Concept Plan will directly address or consider the following **site considerations and program elements**:

- Replacement of existing seaplane float and access ramp.
- Replacement of existing building currently shared by Inland Air and Masset Car and Truck Rental, including identification of potential building site(s).
- Indoor and outdoor arrival/departure waiting areas:
 - Comfortable and safe with amenities like benches, picnic tables, etc.
 - Covered and/or semi-enclosed areas to mitigate impacts of rain, wind, snow, etc.
- Enhanced user / tourist experience with safe and accessible pedestrian walkways and open spaces, with particular focus on:
 - CPTED and gender sensitive design.
 - All-ages mobility, wayfinding and cultural/historic interpretation opportunities.
 - Improved access to the waterfront and connections to other site amenities.
- Roads, parking lots and other vehicular site infrastructure and circulation:
 - Pick-up/drop-off/waiting facilities (for seaplane, airport shuttle, taxi, car rental)
 - Waste pickup, service/delivery areas, etc.
 - Emergency access routes and staging areas.
 - Consider impacts of adjacent site activities (e.g. marina, park, etc.) and potential shared parking areas.
- Public Boat Launch:
 - New float and concrete ramp replacement
 - Trailer staging, circulation and parking
- Multi-modal facilities (on-site) and car/bike/pedestrian connections to:
 - Car & Truck Rental facility, Marina, Yellowhead Highway, local/regional trail networks, etc.
- On-site services and utilities:
 - Water/sewer mains, stormwater system, hydro location and capacity, overhead lighting, etc.
- Open spaces and park amenities, for example:
 - Picnic areas, bird/wildlife viewing facilities, connections to SeaPlane Spit Park, Delkatla Wildlife Sanctuary, etc.
- Coastal ecosystem considerations:
 - Masset Harbour edge condition, characteristics of adjacent intertidal wetland, minimum floodplain building elevations, existing trees and natural features, etc.

2. WORK PLAN

Task 0: Project Management and Coordination

Task 1: Project Initiation; Background Data Compilation and Review

- A. *Kick-off meeting with Village project manager (and team members as desired).
- B. Request, receive and review background information, including but not limited to:
 - o Existing GIS and/or AutoCAD base plans
 - o Integrated Official Community Plan 2040 and Implementation Guide (2017)
 - o Coastal Information, such as:
 - Floodplain / tidal / topographical information
 - Tsunami Evacuation Map and Emergency Plan
 - o Delkatla Harbour Authority considerations
 - o Also see *Optional Task 1: Environmental / Archaeological* below
- C. Prepare project base plan in AutoCAD or similar program.

Task 2: Site Analysis and Key Development Parameters

- A. Review and analyze existing site conditions, issues and opportunities (per list in Scope of Work above).
- B. Prepare short written brief and sketch (to be integrated into future Design Brief summary memo).

Task 3: Initial Conceptual Site Plan and Program; Design Brief Outline

(60% milestone submission)

- In consultation with the team, develop the high-level building and site program, services and amenities to be considered (from list above).
 - o Establish preliminary building program and floor plan to assess potential building location(s) and associated access and servicing.
 - o Review and analyze available seaplane and car rental user counts and projections and prepare passenger / activity and drop-off / pick-up forecasts.
 - o Also see *Optional / Future Task 2: Engagement* below.
- Establish key planning/design principles to:
 - o Guide the development of the site plan.
 - o Confirm initial form and character envisioned for building form / exterior design.
- Prepare the following draft presentation materials for client review:
 - o 1 rendered conceptual site plan
 - o 1 rendered exterior building perspective
 - o 1-2 sectional elevations
 - o Precedent images and/or supporting graphics depicting the form and character of the proposed building and site improvements.
- Prepare written design brief outline highlighting key issues, questions and decision points.
- *Progress meeting with Village project team to receive feedback on proposed concept.

Task 4: Refined Concept Plan and Sections, Draft Design Brief and Cost Estimate

(90% milestone submission)

- Refine the conceptual site plan and building design and based on Village feedback.
- Prepare draft Design Brief summary memo outlining key constraints, issues, opportunities and recommendations.
- Produce draft Class 'D' (+/- 40%) cost estimate for building and site works.
- *Progress meeting with Village to review 90% submission and confirm final revisions.

Task 5: Plan Finalization and Project Wrap-up

(100% milestone submission)

- Prepare and issue final concept plan, design brief and preliminary cost estimate.

Optional / Future Task 1: Environmental / Archaeological Desktop Study

It is possible for a coastal site of this nature to have specific environmental and/or archaeological legislation and associated opportunities and constraints that may affect the feasibility of the proposed site plan layout. We would be pleased to discuss the possibility of including this within the current or future scope of work.

Optional / Future Task 2: Partner, Stakeholder and Community Engagement

If desired now or in the future, our team would be pleased to support the Village through participation in engagement activities with key partners, stakeholders and the larger community, including the preparation of presentation materials, surveys, mapping tools, etc.

PROJECT TEAM

Our growing South Coast team at Urban Systems is now comprised of over 100 professional staff between our Vancouver, Surrey, Victoria and Courtenay offices, engaging in diverse practice areas such as Community Planning, Civil Engineering, Landscape Architecture, Transportation and Environmental consulting. In addition to support from our BC colleagues, we have the 'bench strength' of almost 500 employees across 15 offices in Western Canada to support our project if needed.

For this assignment, we have teamed with Fraser Dow of Range Architecture, based in North Vancouver. We have worked together with Fraser on several projects over the years, and are confident that his experience with various types of building projects in remote and rural locations throughout BC will be a valuable asset to the team. He is also already familiar with the site, having flown into the Masset Seaplane Terminal once before.

Our proposed project team is outlined in the table below; also refer to the appended CV's. Several team members are currently working on the Main Street project with the Village and are therefore familiar with the local community and regional context. If needed for this project, we have also identified internal team advisors with specific expertise in urban planning, active transportation and environmental services.

Team Member	Role / Title	Location
Phil Rinn , MBCSLA, M.Sc.	Project Lead; Landscape Architect & Integrative Planner	Courtenay
Fraser Dow , AIBC	Architect, Principal (Range Architecture)	North Vancouver
Eric Sears , P.Eng.	Municipal Engineering Lead; Partner	Courtenay
Jeryn Mackey* , B.L.Arch.	Landscape Designer; Drawing Graphics	Fort St. John
Lauren Kuyer* , B.A., ADipl T (GIS)	GIS Analyst	Vancouver
Dan Casey , MCIP, RPP	Senior Transportation Planner (Parking & Active Transportation Specialist)	Victoria
Devon Phillips , BBA	Project Coordinator	Courtenay

**Team members who are also part of the 'Main Street Vision and Action Plan' project and familiar with the local community and regional context.*

3. PROFESSIONAL FEES & SCHEDULE

Task 0 – Project Management and Coordination	\$1,200
Task 1 – Project Initiation; Background Data Compilation and Review	\$4,700
Task 2 – Site Analysis and Key Development Parameters	\$2,000
Task 3 – Initial Conceptual Site Plan and Program; Design Brief Outline	\$8,500
Task 4 – Refined Concept Plan and Sections, Design Brief and Cost Estimate	\$12,000
Task 5 – Plan Finalization and Project Wrap-up	\$1,600
TOTAL (incl. disbursements; plus applicable taxes)	\$30,000
Optional / Future Task 1 – Environmental / Archaeological Desktop Survey	TBD
Optional / Future Task 2 – Partner, Stakeholder and Community Engagement	TBD

We anticipate this assignment will take approximately **6-8 weeks** to complete, depending on the quantity/quality of the base information available, the Village’s internal review process and the desired level of partner / stakeholder / community engagement. We would be pleased to discuss and further refine this schedule as part of *Task 1: Project Initiation*.

4. ASSUMPTIONS and LIMITATIONS

1. We are fully equipped for virtual meetings and commit to completing the work in accordance with COVID-19 protocols established by the Province and Village, in addition to Urban Systems’ internal protocols.
2. We have assumed that the Village will provide adequate GIS/CAD base drawings and topographical data to complete this assignment, however additional site / building survey may be required at additional cost.
3. The proposed scope of work includes one initial plan view concept drawing, one building perspective, and one to two sectional elevations, with one round of revisions based on Village feedback. If additional concept options or graphic renderings are desired, we would be pleased to amend this agreement accordingly.
4. We have not allotted for a site visit to Masset for this assignment and will therefore rely on Village staff to provide site photos and additional site and neighbourhood context as needed to support project planning and design.
5. This work plan does not include environmental services, geotechnical or structural services, on-site traffic or parking counts, etc., however we would be pleased to provide or coordinate these services as needed.

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5. CLOSURE

Thank you for the opportunity to support the Village of Masset with the enhancement of this key community asset. We would be pleased to further discuss and refine this Work Plan to meet your needs and expectations and are ready to get started immediately upon receipt of your written approval.

Sincerely,

URBAN SYSTEMS LTD.

Phil Rinn, BCSLA, M.Sc., LEED A.P.
Landscape Architect & Integrative Planner

Eric Sears, P.Eng.
Municipal Engineer, Partner

file:///usl.urban-systems.com/projects/Projects_CTY/3995/0004/00/R-Reports-Studies-Documents-Proposals/2022-01-21_Masset_SeaplaneTerminal_WorkPlan_DRAFT-R2.docx