

A G E N D A
for

REGULAR COUNCIL MEETING
July 10, 2023

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

Council Meeting Minutes June 26, 2023

MINUTES AND REPORTS OF OTHER ORGANIZATIONS

1. North Coast Regional District Board Highlights June 2023

PETITIONS AND DELEGATES

1. Jevan Gowler MVFD
2. Ben Hyman VIRL

VERBAL REPORTS OF COUNCIL/CAO/CFO

NEW BUSINESS

NB-1 Jack Thorgeirson

NB-2 BC Hydro EV Charging Station

NB-3 WASCO Quality Assurance Program Audit Report

NB-4 Masset Skatepark Society Skatepark Design – Build Program

PUBLIC QUESTION PERIOD

ADJOURNMENT

Village of Masset Regular Council Meeting of June 26, 2023

Minutes of the Regular Council Meeting held June 26, 2023 in the Council Chambers.

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

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 7:05 pm.

ADOPTION OF AGENDA

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

CARRIED

COUNCIL MEETING MINUTES

Council Meeting Minutes June 12, 2023

Moved by Councillor Johnston, seconded by Councillor Currie that the June 12, 2023 Council meeting minutes be adopted as presented.

CARRIED

MINUTES AND REPORTS OF OTHER ORGANIZATIONS

NCRD Board Highlights May 2023

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

CARRIED

PETITIONS AND DELEGATES

Jennifer Rutt MIEDS

Jennifer Rutt gave a brief update on the history of MIEDS. MIEDS is dedicated to economic development in the member communities of Masset, Port Clements, Daajing

Giids, Sandspit, NCRD Area "D" and NCRD rea "E". Their core funding comes from a combined economic development capacity building grant from each member community.

MIEDS main focus is on:

- 1) Tourism
 - Recently put out This is Haida Gwaii magazine (currently free)
 - NDIT discontinued funding for the Love Northern BC website this year
 - Community and hiking videos
- 2) Grant Writing
- 3) Shop Haida Gwaii
- 4) Clean Oceans Economic Stimulus Program
 - Received 2.3 million in funding
 - Cleaned 190,000 lbs. of debris from Haida Gwaii beaches
 - Employed 144 people and had 4 businesses involved with the project
- 5) Community Forests
 - Still waiting for a response from the Minister regarding the AAC apportionment

MIEDS is currently waiting for funding opportunities to open up from REDIP to apply for grants to hold two strategic planning sessions, one for Mayors and Councils and one for their Board of Directors.

Moved by Councillor Johnston, seconded by Councillor Currie that the MIEDS report be received and filed.

CARRIED

VERBAL REPORTS OF COUNCIL/CAO/CFO

Councillor Johnston attended the Gwaii Trust AGM and Allocation meetings and the Healthcare Committee meeting.

Councillor Currie attended the Healthcare Committee meeting and a Community Futures meeting.

Intern Andalib Olee has been working on policies for facilities, snow and ice, accessibility for municipal buildings, new harbour fees schedule and the airport spreadsheet.

CFO Jo-Ann Brown has been working on taxes and year-end reports for 2022 as well as dealing with any incoming issues and phone calls while Josh is on vacation.

Councillor Carty attended the Healthcare Committee meeting.

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

CARRIED

BYLAWS

Bylaw No. 660 Enforcement Bylaw

Moved by Councillor Johnston, seconded by Councillor Currie that Bylaw No. 660 be reconsidered and adopted.

CARRIED

Bylaw No. 661 Parking Bylaw

Moved by Councillor Currie, seconded by Councillor Johnston that Bylaw No. 661 be reconsidered and adopted.

CARRIED

Bylaw No. 662 Ticketing System Bylaw

Moved by Councillor Johnston, seconded by Councillor Currie that Bylaw No. 662 be reconsidered and adopted.

CARRIED

NEW BUSINESS

NB-1 UBCM Child Care Resolution

WHEREAS the Ministry of Education and Child Care is responsible for B.C.'s \$10/day child care program, and ChildCareBC's growing system of universal child care has been life-changing for families, with demand far outstripping supply;

AND WHEREAS the current grant-based process to expand universal child care relies on grant applicants to coordinate all aspects of design and implementation, and local and Indigenous governments and nonprofit organizations often lack the resources to successfully manage this process in accordance with UBCM-funded child care needs assessments and action plans:

THEREFORE BE IT RESOLVED that while the Province continues to rely on individual grant applicants to plan and develop child care expansion, that instead, the Province provide multi-year funding to local and Indigenous governments and nonprofit organizations to support resources to coordinate this process:

AND BE IT FURTHER RESOLVED that UBCM urge the Ministry of Education and Child Care to replace the current grant-based application process with a systematic expansion of universal child care that upholds UNDRIP obligations and supports the involvement of, but does not rely on, local and Indigenous governments and nonprofit organizations to coordinate design and implementation.

Moved by Councillor Johnston, seconded by Councillor Currie to uphold the UBCM Child Care Resolution.

CARRIED

NB-2 Annual Report

Moved by Councillor Johnston, seconded by Councillor Currie that the Annual Report be received and filed.

CARRIED

NB-3 Harbour Fee Structure

Moved by Councillor Currie, seconded by Councillor Johnston that the new Harbour Fee Structure be approved.

CARRIED

NB-4 Dog Pound

Staff will look into Gwaii Trust grants available in order to make needed repairs and improvements to the building.

NB-5 Disc Golf Proposal

Moved by Councillor Johnston, seconded by Councillor Currie that the Village of Masset support Gudangaay Tlaats'gaa Naay Secondary School application to Gwaii Trust for funding towards a disc golf course.

CARRIED

NB-6 Royal Canadian Legion Fundraiser

Staff will put together a donation package to support the Legion fundraiser.

CARRIED

NB-7 AP Cheque Listing April 1-30, 2023

Moved by Councillor Johnston, seconded by Councillor Currie that the cheque listing for April 1st to April 30th, 2023 be approved.

CARRIED

NB-8 AP Cheque Listing May 1-31, 2023

Moved by Councillor Currie, seconded by Councillor Johnston that the cheque listing for May 1st to May 31st, 2023 be approved.

CARRIED

ADJOURNMENT

Moved by Councillor Johnston the meeting be adjourned at 8:18 pm.

CARRIED

Recording Secretary

Mayor

Certified Correct, Administrator



Board Highlights

June 2023

Delegations:

McElhanney provided an overview of the Sandspit Water System – Condition Assessment and Infrastructure Capital Plan. Sperling Hansen Associates provided an overview of the North Coast Regional District Solid Waste Management Plan update. The Chair of the Board thanked the delegations.

Board Business:

1. The Board resolved to provide a letter of support for Rogers' Connectivity Project on Haida Gwaii.
2. The Board resolved to send a letter to request infrastructure upgrades to the land weather stations on Holland Rock and Lucy Islands.
3. The Board resolved to send a letter of support to the City of Prince Rupert for its application to the Federal Disaster Mitigation and Adaptation Fund in support of water infrastructure upgrades.
4. The Board directed staff to prepare a housing action plan for consideration.
5. The Board resolved to request meetings at the 2023 UBCM Convention with the Minister of Tourism, Arts, Culture and Sport; Minister of Environment and Climate Change Strategy; Minister of Transportation and Infrastructure; Minister of Forests; Minister of Indigenous Relations and Reconciliation; and the Minister of Health.
6. The Board resolved to adopt [Bylaw No. 685, 2023 – Islands Solid Waste Management Regulation, Fees & Charges Amendment](#).
7. The Board authorized an [alternative approval process](#) be held to seek approval to provide financial contributions to the Museum of Northern B.C. and the Lester Centre of the Arts.
8. The Board authorized an [alternative approval process](#) be held to seek approval to provide financial contributions to the North Pacific Cannery Village Museum.

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

Jack's History as a volunteer

1955-1957

Naval Radio Station Masnet - Radio Operator
Boy Scout Leader

1957-59 J

Transfer to Victoria HMCS New Waterford
HMCS Saguenay

Electronic Warfare

1960-62 married Faith son Kirk

Transfer to Naval Radio Station

~~Inuvik~~ Inuvik ^{NWT} 8 weeks for closure

Transfer to Inuvik NWT

son Jeff

1962-1964 HMCS Gloucester Ottawa Ont

End of Service

1964 to present time Masnet, B.C.

1964-1966 Foreperson 2 men Charlotte Cannery

Owner and operator school buses

1966 Petroleum Manager / Truck driver

B.A. Oil for Helmer's Coop

1968 (Nov) Took over as agent B.A. Oil

to Sulf Oil Agent

1997 Petroleum Agent

Community Involvement

Masset/Haida Fire Department - First Captain
New Masset Credit Union - Credit Committee
Charter member Masset Haida Lions
Royal Canadian Legion Executive Committee
St Paul's Anglican Church
- Secretary Treasurer for 15 years - Secretary
Warden from 2002 on

Rectory Warden

~~Masset Haida Lions Club~~

- Zone Chairman 1 year

- President 2 years

Received Melvin Jones Fellowship Award
(the most prestigious award
given by Lions)

Airport Management Committee

Salmon Coop Board - President

Councillor - Village of Masset

- Masset Community Adjustment Committee

- Masset Emergency Planning Committee

- Masset Recreation Commission

- S.M.S.B. Rec Committee

- Tourism - North by North West

Committee

- Director Vancouver Island Regional

Library

- Chairperson of Harbour Days Committee

1997 - 2002

S.B.S. Chamber of Commerce

Heritage Housing Treasurer / Bookkeeper 2000 ~~to~~
to present time
Director Prison Entrance Maritime Museum
Volunteer gardener - Ruth Stewart Burton
Memorial Park - organizing

~~2000~~

Village of Masset Health Committee
and Jimmy Telford - in charge of auctions
since conception.

DRAWING INDEX

DWG NO	DRAWING TITLE	REV
T-1	TITLE SHEET	C
A-1	EQUIPMENT DETAILS	C
A-2	SITE PLAN	C
A-3	PROPOSED EQUIPMENT LAYOUT (OPTION #1)	C
A-4	PROPOSED EQUIPMENT LAYOUT (OPTION #2)	C



KEY PLAN



LATITUDE N 54.011369
 LONGITUDE W 122.148667
 NAD 83
 NOT TO SCALE

SITE INFORMATION

SITE NAME	MASSSET
SITE ADDRESS	1993 COLLISON AVENUE MASSSET, BC
LEGAL DESCRIPTION	TOPOGRAPHIC PLAN OF PART OF MAIN STREET NORTH EAST OF COLLISON AVENUE, VILLAGE OF MASSSET, BC
SITE CONFIGURATION	EVSE INSTALLATION
APPLICANT	POWERPROS ELECTRICAL #2 30445 PROGRESSIVE WAY ABBOTSFORD BC

PERMIT TO PRACTICE # 1000390

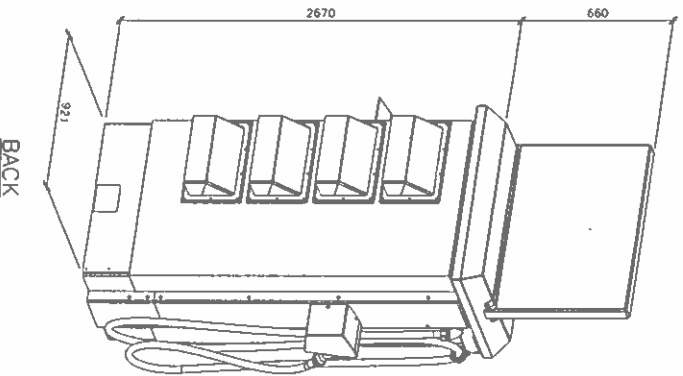
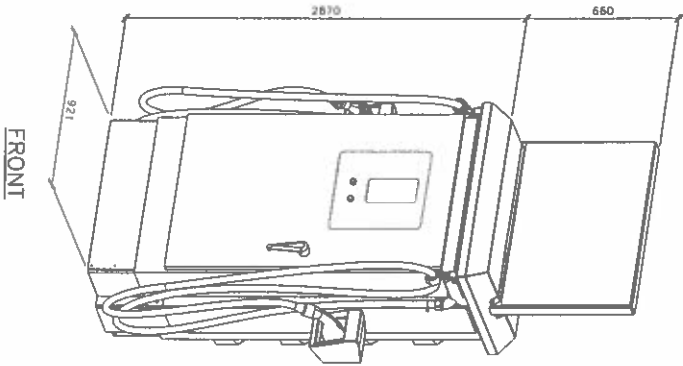
REV	DESCRIPTION	DATE	BY	ENGINEERING SEAL
A	ISSUED FOR REVIEW	MAY 1 1923	AF	
B	REVISED PER COMMENTS	JUN 1 1923	AF	
C	REVISED PER COMMENTS	JUN 1 1923	AF	



CORE ONE
 SUBREY • CALCARY • MONTREAL

100-1100-2314
 1993 COLLISON AVENUE
 ABBOTSFORD BC V3G 2A1
 CONTACT: INFO@COREONELTINC.COM

PROJECT	MASSSET 1993 COLLISON AVENUE	SCALE	N/A
DRAWING TITLE	TITLE SHEET	REVIEWED BY	LC
PROJECT NO	2902813	APPROVED BY	DA
DRAWING NO	T-1	DRAWN BY	AF
		DATE	MAY 1923
		CAD FILE	7-1



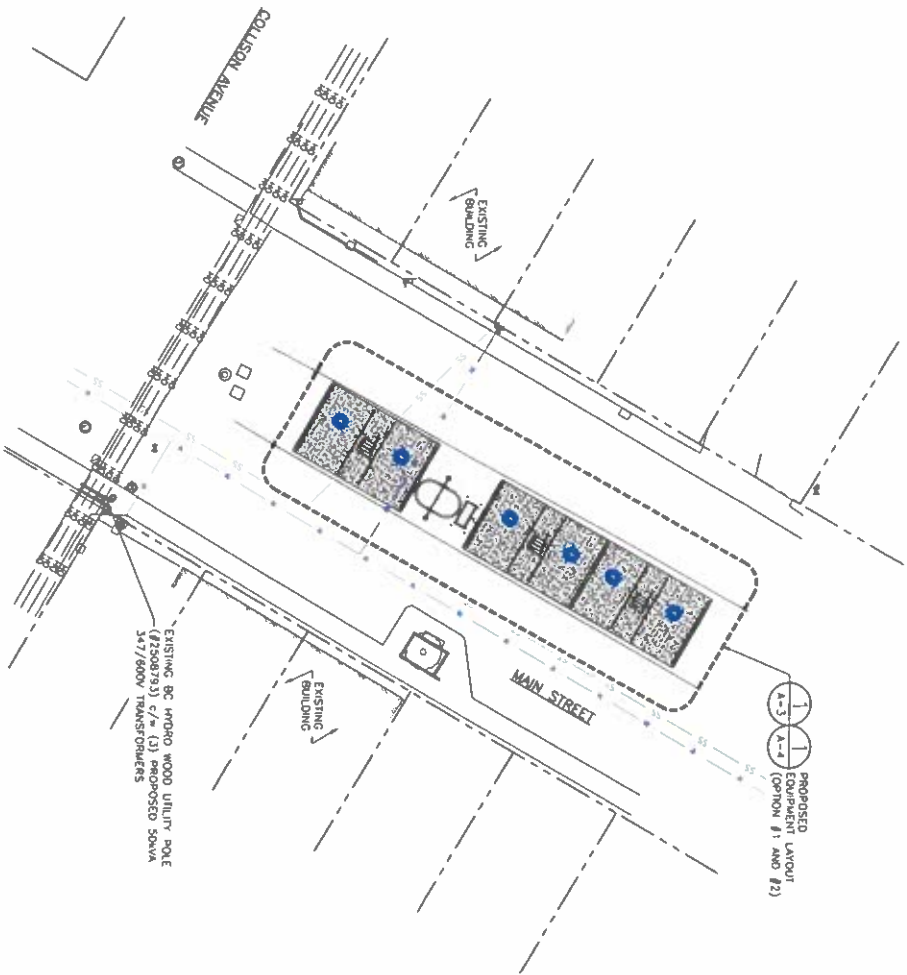
SMART DC MULTI-STANDARD
DC FAST CHARGING STATION ISOMETRIC

- NOTES:**
1. INSTALL THE DCFC ACCORDING TO THE MANUFACTURER SPECIFICATIONS.
 2. CHARGER ANCHORS TO THE CONCRETE FOUNDATION INCLUDING THE SEISMIC PROVISIONS BY THE MANUFACTURERS.

PERMIT TO PRACTICE # 10000980  POWERPROS ELECTRICAL  CORE ONE SURREY • CALGARY • MONTREAL TEL: (779) 862-2186 FAX: (403) 284-1116 WEBSITE: WWW.COREONEELECTRICAL.COM CONTACT: INFO@COREONEELECTRICAL.COM		PROJECT MASSET 1993 COLLISON AVENUE BRISTOL-COLUMBIA MASSSET MASSSET CAD FILE PROJECT NO. 23C2813	SCALE N/A REVIEWED BY LC APPROVED BY DA DRAWN BY AF DATE MAY 1 8/23 A-1
ENGINEERING SEAL		DRAWING TITLE EQUIPMENT DETAILS	
REV DESCRIPTION DATE BY	REVISED PER COMMENTS JAN 1 3/23 AF REVISED PER COMMENTS JAN 08/23 AF ISSUED FOR REVIEW MAY 1 8/23 AF	PROJECT NO. 23C2813 DRAWING NO. A-1	



TRUE NORTH ARROW SHOWN ON THIS DRAWING IS FOR INFORMATION ONLY AND MUST BE VERIFIED



1 SITE PLAN
1:100

LEGEND	
	EXISTING UNDERGROUND GAS
	EXISTING UNDERGROUND POWER
	EXISTING UNDERGROUND COMMUNICATIONS
	EXISTING UNDERGROUND SANITARY/SEWER
	EXISTING UNDERGROUND WATER
	UNKNOWN
	EXISTING OVERHEAD POWER

LEGAL DESCRIPTION:

TOPOGRAPHIC PLAN OF PART OF MAIN STREET, NORTH EAST OF COLLISION AVENUE, VILLAGE OF MASSET, B.C.

NOTES:

- SITE PLAN INFORMATION WAS OBTAINED FROM A SURVEY BY [Name], SURVEYING LTD., DATED APRIL 6, 2023 AND A SITE VISIT PERFORMED BY [Name] ON APRIL 10, 2023 AND 02, 2023. THIS DRAWING DOES NOT REPRESENT A SURVEY.
- CONTRACTOR IS RESPONSIBLE TO LOCATE AND IDENTIFY ANY EXISTING UTILITIES IN THE VICINITY OF REQUIRED EXCAVATION PRIOR TO CONSTRUCTION.

REV	DESCRIPTION	DATE	BY	ENGINEERING SEAL
A	ISSUED FOR REVIEW	MAY 1 0623	AF	
B	REVISED PER COMMENTS	JUN 10 2023	AF	
C	REVISED PER COMMENTS	JUN 1 2023	AF	

PERMIT TO PRACTICE # 1000390

CORE ONE
SURVEYING & CONSULTING
MONTREAL

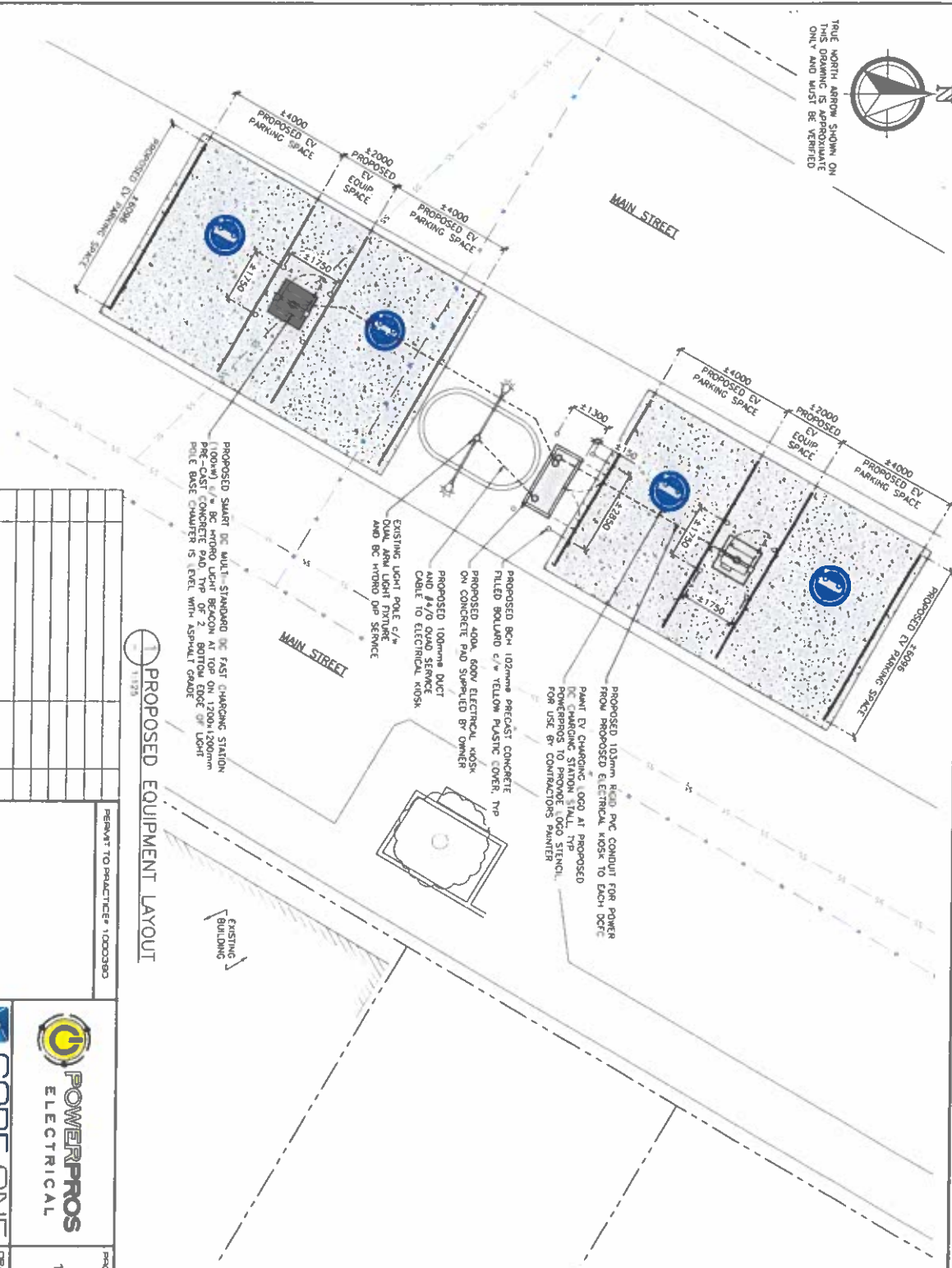
TEL: (514) 888-2144
1000 BOULEVARD DE LA TRINITE
MONTREAL, QUEBEC H3T 1M1
CONTACT: INFO@COREONECONSULTING.COM

PROJECT	1993 COLLISION AVENUE
DRAWING TITLE	SITE PLAN

SCALE	AS NOTED
REVIEWED BY	LC
APPROVED BY	DA
DRAWN BY	AF
DATE	MAY 1 0623
CAD FILE	A-2
PROJECT NO	2022B13
DRAWING NO	A-2



TRUE NORTH ARROW SHOWN ON THIS DRAWING IS APPROXIMATE ONLY AND MUST BE VERIFIED



PROPOSED EQUIPMENT LAYOUT

LEGEND

	EXISTING UNDERGROUND GAS
	EXISTING UNDERGROUND POWER
	EXISTING UNDERGROUND COMMUNICATIONS
	EXISTING UNDERGROUND SANITARY/SEWER
	EXISTING UNDERGROUND WATER
	UNKNOWN
	EXISTING OVERHEAD POWER

- NOTES:**
- EQUIPMENT LAYOUT INFORMATION WAS OBTAINED FROM A SURVEY BY CAMERON LAND SURVEYING LTD. DATED MAY 09, 2023. THE SURVEY WAS CONDUCTED BY CAMERON LAND SURVEYING CONSULTING, DATED MAY 05, 2023. THIS DRAWING DOES NOT REPRESENT A SURVEY.
 - CONTRACTOR IS RESPONSIBLE TO LOCATE AND IDENTIFY ANY AND ALL BURIED SERVICES TO CONTRACTOR'S REQUIREMENTS AND ALL BURIED SERVICES TO BE EXCAVATED PRIOR TO CONSTRUCTION.

REV	DESCRIPTION	DATE	BY	ENGINEERING SEAL
A	ISSUED FOR REVIEW	MAY 1 16/23	AF	
B	REVISED PER COMMENTS	JUN 1 09/23	AF	
C	REVISED PER COMMENTS	JUN 1 13/23	AF	

PERMIT TO PRACTICE # 10000380

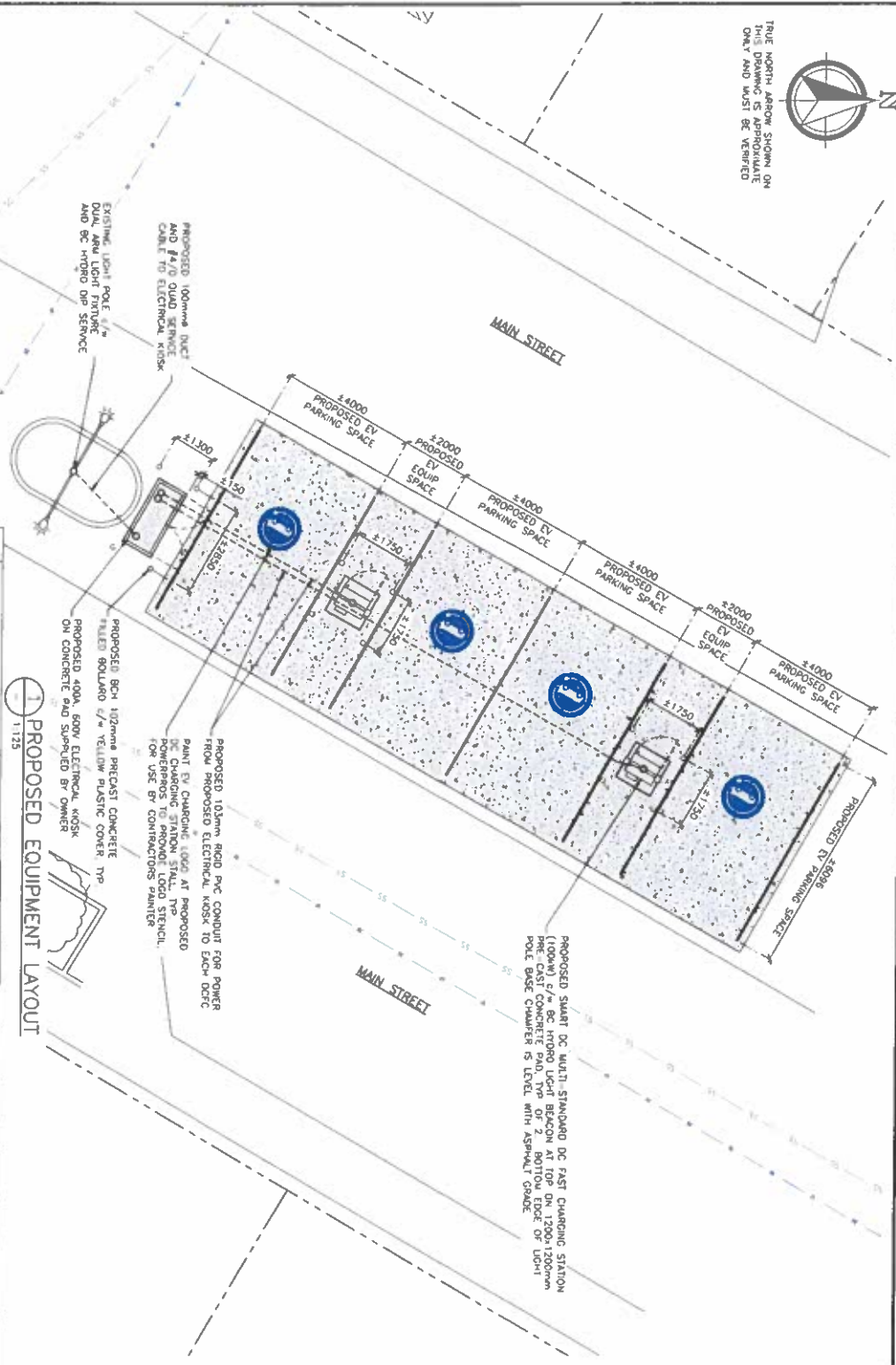
CORE ONE
ELECTRICAL

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TEL: (781) 888-2146
FAX: (781) 888-2146
WWW.COREONEELECTRICAL.COM
CONTACT: INFO@COREONEELECTRICAL.COM

PROJECT	MASSET 1993 COLLISON AVENUE BRISTOL-COLUMBIA	SCALE	AS NOTED
DRAWING TITLE	PROPOSED EQUIPMENT LAYOUT (OPTION #1)	REVIEWED BY	LC
		APPROVED BY	DA
		DRAWN BY	AF
		DATE	MAY 16/23
		CAD FILE	A-3
		PROJECT NO.	2302813
		DRAWING NO.	A-3

TRUE NORTH ARROW SHOWN ON THIS DRAWING IS APPROXIMATE ONLY AND MUST BE VERIFIED



1 PROPOSED EQUIPMENT LAYOUT
1:125

REV	DESCRIPTION	DATE	BY	BR/ENGINEERING SEAL
A	ISSUED FOR REVIEW	MAY 18/23	AF	
B	REVISED PER COMMENTS	JUN 08/23	AF	
C	REVISED PER COMMENTS	JUN 13/23	AF	

PERMIT TO PRACTICE # 10003980

POWERPROS
ELECTRICAL

CORE ONE

SURREY • CALGARY • MONTREAL

78, 6798 78th STREET
SUITE 100
VANCOUVER, BC V6N 1C1
TEL: (604) 735-2116
WWW.POWERPROSELECTRICAL.COM
CONTACT: INFO@POWERPROSELECTRICAL.COM

PROJECT	MASSET 1993 COLLISON AVENUE	SCALE	AS NOTED
DRAWING TITLE	PROPOSED EQUIPMENT LAYOUT (OPTION #2)	REVIEWED BY	LC
		APPROVED BY	DA
		DRAWN BY	AF
		DATE	MAY 18/23
		CAD FILE	A-4
		PROJECT NO.	2302913
		DRAWING NO.	A-4

LEGEND

	EXISTING UNDERGROUND GAS
	EXISTING UNDERGROUND POWER
	EXISTING UNDERGROUND COMMUNICATIONS
	EXISTING UNDERGROUND SANITARY/SEWER
	EXISTING UNDERGROUND WATER
	UNKNOWN
	EXISTING OVERHEAD POWER

NOTES:

1. EQUIPMENT LAYOUT INFORMATION WAS OBTAINED FROM A 2023 SITE SURVEY AND SURVEYING LOG DATED MAY 09 2023 BY CHERRY LAND SURVEYING LTD. THE CONSULTING ENGINEER'S SITE SURVEY REPORT DATED MAY 04 2023 HAS DRAWING DOES NOT REPRESENT A SURVEY.

2. CONTRACTOR IS RESPONSIBLE TO LOCATE AND IDENTIFY ANY AND ALL BURIED SERVICES IN THE VICINITY OF REQUIRED EXCAVATION PRIOR TO CONSTRUCTION.



WASCO
WINNIPEG AIRPORT SERVICES CORP.

Masset Municipal Airport

Quality Assurance Program Audit Report



WASCO

201-2000 Wellington Avenue
Winnipeg, Manitoba
R3H 1C2



WASCO
WINNIPEG AIRPORT SERVICES CORP.

Joshua Humphries
Accountable Executive
Masset Municipal Airport

RE: 2023 Quality Assurance Audit Report – Masset Municipal Airport

Dear Mr. Humphries,

Please find enclosed the Quality Assurance Audit Report for Masset Municipal Airport.

On behalf of the WASCO Audit team, we would like to express our appreciation for the time, support, and cooperation from all members of your organization.

Please feel free to contact us with any questions.

Sincerely,

Nevin Edmundson
Manager, Airport Safety Programs
WASCO – Winnipeg Airport Services Corporation
C 204.227.6954
E nedmundson@wasco.ca



Table of Contents

1.	Introduction	4
2.	Audit Summary	4
3.	Comparative Analysis	4
4.	Documents Reviewed	5
4.1	Staff Interviews	5
4.2	Daily Inspection Reports	5
4.3	Airport Operations Manual	5
4.4	Airside Vehicle Operations Manual	5
4.5	Airport Emergency Plan	6
4.6	Safety Management Manual	6
4.7	Winter Maintenance Plan	6
4.8	Airport Wildlife Management Plan	6
5.	TP312	7
6.	Helipad Markings	7
7.	Summary of Audit Findings	7
8.	Conclusion	8
	APPENDIX A – Finding Forms	9
	APPENDIX B – Non-Compliance Data	10
	APPENDIX C – Comparative Analysis	11
	APPENDIX D – Compliant Data	12



ACRONYMS	
AC	Transport Canada Advisory Circular
AE	Accountable Executive
AOM	Airport Operations Manual
AVOP	Airside Vehicle Operators Permit
CADORS	Civil Aviation Daily Occurrence Reporting System
CARS	Canadian Aviation Regulations
ERP	Emergency Response Plan
OLS	Obstacle Limitation Surface
OOO	Obligations of the Operator
QA	Quality Assurance
SMM	Safety Management Manual
SMS	Safety Management System
TC	Transport Canada
TP312	Aerodrome Standards and Recommended Practices
AWLMP	Airport Wildlife Management Plan
WIMP	Winter Maintenance Plan



1. INTRODUCTION

At the request of Joshua Humphries, Accountable Executive, a regulatory quality assurance audit was completed by a team from WASCO. The audit consisted of a review for compliance on all applicable Canadian Aviation Regulations, including CARs 305/325, Transport Canada Publications (TP312 4th and 5th Edition) standards associated with program documentation and, the airfield infrastructure.

This document is intended to provide an executive-level summary of the audit findings and auditor observations. The intent is to provide an overall view of the regulatory 'health' of the airport.

2. AUDIT SUMMARY

The Quality Assurance Audit assessed the level of conformance with regulatory requirements for TP312 and CARs. The audit was conducted using checklists which are attached as appendices to this report. Standard audit procedures were employed including reviews of all relevant airport manuals, documents, and records pertaining to regulatory compliance.

SCORING SYSTEM	
Compliant	Compliance to the main element of the checklist.
Non-Compliant	Non-Compliance to the main element of the checklist.
NA	The associated element is no applicable to the audit.
YREG	Compliance with the requirement and sub-elements of that regulation.
NREG	Non-Compliance to the sub-element of the regulatory requirement.

3. COMPARATIVE ANALYSIS

A comparative analysis is included in Appendix C. The report indicates in the Previous Findings column, all findings from the last audit by showing a red flag. The Compliance column indicates the current status of the regulatory requirements. Any items marked with a red flag with a compliance status of YREG indicates the finding was successfully resolved. Any items marked with a red flag and a compliance status of NREG reflect a finding for both the previous and current audits. Any past corrective actions for a repeat finding should be revisited, amended, and re-evaluated for effectiveness after implementation.



4. DOCUMENTS REVIEWED

4.1 STAFF INTERVIEWS

To assess the overall effectiveness and understanding of the SMS, four (4) interviews were conducted across the organisational structure. While management demonstrated a satisfactory level of understanding of the SMS in both theory and practice, other interviews indicated that additional training with a focus on how SMS theories relate to the specific airport operations would be beneficial. The following provides the highlights:

- The level of understanding for the SMS and reporting procedures was higher for management than for staff.
- There was minimal knowledge of the content of the Airport Emergency Plan amongst most staff.
- The selection of who would fulfill the role of On-scene Controller was not understood.
- Insufficient awareness regarding the existence of the Safety Policy and Non-punitive Reporting Policy.

4.2 DAILY INSPECTION REPORTS

A random sampling of Daily Airport Inspection Reports was taken based on TP312 – 2.5.1.3 to facilitate compliance with 2.5.1.1 and 2.5.1.2. The condition of the movement area and the operational status of related facilities shall be monitored and matters of operational significance affecting aircraft performance will be reported.

- Of the 25 dates requested for sampling, 17 were present. The compliance rate is 68%.
- The airport was unable to provide documentation for dates requested prior to entering a partnership with WASCO.

4.3 AIRPORT OPERATIONS MANUAL

The Airport Operations Manual (AOM) audit activities focused on CAR 302.08 requirements and TP312 Section 2, as well as determining whether plans, processes, and procedures that are detailed in the AOM are performed as indicated. The key components of the regulation require airport certificate holders to ensure the AOM for the facility is kept current, describe the standards under which the facility is operated, and operate the airport in accordance with the AOM as it is written and has been approved.

- The airport was not able to provide verification of Transport Canada approval for the current AOM in circulation.

4.4 AIRSIDE VEHICLE OPERATIONS MANUAL

The Airside Vehicle Operations Manual (AVOP) audit activities focused on TP312 8.7 and 9.6 guidelines for aerodrome vehicle operations. The key components state guidelines for airside vehicle operations, surface movement and control systems, visual and non-visual aids.

- This manual has met all requirements set out by applicable standards and regulations.



4.5 AIRPORT EMERGENCY PLAN

The Airport Emergency Plan (AEP) audit activities focused on CAR 302.201 through 302.209 and TP312 9.1 and 9.3 and their respective requirements regarding airport emergency planning and the establishment of emergency procedures. The key components of the regulations require the airport emergency plan to clearly identify resources to provide assistance for all potential emergencies, incident command structure, communications plan activation and all other emergency-related procedures.

- This manual has met all requirements set out by applicable standards and regulations.

4.6 SAFETY MANAGEMENT MANUAL

The Safety Management Manual (SMM) audit activities focused on CAR 107.03, 302.500, and 302.03 requirements that apply to the holder of an airport certificate regarding the establishment of a Safety Management System. The key components of the regulation require airport certificate holders to ensure the safety management system is based on safety policy, outlined processes for continuous improvement goals, hazard identification, training, roles and responsibilities, a quality assurance program, and procedures for periodic review.

- This manual has met all requirements set out by applicable standards and regulations.

4.7 WINTER MAINTENANCE PLAN

The Winter Maintenance Plan (WIMP) audit activities focused on CAR 302.402, 302.403, 302.406, 302.407, and 302.410 through 302.419, previously Advisory Circular 302-013, regarding the airport's winter maintenance and planning. The key components state that the Winter Maintenance Plan shall contain outlined procedures for priority area identification, safety and NOTAM procedures, documentation, signed agreements, communications, ice control, CRFI measurement and reporting, snow accumulation, movement areas, and surface conditions.

- The airport was unable to provide verification of Notice to the Minister given within 60 days regarding the decision to comply with 302.410 to 302.419.
- The airport was unable to provide verification of consultation was not conducted each year before the start of winter maintenance operations.
- The document does not identify the requirement that the plan will be developed after consultation with a representative sample of the air operators.

4.8 AIRPORT WILDLIFE MANAGEMENT PLAN

The Airport Wildlife Management Plan (AWLMP) audit activities focused on CAR Division III 302.301 through 302.308 requirements that apply regarding the airport's management of wildlife. The key components of the regulations require that the Wildlife Management Plan contain outlined procedures for wildlife management (including endangered), wildlife strikes, risk identification and analysis, identify measures used, and documented training.

- This manual has met all requirements set out by applicable standards and regulations.



5. TP312

The Aerodromes Standards and Recommended Practices (TP312) audit activities focused on Sections 3 and 9 of TP312 4th Edition, as well as Sections 5 and 9 of TP312 5th Edition.

- Most airfield markings do not conform to the specifications for dimensions and/or locations required by TP312 5th Ed. standards.
- The bases of signs and wind direction indicators as well as several pull pits were not flush with the surface. Abutment issues were present on multiple parts of the movement area.
- There are 2 sets of 3 wingbar threshold lights on RWY 31, the standard requires 2 sets of 4 on a runway greater than 30m.
- Spacing for the taxiway edge lights on the filleted section and the double amber lights at the apron/taxiway intersection were out of tolerance for spacing.

6. HELIPAD MARKINGS

Specifications for helipad markings based on CARs 305/325 were included as a part of the audit activities.

- Helicopter parking position markings are not yellow.
- Apron passenger path markings are not provided.

7. SUMMARY OF AUDIT FINDINGS

The overall results of the audit activities confirmed that most regulatory requirements related to documents are met by Masset Municipal Airport. In general, the airport's facilities and infrastructure appeared in an acceptable state of repair. There were no urgent safety concerns identified during this audit. However, the audit demonstrated concerns related to markings and preventive maintenance activities identified by a large number of the findings associated within those categories.



WASCO

WINNIPEG AIRPORT SERVICES CORP.

8. CONCLUSION

At this time, Masset Municipal Airport should investigate the root causes for the findings noted and develop corrective action plans for each. The audit report details the areas that require attention to bring the airport back into compliance.

Your cooperation and hospitality were most appreciated during the audit. We look forward to working with you in the future.

Thank you for the opportunity,

Sincerely,

Phoenix Li

Phoenix Li
Airport Safety Auditor



APPENDIX A – FINDING FORMS

ZMT CARs - Heliports



Regulation Number	Regulation Number	Regulation Number	Regulation Number
308.31 (2)(a)	323.31 (2)(a)(i)(C)	325.51 (2)(b)	325.51 (2)(b)
308.31 (2)(a)	323.31 (2)(a)(i)(A)	325.51 (2)(b)(i)	325.51 (2)(b)(i)
308.31 (2)(a)	323.31 (2)(a)(i)(B)	325.51 (2)(b)(ii)	325.51 (2)(b)(ii)
308.31 (2)(a)	323.31 (2)(a)(i)(C)	325.51 (2)(b)(iii)	325.51 (2)(b)(iii)
308.31 (2)(a)	323.31 (2)(a)(i)(D)	325.51 (2)(b)(iv)	325.51 (2)(b)(iv)
308.31 (2)(a)	323.31 (2)(a)(i)(E)	325.51 (2)(b)(v)	325.51 (2)(b)(v)
308.31 (2)(a)	323.31 (2)(a)(i)(F)	325.51 (2)(b)(vi)	325.51 (2)(b)(vi)

Decision 18 - Visual Aids for All Helicopters

be yellow when used on a helicopter parking position, and
 a helicopter parking position marking shall consist of two concentric circles as shown in Figure 5-4
 where passengers are required to walk on a specific path on an apron between a helicopter parking
 position and the passenger terminal, an apron passenger path marking,
 provides continuous guidance from the passenger terminal to the helicopter parking position, and
 defines a path that is clear of apron areas where aircraft is expected to operate.
 apron passenger path markings shall not cross taxiway markings or the access to another helicopter
 parking position.
 apron passenger path markings shall be of a form that is easily distinguishable to aircraft passengers
 other apron markings.
 apron passenger path markings shall be of a colour that distinguishes it from the background and

NON-COMPLIANT

Marking is not yellow
 Marking are not yellow
 Markings are not provided
 Markings are not provided
 Markings are not provided
 Markings are not provided
 Markings are not provided
 Markings are not provided
 Markings are not provided

4-23 Helicopter Markings

COMPLIANT 323-NON-COMPLIANT-308.31-09062023
 ZMT-AREG-323.31 (2)(a)(i)(C)-09062023
 ZMT-AREG-325.51 (2)(b)-09062023
 ZMT-AREG-308.31 (2)(a)-09062023
 ZMT-AREG-323.31 (2)(a)(i)(A)-09062023
 ZMT-AREG-323.31 (2)(a)(i)(B)-09062023
 ZMT-AREG-323.31 (2)(a)(i)(C)-09062023
 ZMT-AREG-323.31 (2)(a)(i)(D)-09062023
 ZMT-AREG-323.31 (2)(a)(i)(E)-09062023
 ZMT-AREG-323.31 (2)(a)(i)(F)-09062023

ZMT TP312 4th Edition



Document	Primary	Section Details	Compliance	Audit Notes	Audit Finding Number
TP312 4th	3	Physical Characteristics	NON-COMPLIANT		CZMT-TP312 4th-NON-COMPLIANT-3-09062023
TP312 4th	3.1.6.12	The surface of that portion of a strip that abuts a runway, shoulder or stopway shall be flush with the surface of the runway, shoulder or stopway.	NREG	Pavement edges are not flush with the surfaces on taxiway, runway, and apron.	CZMT-TP312 4th-NREG-3.1.6.12-09062023
TP312 4th	9	Emergency and Other Services	NON-COMPLIANT		CZMT-TP312 4th-NON-COMPLIANT-9-09062023
		A maintenance programme including preventive maintenance where appropriate shall be established at an aerodrome to maintain facilities in a condition which does not impair the safety, regularity or efficiency of air navigation.			
		Note 1: Preventive maintenance is programmed maintenance work done in order to prevent a failure or degradation of facilities.			
		Note 2: "Facilities" are intended to include, but are not limited to, such items as pavements, prepared surfaces, visual aids, fencing, drainage systems and buildings.			
TP312 4th	9.4.1.1		NREG	-FOO was found around movement surface -Ponding was seen on runway 13 near threshold due to abutment issue -Pavement edges are not flush with the surfaces on taxiway, runway, and apron. -Pull pits are not flush with the surface.	CZMT-TP312 4th-NREG-9.4.1.1-09062023
		Note 3: Guidance on the development of an airport self inspection program is contained in the TC Airports Safety Program Manual, TP 11465.			

Document	Primary	Section details	Compliance	Audit Notes	Audit Finding Number
TP312 5th	5	Visual Aids	NON-COMPLIANT		
TP312 5th	5.0.0.2	Where provided, heliport markings conform to the specifications stated in CAR305/325.	NREG	Markings do not conform to 305/325 specifications.	CZMT-TP312 5th-NON-COMPLIANT-5-00062023
TP312 5th	5.2.1.7	Vehicle corridor, pedestrian walkway and compass rose markings on an apron are white.	NREG	Markings are more than 50% faded.	CZMT-TP312 5th-NREG-5.0.0.2-09062023
TP312 5th	5.2.1.8	Parking area boundary and other apron safety lines are white, or white and red, except that red is not used where an aircraft would cross the line.	NREG	Markings are more than 50% faded.	CZMT-TP312 5th-NREG-5.2.1.7-09062023
TP312 5th	5.2.2.2	Note 1: Green may be used to mark an area that is not intended for operational use by aircraft, such as islands of pavement.	NREG	Markings are more than 50% faded.	CZMT-TP312 5th-NREG-5.2.1.8-09062023
TP312 5th	5.2.4.5(a)	Subject to 5.2.2.3, the lower edge of runway designation marking is located 12 m (± 0.3 m) from the top edge of the threshold marking, or from threshold where no threshold marking is provided.	NREG	Designation marking started 15.2m from threshold marking, which is outside of tolerance.	CZMT-TP312 5th-NREG-5.2.2.2-09062023
TP312 5th	5.2.6.4	a solid line, 1.8 m (± 0.1 m) in width; and	NREG	The line was striped instead of solid.	CZMT-TP312 5th-NREG-5.2.4.5(a)-09062023
TP312 5th	5.2.8.3	The characteristic of the arrow and arrowhead is as shown in Figure 5-8(a).	NREG	Arrowhead does not conform to the characteristics shown in Fig. 5-8(a). Markings are outside of tolerance.	CZMT-TP312 5th-NREG-5.2.6.4-09062023
TP312 5th	5.2.8.4	The runway centreline marking commences 12 m (± 0.3 m) beyond the runway designation marking at the opposite end.	NREG	The centreline commenced more than 12.3m beyond the designation marking.	CZMT-TP312 5th-NREG-5.2.8.3-09062023
TP312 5th	5.2.10.2	Note: See Figure 5-2 for depiction of the runway centreline marking. The marking stripe is solid or striped with a series of uniformly spaced longitudinal lines and gaps with widths of 15 cm (± 5 cm) yielding a minimum of 50% paint coverage of the stripe.	NREG	Inconsistent width was found along Rwy 13.	CZMT-TP312 5th-NREG-5.2.8.4-09062023
TP312 5th	5.2.10.3	Subject to 5.2.10.3, the touchdown zone marking consists of pairs of stripes symmetrically disposed about the runway centreline with the number of such pairs related to the declared landing distance available (LDA) as presented in Table 5.2.10.2.	NREG	The marking does not conform to the pattern shown in Figure 5-6(b).	CZMT-TP312 5th-NREG-5.2.10.2-09062023
TP312 5th	5.2.10.4	Note 1: The location of pairs of touchdown zone markings are based on a horizontal spacing of 150 m with one pair replaced by an aiming point marking when the touchdown zone marking would otherwise be within 50m of the aiming point marking. Refer to Figure 5-6(b).	NREG	The marking does not conform to the pattern shown in Figure 5-6(b).	CZMT-TP312 5th-NREG-5.2.10.3-09062023
TP312 5th	5.2.10.5(b)	Where the touchdown zone marking is to be displayed in both approach directions of a runway, the number of pairs is related to the distance between the thresholds.	NREG	The marking does not conform to the pattern shown in Figure 5-6(b).	CZMT-TP312 5th-NREG-5.2.10.4-09062023
TP312 5th	5.2.16.3(a)	The touchdown zone marking matches the pattern shown in Figure 5-6(b).	NREG	Marking dimension is outside of tolerance.	CZMT-TP312 5th-NREG-5.2.10.5(b)-09062023
TP312 5th	5.2.16.4	22.5 m (± 0.3 m) long and 3.15 m (± 0.15 m) wide. where a single runway-holding position is provided at an intersection of a taxiway with a runway or OPZ, the runway-holding position marking is as shown in Figure 5-12.	NREG	The dimensions and spacing do not conform with specifications shown in Figure 5-12	CZMT-TP312 5th-NREG-5.2.16.3(a)-09062023
TP312 5th	5.3.7.7(b)	The runway-holding position marking displayed on a runway is as shown in Figure 5-12, pattern A, and B if required.	NREG	The dimensions and spacing do not conform with specifications shown in Figure 5-12	CZMT-TP312 5th-NREG-5.3.7.7(b)-09062023
TP312 5th	5.3.22.3(b)	Note 1: Runway-holding position markings on a runway are commonly highlighted in black for increased visibility. Note 2: The installation of a pattern B runway-holding position marking and associated CAT I, II or III signs requires the positive control of aircraft by ATC to direct aircraft to hold at these positions.	NREG	Does not contain four lights in two groups on Rwy 31	CZMT-TP312 5th-NREG-5.3.22.3(b)-09062023
TP312 5th	5.3.22.8	Taxiway edge lights on a filleted section have a uniform longitudinal spacing not exceeding 15 m (± 1 m).	NREG	Spacing between lights are outside of tolerance.	CZMT-TP312 5th-NREG-5.3.22.8-09062023
TP312 5th	5.5.1.2	The two (2) lights provided in accordance with 5.3.22.6 and 5.3.22.7, are located so that one light is positioned in line with the other edge lights. The second is positioned 0.8 m (± 0.05 m) from the first and assigned to be equidistant from the edges of the pavement on each side of the first light.	NREG	Distance measured at 0.8m.	CZMT-TP312 5th-NREG-5.3.22.8-09062023
TP312 5th	9	The marker colours comply with Appendix 5A.	NREG	Markers display blue instead of red.	CZMT-TP312 5th-NREG-5.5.1.2-09062023
TP312 5th		Aerodrome Maintenance	NON-COMPLIANT		CZMT-TP312 5th-NON-COMPLIANT-9-09062023

TP312 5th

9.1.1.1

A maintenance program is established to maintain the aerodrome components in a condition of compliance with standards

Note: Preventive maintenance is programmed maintenance work done in order to prevent a failure or degradation of facilities and systems.

NRE

- PAPI lenses were dirty and had condensation on the inside
- Base of the WDI was not flush with the surface
- Bases on signs were not flush not the surface surrounded by vegetation
- Sign that reads "Emergency fuel shut off" is significantly faded

CZMT-TP312 5th-NREG-9.1.1.1-09062023

ZMT Airport Winter Maintenance Plan



Document	Primary	Section details	Compliance	Audit Issues	Audit Finding Number
	302.403	Notification	NON-COMPLIANT		CZMT-AWM-NON-COMPLIANT-302.403-09062023
	302.403(e)	provide the Minister, at least 60 days before implementing a decision to comply with sections 302.410 to 302.419 instead of sections 302.406 and 302.407, with notice in writing of that decision.	NREG	provided; however it is dated June 8th, 2023, which is after the audit has commenced.	CZMT-AWM-NREG-302.403(e)-09062023
	302.406	Winter Maintenance Measures	NON-COMPLIANT		CZMT-AWM-NON-COMPLIANT-302.406-09062023
	302.406 (1)(a)	consult a representative sample of the air operators that use the airport about the intended level of winter maintenance and keep a record of the consultations.	NREG	Auditee conducted the consultation after the audit has commenced.	CZMT-AWM-NREG-302.406 (1)(a)-09062023
	302.410	Airport Winter Maintenance Plan	NON-COMPLIANT		CZMT-AWM-NON-COMPLIANT-302.410-09062023
	302.410 (1)(a)	was developed by the operator after consultations with a representative sample of the air operators that use the airport; and	NREG	ZMT WIMP 20221031 does not address this requirement	CZMT-AWM-NREG-302.410 (1)(a)-09062023
	302.417	Movement Area Inspections and Reports	NON-COMPLIANT		CZMT-AWM-NON-COMPLIANT-302.417-09062023
	322.417 (1)(a)	conduct daily inspections of the movement areas at the commencement and as necessary to identify significant changes in runway surface conditions until the end of AMSCR hours published in the Canada Flight Supplement.	NREG	The report only provided 16 of the 25 sample dates that were initially requested.	CZMT-AWM-NREG-322.417 (1)(a)-09062023



APPENDIX B – NON-COMPLIANCE DATA