

A G E N D A
for

REGULAR COUNCIL MEETING
May 23, 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 May 8, 2023

Council Meeting Minutes May 12, 2023

MINUTES AND REPORTS OF OTHER ORGANIZATIONS

- 1. NCRD and CUPE Collective Agreement**
- 2. NCRD North Coast Recycling Depot Upgrades**
- 3. NCRD Board Highlights April 2023**

CORRESPONDENCE

C-1 Daajing Giids – CHN Recognition Day

VERBAL REPORTS OF COUNCIL/CAO/CFO

NEW BUSINESS

NB-1 Masset Municipal Airport SMS Quarterly Report

NB-2 SD50 Amalgamation Project

NB-3 Ben Boulton Letter of Support

NB-4 Parking Bylaw, Ticketing Bylaw, Enforcement Bylaw

NB-5 Airport Proposal

NB-6 Masset Skatepark and Pump Track Design

PUBLIC QUESTION PERIOD

ADJOURNMENT

Village of Masset Regular Council Meeting of May 8, 2023

Minutes of the Regular Council Meeting held May 8, 2023 in the Council Chambers.

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

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 7:01 pm.

ADOPTION OF AGENDA

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

CARRIED

COUNCIL MEETING MINUTES

Council Meeting Minutes April 24, 2023

Moved by Councillor Currie, seconded by Councillor Carty that the April 24, 2023 Council meeting minutes be adopted as presented.

CARRIED

VERBAL REPORTS OF COUNCIL/CAO/CFO

Councillor Currie attended a GMDC meeting.

CFO Jo-Ann Brown attended a GMDC meeting and webinars. She has been working on the payroll system and tax rates bylaw.

Councillor Carty attended a Gwaii Trust meeting on April 29th where the Athlii Gwaii Fund and allocations for youth camps and Haida Culture were discussed. He attended the Coastal Erosion presentation and a GMDC meeting.

Mayor Disney attended the Protocol Table meeting but they did not have a quorum. She met with the RCMP, Transition House, Northern Health and SD50. The Mayor also attended the Erosion Study presentation and a VIRL Executive meeting.

Village of Masset Regular Council Meeting of May 8, 2023

Moved by Councillor Currie, seconded by Councillor Carty that the verbal reports be received.

CARRIED

CORRESPONDENCE

C-1 Gary Otto

Moved by Councillor Carty, seconded by Councillor Currie that the Howard Phillips Community Hall be rented for a private function for the group rate of \$75.00/day.

CARRIED

BYLAWS

Bylaw No. 658 5 Year Financial Plan 2023

Moved by Councillor Carty, seconded by Councillor Currie that Bylaw No. 658 be reconsidered and adopted.

CARRIED

Bylaw No. 659 Tax Rates Bylaw, 2023

Moved by Councillor Carty, seconded by Councillor Currie that Bylaw No. 659 be read a first time.

CARRIED

Moved by Councillor Carty, seconded by Councillor Currie that Bylaw No. 659 be read a second time.

CARRIED

Moved by Councillor Currie, seconded by Councillor Carty that Bylaw No. 659 be read a third time.

CARRIED

NEW BUSINESS

NB-1 AP Cheque Listing January 1-31, 2023

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

CARRIED

NB-2 AP Cheque Listing February 1-28, 2023

Moved by Councillor Carty, seconded by Councillor Currie that the cheque listing for February 1st to February 28th, 2023 be approved.

CARRIED

NB-3 AP Cheque Listing March 1-31, 2023

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

CARRIED

ADJOURNMENT

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

CARRIED

Recording Secretary

Mayor

Certified Correct, Administrator

Village of Masset Special Council Meeting of May 12, 2023

Minutes of the Special Council Meeting held May 12, 2023 in the Council Chambers.

Present:	Councillors:	J. Currie, T. Carty, B. Pages
	CAO:	J. Humphries
	CFO:	J. Brown
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 5:15 pm.

ADOPTION OF AGENDA

Moved by Councillor Currie, seconded by Councillor Carty to adopt the agenda as amended with the additions of NB-2 Gwaii Trust Community Events Application and NB-3 MAIS Payroll Program.

CARRIED

Bylaw No. 659 Tax Rates Bylaw, 2023

Moved by Councillor Carty, seconded by Councillor Currie that Bylaw No. 659 be reconsidered and adopted.

CARRIED

NEW BUSINESS

NB-1 Tlell Fall Fair Letter of Support

Moved by Councillor Carty, seconded by Councillor Currie that a letter of support be written for the Tlell Fall Fair's application to the Northern Development Initiative Trust's Fabulous Festivals and Events program.

CARRIED

NB-2 Gwaii Trust Community Events Application

Moved by Councillor Currie, seconded by Councillor Carty that the application to the Gwaii Trust Community Events Program for Harbour Days in the amount of \$6,000.00 be approved.

CARRIED

NB-3 MAIS Payroll Program

Recently the Village of Masset office replaced the server. When the MAIS accounting program was transferred to the new server, the payroll program could not connect to it. The support person for the GTR payroll program has retired and is not responding to any phone calls or emails. The level of support from GTR has been non-existent for a couple of years. The accounting program had to be transferred back to the old server and is working again. However, staff is not sure how long the old server will operate and has looked into purchasing the MAIS payroll program. The initial cost would be between \$6,000 - \$10,000 with an approximate \$2,500.00 annual fee.

Moved by Councillor Currie, seconded by Councillor Carty that staff proceed with the purchase of the MAIS payroll program.

CARRIED

ADJOURNMENT

Moved by Councillor Currie the meeting be adjourned at 5:26 pm.

CARRIED

Recording Secretary

Mayor

Certified Correct, Administrator



NCRD and CUPE Sign 3-Year Collective Agreement

May 16, 2023

The North Coast Regional District (NCRD) and the Canadian Union of Public Employees (CUPE) Local 105-04 have reached a 3-year collective agreement for the period of January 1, 2023 to December 31, 2025.

The agreement includes a 4% wage increase for the first year (retroactive for 2023), a 3.5% increase in 2024, and a 3% increase in 2025. It also provides greater safety, health and wellness benefits to employees.

CUPE Local 105-04 represents approximately 20 members who work for the NCRD and provide important community services for residents and businesses across the entire region from Haida Gwaii to Kaien Island and beyond.

Quote

“I am very pleased that we have been able to reach a fair and mutually beneficial agreement through respectful negotiation,” said NCRD Chief Administrative Officer Daniel Fish. “I wish to extend a thank you to everyone involved in the bargaining process for the work that they have done to create an agreement that meets the needs of our employees during these uncertain times.”

For more information on this news release contact Daniel Fish, Chief Administrative Officer for the North Coast Regional District at 250.624.2002, extension 8 or email cao@ncrdbc.com.



Canada, British Columbia, and the North Coast Regional District invest in North Coast Recycling Depot upgrades

May 18, 2023

Today, the Honourable Harjit S. Sajjan, Minister of International Development and Minister responsible for the Pacific Economic Development Agency of Canada, the Honourable Anne Kang, B.C. Minister of Municipal Affairs, and Barry Pages, Chair of North Coast Regional District, announced a joint investment of more than \$1.5 million to support upgrades to the North Coast Recycling Depot.

This investment will enable structural, electrical, and lighting upgrades that will increase the recycling depot's efficiency and capacity to process material. The project will also allow for the purchase and installation of two new balers, and the construction of an elevated loading dock. Once complete, project works will increase the capacity of the recycling depot by approximately 1,200 tonnes annually. The upgrades will ensure the proper disposal of waste, helping to minimize greenhouse gas emissions and protect the local environment.

By investing in infrastructure, the Government of Canada is growing our country's economy, building resilient communities, and improving the lives of Canadians.

"Today's investment represents our government's commitment to investing in green infrastructure. Upgrading the recycling depot in the North Coast Regional District will support proper waste management and protect the beautiful natural environment that British Columbia is known for. We will continue to invest in projects that contribute to the health, ecological wellbeing, and sustainability of our communities."

The Honourable Harjit S. Sajjan, Minister of International Development and Minister responsible for the Pacific Economic Development Agency of Canada, on behalf of the Honourable Dominic LeBlanc, Minister of Intergovernmental Affairs, Infrastructure and Communities

“Investments in green infrastructure keep our communities healthy, help maintain fragile ecosystems, and protect our unique environment. I’m proud to be working with Infrastructure Canada and the North Coast Regional District to support important upgrades to the North Coast Recycling Depot.”

The Honourable Anne Kang, Minister of Municipal Affairs

“The North Coast Regional District is grateful to the Investing in Canada Infrastructure Program for providing this much-needed contribution to the North Coast Recycling Depot. The North Coast Recycling Depot is a critical piece of infrastructure that supports recycling throughout the entire region. This contribution will increase the North Coast Recycling Depot’s efficiency and capacity to process and divert materials headed to the landfill, ultimately reducing waste and green house gas emissions.”

Barry Pages, Chair of North Coast Regional District

Quick facts

- The Government of Canada’s Investing in Canada Infrastructure Program is investing \$630,446 in this project, while the Government of British Columbia is investing \$525,319, and North Coast the Regional District is contributing \$420,351.
- The Government of Canada's funding comes from the Green Infrastructure Stream of the Investing in Canada Infrastructure Program.
- This stream helps build greener communities by contributing to climate change preparedness, reducing greenhouse gas emissions, and supporting renewable technologies.
- Including today’s announcement, 97 infrastructure projects or project bundles under the Green Infrastructure Stream have been funded in British Columbia, with a total federal contribution of more than \$530.8 million and a total provincial contribution of nearly \$258.6 million.
- Under the Investing in Canada Plan, the federal government is investing more than \$180 billion over 12 years in public transit projects, green infrastructure, social infrastructure, trade and transportation routes, and Canada's rural and northern communities.
- Infrastructure Canada helps address complex challenges that Canadians face every day—ranging from the rapid growth of our cities, to climate change, and environmental threats to our water and land.

Associated Links

Investing in Canada: Canada's Long-Term Infrastructure Plan
<https://www.infrastructure.gc.ca/plan/icp-publication-pic-eng.html>

Green Infrastructure Stream
<https://www.infrastructure.gc.ca/plan/gi-iv-eng.html>

Federal infrastructure investments in British Columbia
<https://www.infrastructure.gc.ca/plan/prog-proj-bc-eng.html>

Strengthened Climate Plan
<https://www.canada.ca/en/services/environment/weather/climatechange/climate-plan/climate-plan-overview.html>

North Coast Regional District Recycling
<https://www.ncrdbc.com/services/waste/recycling>

For more information on this news release contact Daniel Fish, Chief Administrative Officer for the North Coast Regional District at 250.624.2002, extension 8 or email cao@ncrdbc.com.



Board Highlights

April 2023

Delegations:

Alissa MacMullin and Jamie Polk of the Haida Gwaii Regional Recreation Commission gave an update on enabling recreation and leisure on Haida Gwaii. The Chair of the Board thanked the delegation.

Board Business:

1. The Board resolved to direct staff to explore grant funding opportunities to develop Kwuna Point Trail in Sandspit, B.C.
2. The Board resolved to send a letter to Honourable Nathan Cullen, Minister of Water, Land and Resource Stewardship, to support SkeenaWild Conservation Trust's request that Land Act cancellations be given immediate interim protection, with the exception of pre-existing tenured activities.
3. The Board resolved to send a letter to the Minister of Transportation and Infrastructure, copying port industry partners, to inquire about the status of the Mile 28 level crossing project on Highway 16.
4. The Board resolved to send a letter of support to Haida Gwaii Regional Recreation Commission regarding Gwaii Trust funding for youth programming in Sandspit.
5. The Board resolved to send a letter to the Minister of Forests stating that while the Board has no objections to Interfor Corporation's transfer of Crown forest tenures, the Board would like to meet with the Minister of Forests to discuss Haida Gwaii community forests.
6. The Board resolved to apply for funding from the Prince Rupert Port Authority Community Investment Fund and Trigon Community Investment Fund for the purchase of new recycling bins in the District of Port Edward.
7. The Board passed three readings and adopted [Bylaw 665.1, 2023 – A bylaw to amend the North Coast Regional District Electoral Area D Civic Addressing Bylaw No. 665, 2019.](#)
8. The Board authorized the Chief Administrative Officer and the Chair to sign the 2023-2025 "Collective Agreement between the North Coast Regional District and the Canadian Union of Public Employees Local 105-04"

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

**VILLAGE OF DAAJING GIIDS PROCLAIMS COUNCIL OF THE HAIDA NATION
RECOGNITION DAY**

The Village of Daajing Giids formally endorses the BC *Haida Nation Recognition Act*

The elected council of Daajing Giids used their proclamation powers on Monday May 15, 2023 to mark the province's historic adoption of the *Haida Nation Recognition Act* on May 9, 2023. The provincial legislation does what local governments do not have the statutory powers to do: affirm legal personhood and indemnities to the Council of the Haida Nation as the government of the Haida People in provincial law, thereby supporting the Haida Nation's inherent right of governance.

The Council of the Haida Nation was formed in 1974 and the Constitution of the Haida Nation was formally adopted by the Haida House of Assembly in 2003. The lack of formal recognition of the Council of the Haida Nation as a government has been a long-standing barrier to progressing reconciliation on Haida Gwaii.

"I couldn't be more pleased for my colleagues, friends and family that the governing authority of the Council of the Haida Nation here on Haida Gwaii has finally been recognized by British Columbia" said Mayor Lisa Pineault. "Our communities can have new optimism that a respectful dialogue impacting all our futures here on Haida Gwaii can take place".

You can learn more about the Haida Nation and the *Haida Nation Recognition Act* at:
www.haidanation.ca

About the Village of Daajing Giids

Situated in the central part of Haida Gwaii, the Village of Daajing Giids is an incorporated municipality with powers of local governance through the *Community Charter* and *Local Government Act*. Please visit our website at www.daajinggiids.ca.

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Released: May 16, 2023

Village of Daajing Giids, Haida Gwaii, BC, Canada



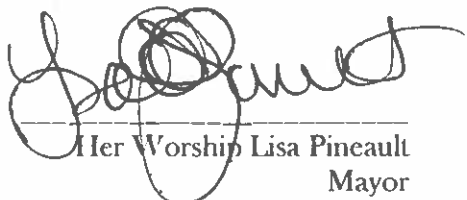
The Village of Daajing Giids, Haida Gwaii

A Proclamation

'Council of the Haida Nation Recognition Day'

- WHEREAS Haida Gwaii is the homeland of the Haida People who have stewarded the lands and the waters from time immemorial; and
- WHEREAS Imperialism was the ethos at the time of contact and Colonial Canada was one of the results of that mindset; and
- WHEREAS The advent of Colonial Canada perpetuated a legacy of genocide displacing Haida People and suppressing their language, governance, sustenance practices and traditions; and
- WHEREAS The Haida Nation has survived all efforts to assimilate, oppress and eradicate their people and have resisted dispossession of their lands and their waters; and
- WHEREAS The Haida Nation formed the Council of the Haida Nation which has been operating as a government with familiar processes to the colonial state for the Haida People on Haida Gwaii since 1974; and
- WHEREAS The colonizing government of British Columbia has finally recognized the Council of the Haida Nation as a government with jurisdictional competency and legal personhood through the *Haida Nation Recognition Act*; and
- WHEREAS The Village of Daajing Giids exists on Haida Gwaii and is observing with optimism the long overdue recognition of the Council of the Haida Nation as a government.

NOW THEREFORE I, Mayor Lisa Pineault, on behalf of the Village of Daajing Giids am pleased to proclaim May 9th 2023 as 'Council of the Haida Nation Recognition Day' in the Village of Daajing Giids.



Her Worship Lisa Pineault
Mayor

2023
QUARTER 1
SMS QUARTERLY REPORT

Masset Municipal Airport





Attendees: Josh Humphries, Accountable Executive
Gary Suha, Airport Manager
Nevin Edmundson, SMS Manager

Date: May 9, 2023

Subject: Quarter 1 Progress Report
Masset Municipal Airport

Attn: Josh Humphries,

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

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

SMS



Objectives and Goals

3 objectives were developed in 2023 as part of the SMS continuous improvement process. 2 objectives have rolled into the year of 2023 since they are overdue.

Objective 1	Bird & Wildlife - Increased Awareness and Responsibility	Status	Due
Goal 1	Inventory and update of local and migratory wildlife.	Completed	February 28, 2023
Goal 2	Staff trained on the AWMP and SMS filing requirements.	Active	April 30, 2023
Goal 3	Distribution and verification of current AWMP document.	Inactive	June 30, 2023

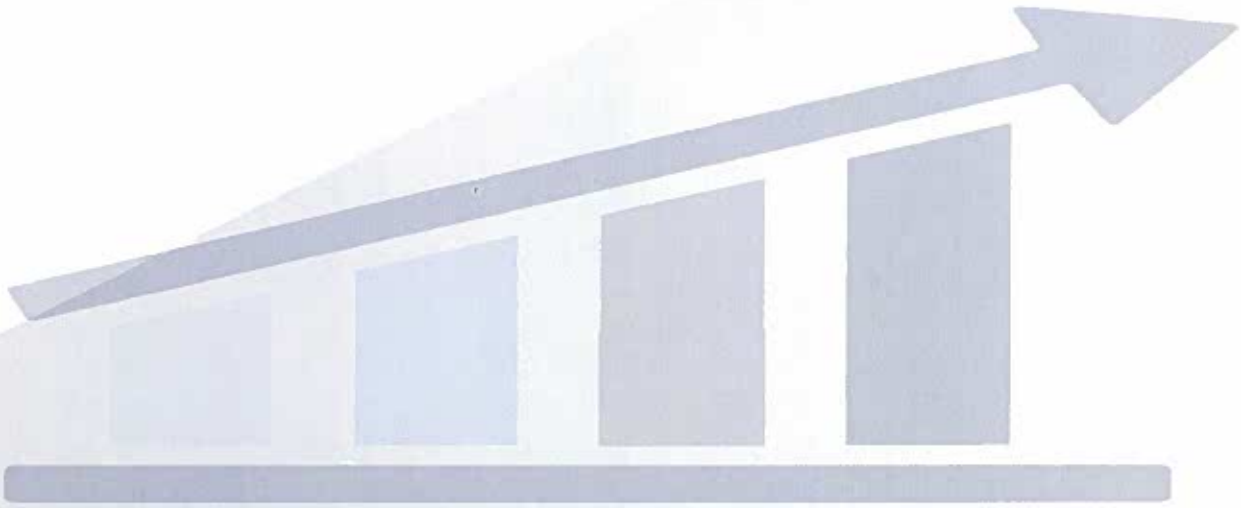
Objective 2	Verification of the Effectiveness of Training	Status	Due
Goal 1	Identify the regulatory documents that do not contain requisite testing.	Inactive	May 31, 2023
Goal 2	Create standardized tests that cover sufficient material for understanding.	Inactive	August 31, 2023
Goal 3	Conduct and document testing with staff.	Inactive	November 30, 2023

Objective 3	Long-Term CAP Completion Effectiveness	Status	Due
Goal 1	Compile a list of the long-term corrective actions from the most recent audit.	Active	April 30, 2023
Goal 2	Create SOPs for long-term CAP items	Inactive	August 31, 2023
Goal 3	Conduct and document testing with staff	Inactive	November 30, 2023

Objective 4	Inventory and Update of On-Site Regulatory Manuals	Status	Due
Goal 1	Distribution and verification of current regulatory documents.	Completed	October 31, 2022

Objective 5	Standardized Emergency Response Exercise Documentation	Status	Due
Goal 1	Emergency plan testing corrective action plan development.	Overdue	October 31, 2022
Goal 2	Emergency plan exercise findings corrective action plan evaluation procedures.	Overdue	November 30, 2022

Objectives and Goals that remained incomplete in 2022 were rolled to 2023 and are still outstanding. WASCO has met with the Airport Manager to review the requirements to complete each item.





Transport Canada Civil Aviation Audit (TCCA)

2022		Number of CAPs	CAPs Closed	CAPs Open	Completion Rate %
	TP312 – Airside	0	0	0	N/A
	Regulatory Documentation	3	0	3	0%
	Total	3	0	3	0%

TCCA CAPs for the Wildlife Management Plan audit remain open in the system and require action by the Airport Manager.





Quality Assurance Program Audit (QAP)

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

2021		Number of CAPs	CAPs Closed	CAPs Open	Completion Rate %
	TP312 – Airside	3	0	3	0%
	Regulatory Documentation	8	4	4	50%
	Total	11	4	7	36%

WASCO continues to meet regularly with the Airport Manager to provide guidance on CAP closure.





Management of Change

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

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

HIRA	Number of RCS	RCS Closed	RCS Open	Completion Rate
	0	0	0	0%

No HIRAs were drafted in Q1.





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). The discrepancy between the number filed and the number required is due to the way the AIM system calculates hazards and corrections as an additional inspection.

2023			
Quarter	Required	Number Filed	Performance
1	90	91	100%

Bird & Wildlife

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

Q1 2023	
Bird Activity	37
Bird Strike	0
Wildlife Activity	3
Wildlife Strike	0
Total	40



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. The following list of categories are the top hazards that were identified for this quarter in comparison with the previous year.

Hazard Category	Q1 2023
Airfield	21
Airfield Lighting	7
Operations	11
Facilities	4
Improper Actions	1
Total	44

Airfield

The primary hazard in this category identifies FOD on the airfield from the geese. The runway is swept daily.

Airfield Lighting

Standard daily airfield maintenance issues are filed into the SMS to identify lights out and when they are replaced.

Operations

Hazards for operations identified issues with regulatory documents and required documentation for winter maintenance.

Facilities

Perimeter fence issues were filed into the system and actioned.

Improper Actions

Improper actions on the part of a PASCO pilot were filed noting they did not stop at the hold short line.





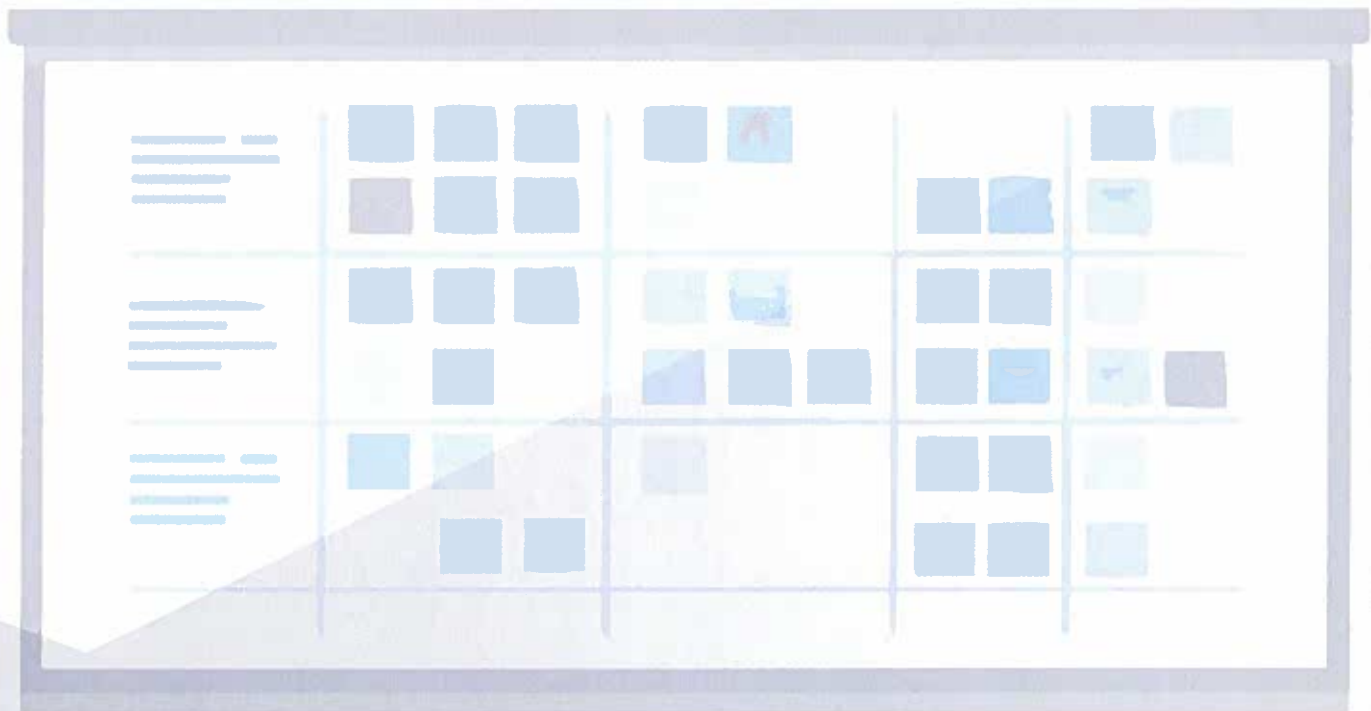
Safety Management System SMS Task Calendar

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

Quarter 1

Task to be Completed:	Due Date:	Status:	Performance
Emergency Communication Equipment Testing 302.203 (1)(q)(i)	January 31, 2023	Completed	83%
CFS / CAP Review 302.07 (1)(c)	February 28, 2023	Completed	
Review Endangered or Protected Wildlife Regulations for the Airport 302.306 (f)	February 28, 2023	Completed	
Emergency Communication Equipment Testing 302.203 (1)(q)(i)	February 28, 2023	Completed	
AOM Review 302.08 (1)(b)	March 31, 2023	Overdue	
Emergency Communication Equipment Testing 302.203 (1)(q)(i)	March 31, 2023	Completed	

The AOM review is noted as overdue on the Task Calendar. Completion dates were not entered into the system by the airport. A new AOM was delivered to the airport by WASCO during Q1.





Acknowledgement Signatures

Josh Humphries
Masset Municipal Airport
Accountable Executive

Gary Suha
Masset Municipal Airport
Airport Manager

Nevin Edmundson
SMS Manager

Lianne Trepanier

From: cao@masset.ca
Sent: May 15, 2023 2:35 PM
To: admin@masset.ca
Subject: FW: Amalgamation project questions
Attachments: GTN main entry road.pdf

Please add to the agenda as a follow-up

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

Wings. Waves. Wilderness – www.massetbc.com

From: Kevin Black <kblack@sd50.bc.ca>
Sent: May 15, 2023 2:09 PM
To: Manu Madhok <mmadhok@sd50.bc.ca>; Trevor Jarvis <cao@masset.ca>; Leighann Rodger <lrodger@sd50.bc.ca>
Subject: Amalgamation project questions

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Good day Josh,

Manu, Leighann and I had the pleasure of meeting with council on April 24, 2023 at 7pm.

A few follow up questions we noted we would send your way for sharing out to the Mayor and Council.

1. Tsunami tower – access will be provided via locked gate to staff of Gudangaay Tlaats’gaa Naay. A further plan will need to be developed around additional access but at this time access will be with SD50 personnel.
2. Road – Attached is a concept drawing of the road. As discussed this is a turnaround road with some parking stalls.
3. Forest clean up by road. No immediate plans to clean up this area but there are long term plans to do some cleanup and use this area for a disc golf course.
4. Capacity of K-12 school:
 - a. Current 2022-23 FTE TAH 83 + GTN 77.125 = 160.125
 - b. Projected 2023-24 FTE TAH 89 + GTN 81 = 170
 - c. Current capacity of TAH 450
 - d. Current capacity of GTN 350
 - e. Amalgamated capacity 266 per review of classrooms.

Kevin

CLIENT

SCHOOL DISTRICT #50

ADDRESS / CONTACT INFO

PO BOX 69, 107 3 AVENUE, QUEEN CHARLOTTE, BC V0T 1S0

PROJECT NAME

GUDDANGAAY TLAATS'GAA NAAY SCHOOL
AMALGAMATION AND SEISMIC UPGRADE

DESCRIPTION

CIVIL ROAD AND DRAINAGE DESIGN
(PHASE 1)

McELHANNNEY PROJECT

2311-10363-01

STATUS

ISSUED FOR TENDER



McElhannney

729 2nd Avenue W
Prince Rupert BC
Canada V8J 1H4
T 250 624 4281

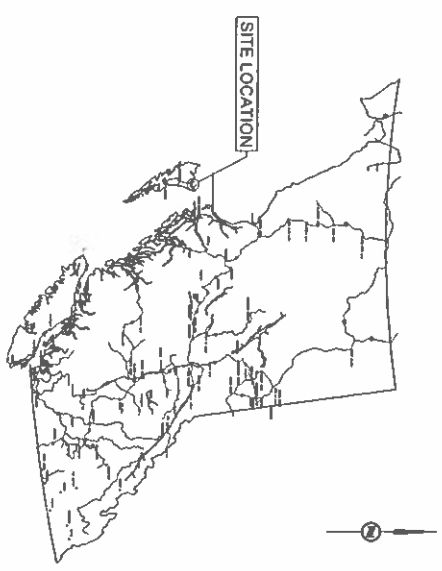
SHEET #	SHEET TITLE	REVISIONS					
		PA	RE	0	1	2	3
C401	NOTES AND DETAILS			X			
C402	BOUNDARY AND PROFILE			X			
C403	100' PROFILE			X			
C404	TYPICAL SECTIONS			X			
C405	PROPOSED AND EXISTING PLAN			X			
C406	PROPOSED PROFILES			X			
C407	SHOWS AND ECHO SUBGRADE			X			
C408	DETAILS			X			

DRAWING LIST

- ### SURVEY NOTES
1. ALL SURVEY DATA SHALL BE IN ACCORDANCE WITH THE CANADIAN SURVEYING ACT AND REGULATIONS THEREUNDER.
 2. ALL SURVEY DATA SHALL BE IN ACCORDANCE WITH THE CANADIAN SURVEYING ACT AND REGULATIONS THEREUNDER.
 3. ALL SURVEY DATA SHALL BE IN ACCORDANCE WITH THE CANADIAN SURVEYING ACT AND REGULATIONS THEREUNDER.
 4. ALL SURVEY DATA SHALL BE IN ACCORDANCE WITH THE CANADIAN SURVEYING ACT AND REGULATIONS THEREUNDER.
 5. ALL SURVEY DATA SHALL BE IN ACCORDANCE WITH THE CANADIAN SURVEYING ACT AND REGULATIONS THEREUNDER.

- ### GENERAL NOTES
1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
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 5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

- ### BACKFILL AND COMPACTION
1. THE TYPE OF COMPACTION SHALL BE AS SPECIFIED ON THE DRAWING AND COMPACTED TO THE REQUIRED DENSITY AND MOISTURE CONTENT.
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
 4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
 5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
- ### NONWOVEN GEOTEXTILE
1. THE GEOTEXTILE SHALL BE AS SPECIFIED ON THE DRAWING AND SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS.
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
 4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
 5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
- ### STORM SEWERS
1. ALL STORM SEWERS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS.
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
 4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
 5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
- ### GEOGRID
1. THE GEOGRID SHALL BE AS SPECIFIED ON THE DRAWING AND SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS.
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
 4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
 5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
- ### PHASING
1. THE PROJECT SHALL BE CONSTRUCTED IN TWO PHASES, WITH PHASE 1 COMPLETING THE MAIN ROAD AND PHASE 2 COMPLETING THE SIDE ROAD.
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
 4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
 5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.



KEY MAP
SCALE: NTS



McEInerney	775 King Street W Suite 100 London, ON N6H 1K5 Tel: 519-837-1111 Fax: 519-837-1112	PRELIMINARY NOT FOR CONSTRUCTION	SCHOOL DISTRICT #50 GTN SCHOOL RENOVATIONS ROAD AND DRAINAGE DESIGN (PHASE 1) MAY 2021	Project Number C-001	Revision 0
------------	--	--	---	--------------------------------	---------------

NO.	DESCRIPTION	DATE	BY
1	ISSUED FOR TENDER	08/14/23	JMC

THIS DRAWING IS THE PROPERTY OF MCE INNOVATIVE. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. ANY REUSE OR MODIFICATION OF THIS DRAWING WITHOUT THE WRITTEN CONSENT OF MCE INNOVATIVE IS STRICTLY PROHIBITED. THE USER OF THIS DRAWING AGREES TO HOLD MCE INNOVATIVE HARMLESS FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES, INCLUDING REASONABLE ATTORNEY'S FEES, THAT MAY BE ASSERTED AGAINST MCE INNOVATIVE BY ANY THIRD PARTY AS A RESULT OF SUCH REUSE OR MODIFICATION.

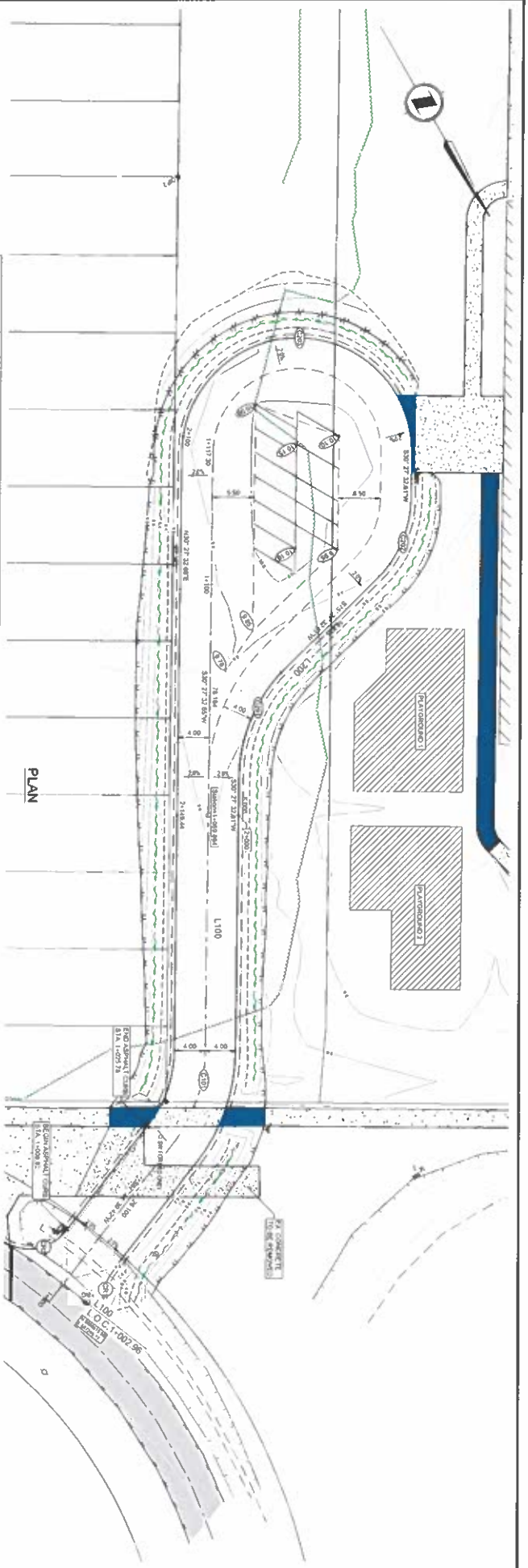
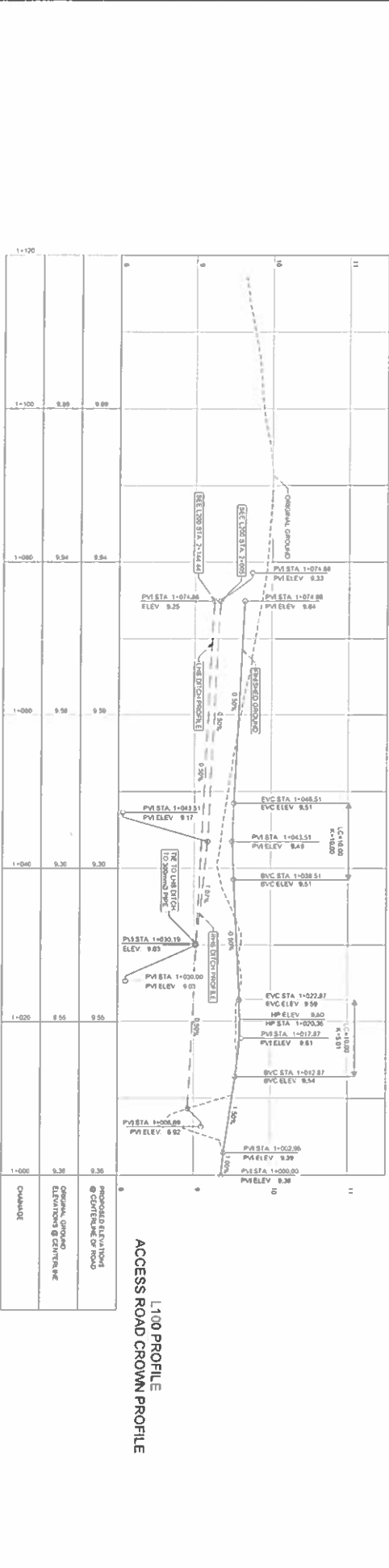


725 Red Bank Rd
Plymouth, NC
1726 8th St SE
Atlanta, GA 30316

SCHOOL DISTRICT #50
GTN SCHOOL RENOVATIONS
ROAD AND DRAINAGE DESIGN (PHASE I)
ROAD PLAN AND PROFILE

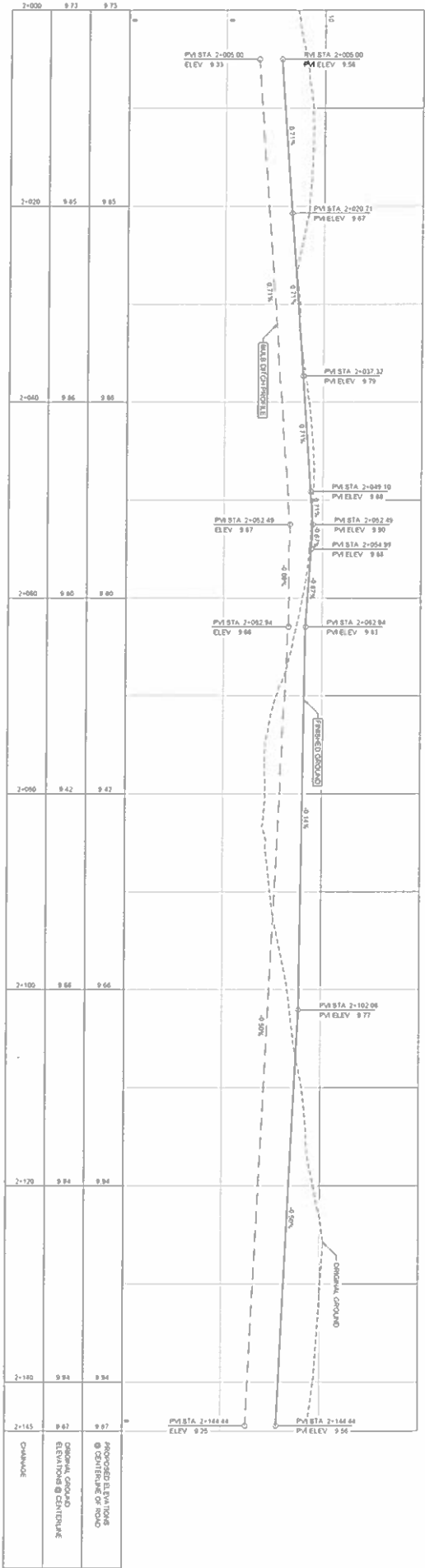
PRELIMINARY
 NOT FOR
 CONSTRUCTION

PROJECT NUMBER: 2311-1085-01
 SHEET: 0



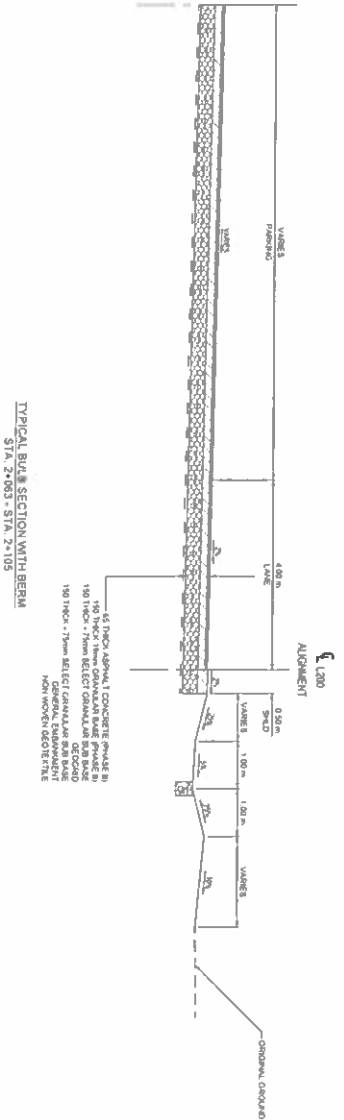
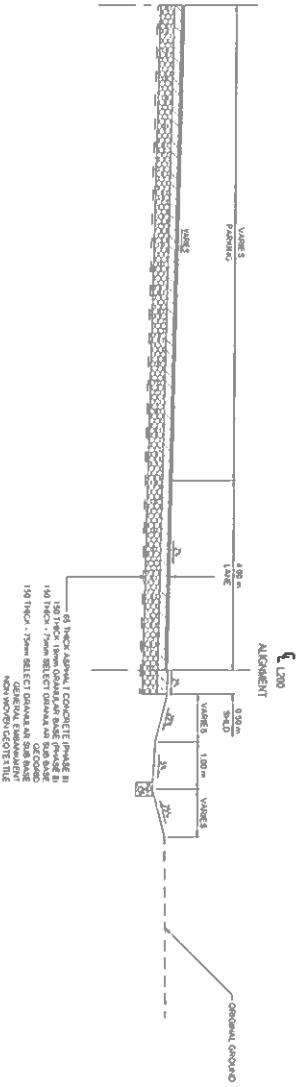
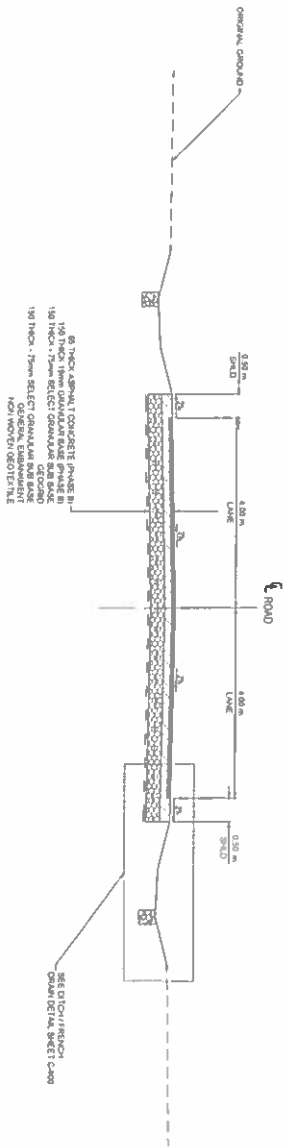
CURVE TABLE ALIGNMENTS				
CURVE #	STATION	CHORD DIRECTION	START POINT	END POINT
C101	20+00	13.01%	(642724.345, 5846684.780)	(642714.694, 5846684.619)
C201	20+00	15.70%	(642718.110, 5846678.614)	(642718.881, 5846684.393)
C202	19+000	11.31%	(642718.881, 5846684.393)	(642719.545, 5846684.200)
C203	19+000	47.06%	(642719.545, 5846684.200)	(642719.545, 5846684.200)

CURVE RETURN TABLE						
CURVE #	STATION	GRADE	DELTA	GRADE	E.C. CORNER	E.C. CORNER
C101	6+547	6.80%	91.99447	5.71%	N 5848611.748	N 5848624.278
C202	6+749	6.80%	82.97377	5.71%	N 5848628.651	N 5848621.889
					N 5848600.011	N 5848609.117
					N 5848618.432	N 5848614.280



L200 PROFILE
BULB EDGE OF PAVEMENT

<table border="1"> <thead> <tr> <th>NO.</th> <th>DATE</th> <th>BY</th> <th>REVISION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>12/20/2014</td> <td>JASSET</td> <td>ISSUED FOR BIDDING</td> </tr> </tbody> </table>	NO.	DATE	BY	REVISION	1	12/20/2014	JASSET	ISSUED FOR BIDDING	<p>PROJECT NUMBER: 2311-10383-01</p> <p>REV: 0</p>	<p>DATE: 09/20/2016 10:13:00 AM</p>	<p>PROJECT: SCHOOL DISTRICT #50</p> <p>LOCATION: 60 SOUTH 1ST AVENUE, COCHISE COUNTY, AZ 85801</p> <p>PHASE: ROAD AND DRAINAGE DESIGN (PHASE I)</p> <p>SECTION: L200 PROFILE</p> <p>DESIGNER: JASSET</p>	<p>PRELIMINARY NOT FOR CONSTRUCTION</p>	<p>McElroy Engineering</p> <p>2700 N. GILBERT AVENUE SUITE 100 MESA, AZ 85203 PH: 480-981-8811</p>	
NO.	DATE	BY	REVISION											
1	12/20/2014	JASSET	ISSUED FOR BIDDING											



NO.	DATE	DESCRIPTION	BY	CHECKED
1	10/27/2011	ISSUED FOR REVIEW		
2				
3				
4				
5				
6				
7				
8				
9				
10				



McElhinney

230 5th Avenue NE
Atlanta, GA 30303
404.525.8811

PRELIMINARY
NOT FOR
CONSTRUCTION

SCHOOL DISTRICT #50
1000 20th Street, NW
Atlanta, GA 30309

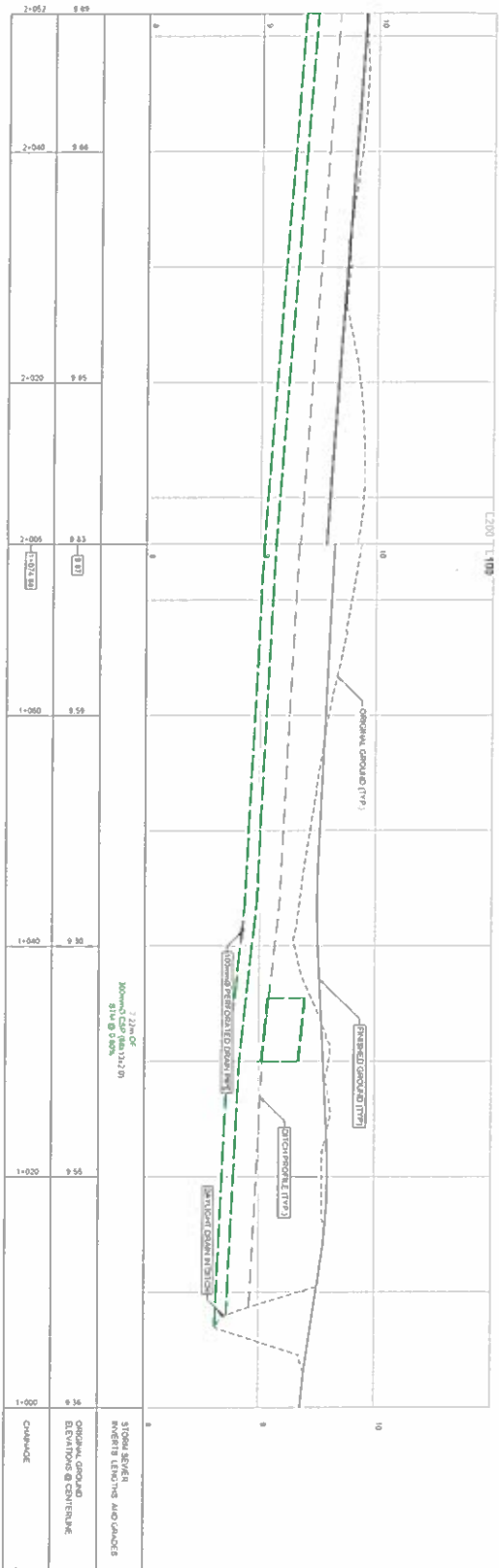
GTN SCHOOL RENOVATIONS
ROAD AND DRAINAGE DESIGN (PHASE I)
TYPICAL SECTIONS

BRITAIN, CO. VA.

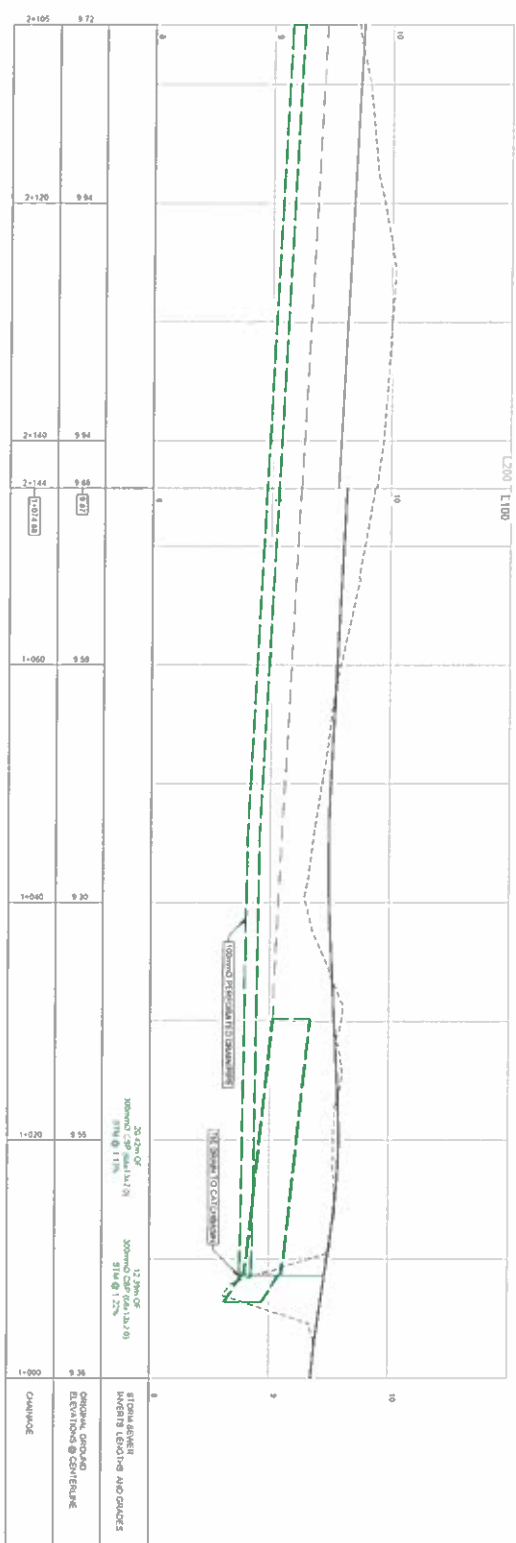
Project Number
C-102

Sheet Number
2311-1036-01

0



RHS DRAINAGE PROFILE



LHS DRAINAGE PROFILE

NO.	DESCRIPTION	DATE	BY	CHECKED
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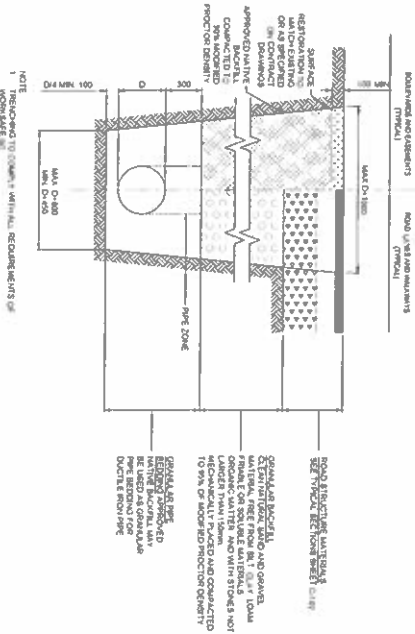
McEINERNEY
 72nd Avenue SE
 Surrey, BC
 V2X 6A1
 1-778-800-0811

SCHOOL DISTRICT #50
 GTN SCHOOL RENOVATIONS
 ROAD AND DRAINAGE DESIGN (PHASE I)
 MAKE 1

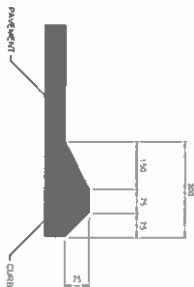
C-301
 2311-1038-01 0



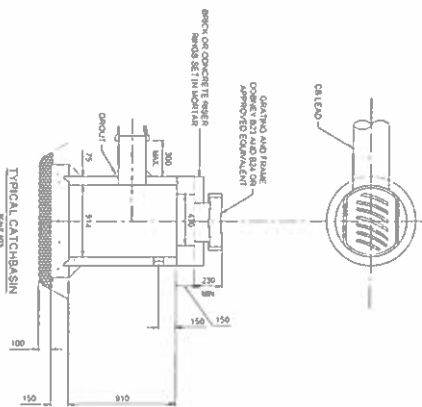
TYPICAL DITCH / FRENCH DRAIN
SCALE 1:20



UTILITY TRENCH
SCALE 1:20



INTEGRAL ASPHALT TRENCH
SCALE 1:20



TYPICAL CATCHBASIN
SCALE 1:20

NO.	REVISION	DATE	BY	CHECKED
1	ISSUED FOR TENDER			
2				
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10				

SCALE AS NOTED

McElhenny
777 Park Meadows Dr
Colorado Springs
719.571.9111

PRELIMINARY
NOT FOR
CONSTRUCTION

SCHOOL DISTRICT #50
2030 AUSTIN ST. AVENUE, COLO SPRINGS, CO 80918
GTN SCHOOL RENOVATIONS
ROAD AND DRAINAGE DESIGN (PHASE I)
DETAILS
MAY 2017
PROJECT NUMBER

C-900
2311-1093-01
0

Lianne Trepanier

From: cao@masset.ca
Sent: May 16, 2023 8:25 AM
To: admin@masset.ca
Subject: FW: Abandoned Boats Program Application
Attachments: LOS Village of Masset.docx

Please add to our agenda
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

Wings. Waves. Wilderness – www.massetbc.com

From: Ben Boulton <ben@mareabajaconsulting.com>
Sent: May 15, 2023 7:33 PM
To: cao <cao@masset.ca>
Subject: Abandoned Boats Program Application

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Hi Josh,

Please find drafted Letter of Support for the application to the Abandoned Boats Program for your review, comment and signature once approved by council.

Project Scope:

- Survey/Assess the 16ft vessel in the Delkatla Sanctuary
- Patch, right and float vessel out of sanctuary containing any pollutants
- Properly dispose of vessel and surrounding debris

To reiterate, there will be no \$\$ required from the Village budget to complete this project. Let me know if there are any additional details required.

Kindly,

Ben

Ben Boulton
778-348-1650

Respectfully operating in the Territories of the Haida Nation and Nuu-chah-nulth Nations.

To: Abandoned Boats Program, Transport Canada

Date: May 15, 2023

The purpose of this letter is to provide full support from the Village of Masset to Marea Baja Consulting in their application to assess, remove and properly dispose of a 16ft abandoned vessel in the Delkatla Wildlife Sanctuary. The Village of Masset recognizes the negative effects of marine debris on coastal environments and communities, and supports the initiative to reduce the short and long term affects of this degradation.

Respectfully,

Joshua Humphries, Chief Administration Officer

Village of Masset

Email: cao@masset.ca

SAMPLE 2

Title: Village of Masset Municipal Ticketing By-Law

By-Law No. XXX

Ticketing System By-Law

1. Purpose

1.1 The purpose of this by-law is to establish a ticketing system for the efficient enforcement of municipal by-laws and regulations in the Village of Masset.

1.2 The ticketing system shall provide a mechanism for the issuance, payment, and adjudication of tickets for by-law infractions.

2. Definitions

2.1 "Ticket" refers to a written notice issued by an authorized officer of the Village of Masset alleging a violation of a municipal by-law or regulation.

2.2 " Bylaw Enforcement Officers" refers to an individual authorized by the Village of Masset to issue tickets under this by-law.

3. Ticketing Process

3.1 Authorized officers shall have the power to issue tickets for violations of municipal by-laws and regulations.

3.2 Tickets shall be issued in accordance with the procedures outlined in this by-law and any applicable provincial legislation.

3.3 Tickets shall contain information regarding the alleged by-law infraction, the fine amount, the payment deadline, and the process for disputing the ticket.

3.4 Tickets shall be served personally or sent by registered mail to the alleged offender.

3.5 The Village shall maintain a record of all issued tickets, including details of the alleged violation, the date of issuance, and the status of each ticket.

4. Ticket Payment and Dispute Resolution

4.1 The payment deadline specified on the ticket shall be a minimum of 30 days from the date of issuance.

4.2 Payment of a ticket shall constitute an admission of guilt, and the alleged offender shall be liable for the specified fine amount.

4.3 Offenders who wish to dispute a ticket may request an administrative review or elect to have the matter adjudicated in court.

4.4 The Village shall establish procedures for administrative reviews and court adjudication, including timelines and requirements for filing a dispute.

4.5 Failure to pay a ticket or dispute the alleged infraction within the specified timelines may result in additional penalties or legal action.

5. Offences and Penalties

5.1 The penalties for by-law infractions shall be established by the Village of Masset in its respective by-laws and regulations.

5.2 The penalties may include fines, administrative fees, or other measures deemed appropriate by the Village.

5.3 Repeat offenders may be subject to increased fines or additional enforcement actions.

6. Severability

6.1 If any provision of this by-law is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

7. Repeal and Enactment

7.1 By-Law No. [Insert previous ticketing system by-law number] is hereby repealed.

7.2 This by-law shall come into effect on [Insert effective date].



MASSET AIRPORT

PROPOSAL



Prepared For :

Mr. Gary Suha

Masset Municipal Airport

April 24, 2023





Dear Mr. Gary Suha
Airport Manager
Masset Municipal Airport

Thank you for your continued trust in our expertise and considering the services of Aviation Fuel Solutions International Inc. to further support your organization's operational and capacity building needs. We have put together this proposal to detail the operational and training services we've discussed in our previous conversations. If you have any questions, do not hesitate to contact us.

Thank you,

Ervin Appadoo
Director – Environment & Projects
Aviation Fuel Solutions International Inc.

Purpose

Masset Municipal Airport provides fuelling services to the airline customers operating both fixed wing and rotary wing aircraft at the Airport. It has a requirement for auditing of its operations and fuel infrastructures, development of operational manuals and the training and certification of its staff and operatives in aviation operations to ensure safe operations in full compliance with industry standards and Masset Airport Standard Operating Procedures (SOP).

AFSI recognises the unique environment in which Masset Airport operates in terms of its supply chain and the customers it serves. As such, we provide a customised solution that will meet the specific needs of the Airport leveraging our wide ranging experience and know-how in aviation operations in Canada and worldwide.

Audit Program

The AFSI tailored airport fueling operations audit is designed to assess a company's compliance to national and international standards and regulations in the industry as listed below:

- CSA B836-22 Storage, Handling, And Dispensing Of Aviation Fuels At Aerodromes.
- CCME "Environmental Code of Practice for Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum Products."
- National Fire Code of Canada
- Canadian E2 Regulations

The process involves a full inspection of the airport fueling operation, concluding in a debrief and a report highlighting observations and findings. The AFSI Auditor will in consultation with Masset Airport develop a Corrective Action Plan (CAP) with clearly identified tasks (prioritising the more critical safety action items) and timelines for implementation by Masset Airport. A review of the CAP will be done after a period of three months during which time all findings will have been addressed.

Operations Manual

An operations manual is the documentation by which an organisation provides guidance for members and employees to perform their functions correctly. The operations manual helps the members of the organisation to reliably and efficiently carry out their tasks with consistent results, reducing human error and informing all stakeholders of precisely what they need to do, who they are responsible to and who they are responsible for. It is a knowledge base for the organisation, and should be available for reference whenever needed.

AFSI has helped companies nationally and internationally in developing fueling operation manuals for their respective needs and environments and has successfully implemented its manuals in various fueling operational environments.

AFSI operations manuals include the following sections:

- Description of Organization (Organizational Structure, Context and Communication Protocols)
- Policy
- Company Standard Operating Procedures (SOP)
 - Certification
 - Receipt Procedures
 - Storage Procedures
 - Sampling & Retention
 - Aircraft Fueling Procedures
 - Field Test Procedures (Quality Control Tests)
- Inspections
- Documentation and Records
- Performance Evaluations
- Improvements
- Incidents
- Forms and Checklists

Our Team



Ravin J Appadoo

President Aviation Fuel Solutions Inc.

Personal summary

Year of birth: 1957

Nationality: Canadian

Languages:

- English - Excellent
- French – Excellent
- Spanish – Basic

Qualifications:

- PhD Air Transport Economics, Cranfield University, U.K
- Master's in Business Administration (MBA), Surrey University, U.K, 1994
- B.Sc. Hons Mechanical Engineering, East London University, 1981
- Diploma in Occupational Health and Safety, ~~Footscray~~ Institute of Technology, Australia, 1990
- Aircraft Performance Engineering Course, Boeing, Seattle 1994

Key skills:

Airline Strategic Planning, Airport Operations, Fuel Efficiency, Environmental Management Aviation Risk Practitioner and Programme Management

A mechanical engineer by profession with a rich and diverse career in the aviation industry which include flight operations, ground handling services, fuel operations and airside safety. Successfully managed multiple international projects as CEO and Lead Consultant of Aviation Fuel Solutions International.

Started aviation career managing the fuel and insurance portfolio of an international airline for many years and pursued career development at IATA with responsibility for all commercial and technical fuel matters. Was also made responsible for programme management of the industry-wide fuel action campaign.

As an IATA Consultant, participated in environmental impact assessment (EIA) and emissions forecasting projects for a major international airport in Asia. Fuel consultant involved in the elaboration of a country action plan for aviation emissions reduction.

Experience in fuel efficiency management at both IATA, Air Mauritius and recently at Singapore Airlines where he was the on-site consultant responsible for identifying fuel saving opportunities and implementing Rolls Royce VisiumFuel fuel efficiency tool.

+ Experience and skills

- **Aviation Fuel Solutions Inc. (2007 - present)**
- President & CEO
- **IATA (2001-present)**
- Assistant Director Fuel Services
- Aviation Fuel and Environmental Consultant
 - **Air Mauritius (1994-2001)** Senior Manager Fuel and Risk

Selected projects

- **2021 – On-going - RAC Fuel Consultant** for KKIA Fuel Facility 25-year Concession for the upgradation, management, and operations of tank farm, hydrant system and into-plane operations
- **2019- 2021 -Fuel Consultant for Brunei His Majesty Sultan Flight Fuel Operations**
- **2015 Aerospace Consultant for Rolls Royce CDS.** On-site Consultant doing FEGA, prioritizing and quantifying fuel savings potential of initiatives and managing implementation for a major International Airline in South-East Asia.
- **Emission Forecasting Project.** Consultant responsible for calculating and projecting future aircraft emissions at a major international airport in Asia in view of the construction of a third runway. Project required extensive research and survey of the industry including aircraft engine manufacturers, APU manufacturers and airlines.
- **ISAGO Auditor** for auditing of Ground Service Providers at Changi International Airport and Seletar Airport.
- **IATA Assistant Director Fuel Services.** Directed the technical fuel work of the commercial aviation industry, acting as administrator and coordinating the work of specialized groups like the Aviation Fuel Working Group (AFWG) and the IATA Fuel Quality Pool (IFQP), and also contributing significantly to the work in the commercial area.
- **Airport Fuel Facilities Auditing.** Managed the activities of the International Fuel Quality Pool which consisted in organizing inspectors from 50 participating airlines to conduct fuel audits and follow-up work at over 700 international airports worldwide.



ERVIN APPADOO

SKILLS

- Project management across multiple teams/departments
- In depth knowledge of aviation fueling standards and operations as per requirements of the JIG, CSA and ATA standards.
- In depth knowledge of the applications and implementations of SMS, QMS and EMS processes within the aviation fueling operations.
- In depth knowledge of environmental incidents and remediation within airport and tank farm fueling operations

EXPERIENCE

Director – Environment & Projects, Aviation Fuel Solutions Inc. Sep 2021 – Present
Montreal, QC

- *Assisting aviation fueling companies with SMS, QMS and EMS frameworks & implementation for Into-Plane & Tank Farm operations*
- *Development of operations & fueling manuals as per JIG, CSA & ATA standards for Into-Plane & Tank Farm Operations*
- *Development of Emergency Response Plan for aviation fueling companies as per regional and international standards*
- *Assisting international airports with fuel concessions for Into-Plane and Tank Farm operations (Development of RFPs and evaluation of vendors/bidders)*
- *Conducting audits on JIG, CSA & ATA standards for fueling companies and assisting with follow ups & corrective action plans*

Environmental Officer, Swissport Canada Inc. March 2019 – September 2021
Montreal, QC

- *Lead on Environmental Management System (ISO 14001)*
- *Lead for environmental audit programs for fueling operations across 3 international airports*
- *Development of Emergency Response Plan for Into-Plane and Tank Farm Operations across 3 international airports*
- *Developed Environmental Training portfolio for Environmental Awareness*
- *Liaison to governmental agencies and airport authorities on environmental matters*

Aviation Fuel Solutions International Inc. - 4678 Lawson Road, St.
Andrews West, Ontario - Canada - K0C2A0 - Tel: +1 519 719 4387 -
www.aviationfuelsolutions.com



Safety and Flight Operations, IATA

May 2018 – Feb 2019

Montreal, QC

- Operate basic market research
- Assist in the management of small projects; Help with market/business surveys
- Format commercial proposals, expressions of interest and reports including PowerPoint presentations
- Provide administrative support to the SFO Products department team
- Draft routine correspondence; Prepare/co-ordinate meeting documentation and reports

EDUCATION

Concordia University – Bachelor of Science with Specialization in Environmental Science

LICENSES

Commercial Pilot License

2012 - Present

Instructor Pilot License

2012 - 2014



DOMENIC CACCESE

Domenic Caccese is a consultant at Aviation Fuel Solutions International Inc. He has a broad and rich experience in Quality Control Systems, Inspections Training and Operation Standards spanning a 42-year career in commercial aviation.

Domenic's experience and expertise covers all aspects of Aviation Fuel Handling Operations. His responsibilities include operations planning and control, supervision and overseeing the Training and Quality Assurance departments. He is an Aviation Fuel Specialist with training certifications from major European, American, and Canadian airlines. Domenic has extensive experience in Into-Plane Fueling, Hydrant Systems, Tank Farm Operations. Maintenance of Jet Fuel storage facilities and product receiving & delivery via Pipeline, Tanker Trucks, Rail Cars, and Marine vessels, and is conversant with all National and International quality control standards.

Domenic's responsibilities and expertise also include:

- ⇒ Health & Safety.
- ⇒ Emergency Response Plans.
- ⇒ Transportation of Dangerous Goods Certifications (Aviation Fuels).
- ⇒ Environmental responsibilities & training,
- ⇒ Confined Space Entry & WHIMIS training.
- ⇒ Record Keeping,
- ⇒ Inventory conciliation and controls.

Domenic has performed Station Audits and Inspections of Aviation Fuel storage and into Plane Facilities verifying compliance with international aviation industry Standards for JIG 1-2-3, IATA, ATA 103, NFPA 407, ASTM, API, B836-16 and UN.

Rates

Name	Price (daily)	Days	Subtotal
Operations Manual	\$1000	7.5	\$7500
Operations Manual Training (SOP + Checklists)	\$1000	2.5	\$2500
On-Site Audit CAP development Monitoring and closure of findings	\$ 1000	3.5	\$3,500
Travel – Air Ticket (Montreal – Basset Airport) – 1 trip	Return ticket		\$2,500
Lodging & Accommodations + per diem	\$250	3	\$750
Ground Transportation (Montreal)	\$75-	2 trips	\$150
	Total		\$16,900.00

Tax (HST) @ 5%	\$845.00
Total	\$17,745.00

Payment terms:

Upon agreement of the scope of works and the terms, Masset Airport will issue a purchase order to AFSI. The latter will invoice Masset Airport for an initial payment amounting to 30% of total sum for commencement of work. The remaining 70% will be billed upon completion of the works

Bank Details:

Name of the company: **Aviation Fuel Solutions International A.F.S.I Inc.**

Address of the company: 867 Chelsea Crescent
Cornwall, ON, Canada K6H6Y6

Beneficiary Bank: Toronto Dominion Bank

Address : 525 Viger Ouest
Suite 100
Montreal, Quebec
Canada H2Z 0B2

SWIFT code: TDOMCATTOR

Transit, Financial Institution, Designation Numbers: 41601-004-0010

Aviation Fuel Solutions International Inc. - 4678 Lawson Road, St. Andrews
West, Ontario - Canada - K0C2A0 - Tel: +1 519 719 4387 - www.aviationfuelsolutions.com



Account number: 0010 – 5245673

Approval:

Mr Gary Suha
Airport Manager
Masset Municipal Airport

A handwritten signature in black ink that reads "RAPPadoo". The signature is written in a cursive style with a large initial "R".

Signature:
.....

Signature:

Ravin J Appadoo
President
Aviation Fuel Solutions

International Inc.

Date: 18 Oct 2022

Masset Skatepark and Pump Track Design

Community Innovation Grant 2023

Village of Masset

Joshua Humphries
PO Box 68
Masset, BC V0T 1M0

cao@masset.ca
O: 250-626-3995

Joshua Humphries

PO Box 68
Masset, BC V0T 1M0

cao@masset.ca
O: 250-626-3995

Application Form

Application Instructions

Application Instructions:

- This application must be in the name of and submitted by the organization who will receive the grant payments and do the reporting.
- You can copy answers from a prior application to this one by clicking '*Copy Previous Answers*' and selecting an earlier grant application. The system will automatically move the answers of all matching questions to this application for editing.
- Throughout this process the named applicant will receive email notifications from Gwaii Trust's grant management system. Please be sure to read these emails as they often contain important information.
- If you are working with someone else on this request, you can invite them to be a Collaborator with read, edit, or submit privileges. To do so, please click the blue '*Collaborate*' button in the top right-hand corner of this screen.
- Collaborators will not receive system notification emails and cannot see Administrator Comments. Administrator comments are added if additional information is requested by your Grant Manager. Administrator Comments can be shared by downloading a PDF of the draft application by clicking the '*Application Packet*' button and emailing it to them.
- Links to external materials will not be reviewed or included in the decision-making process. An exception is for the Gwaii Trust Arts program where links to video or audio examples of works will be accepted.

****Before you start your online application make sure you have reviewed the guidelines for this grant, found here: [Community Innovation Grant Application Guide](#).****

Project Information

Project Name*

The name of the project is attached to each and every form within your process. This is the "identifier" for the request. As applicable, please use either the Project Name, the Group's name or for an individual the Applicant's full name.

Project Location*

Please check all the Gwaii Trust areas that apply.

Graham Island North (Masset and Tow Hill)

Other Location

If you answered 'Other' to the above question, please indicate where your project is located in the space provided below.

Amount Requested*

Maximum application is \$10,000.00. Before you submit your application, make sure these numbers are updated and match those in your budget.

\$10,000.00

Equity Amount (Your Contribution)*

Please enter your equity contribution here, including in-kind and other funders. Equity is the value you bring to your project that includes cash, in-kind, grants, donations, or volunteer time.

Equity requirement:

- Nonprofit organizations: 25% minimum of total project cost
- Local governments: 50% minimum of total project cost

For support in calculating your equity contribution, please see the Equity Calculator worksheet in the Budget template.

\$25,840.00

Project Total Cost*

Before you submit your application, make sure these numbers are updated and match those in your budget.

\$35,840.00

Project Start Date*

Project must not be in progress or incur any expenses prior to approval. Applications must be received at least two months before the project is planned to start. The two-month minimum starts as of the submission deadline. For example, applications received for the February 1st intake would need a project start date of April 1st or later.

08/01/2023

Project Completion Date*

Maximum project length is one year.

10/13/2023

Project Summary*

Please describe your project in 3-4 sentences.

The project will develop a final concept design for a youth skatepark and pump track in Masset's largest park. Over eight weeks, a team of professional designers will gather survey and geotechnical data, create base maps and site drawings, form a steering committee, develop a shortlist of design options, review preliminary budget options and, guided by the steering committee and the Village of Masset, select a final concept design. The final skatepark and pump track design will include a 3D rendering for future technical/construction drawings, and it will comply with the International Health & Safety Association Certificate of Recognition and ISO 9001 standard for management quality.

Project Objectives

Why is this project needed?*

While Masset has children's playgrounds and a few all-ages recreation options such as the fitness centre, roller rink, and tennis court, the village currently lacks recreation facilities specifically for youth and young adults.

The idea of building a skatepark and pump track just north of the Masset sports field was among the more popular ideas that came out of the "Masset Main Street: Park to Pier" plan developed in 2022. The "Park to Pier" plan outlines a series of improvements for Main Street itself as well as improvements for the public dock to the south and the large park on the former barrack's site to the north. Based on community surveys, design workshops and walk-throughs, as well as stakeholder interviews, the Park to Pier shows a preliminary concept design for a 900 square-metre concrete skatepark and an asphalt pump track for bicycles, scooters, and rollerblades that together would cost roughly \$800,000. Along with the skatepark and pump track, the Village of Masset and Vancouver Island Regional Library are moving forward on plans for a new covered plaza and library branch nearby (see the "Masset Main Street: Park to Pier" plan on the village website for a map showing the basic park design).

What will be the results from this project?*

The project will result in a final concept design and summary report for a skatepark and pump track in Masset.

The design will include:

- A dimensionally correct, 3D rendering of the skatepark and pump track that can be used to develop technical drawings during the construction phase
- A summary report on the final concept design, including a summary of the steering committee's work and a preliminary budget review

Describe in detail the activities you have planned to reach your project results.*

Working together with the Masset Skatepark Society, the Village of Masset will hire a consulting design team to prepare a final concept design for the skatepark and pump track that aims to meet the preliminary construction budget outlined in the "Masset Main Street: Park to Pier" plan. Over eight weeks, the design team will do as follows:

- Meet with village staff and society directors and review landscape survey and geotechnical data for the proposed site
- Create base maps and site drawings
- Form a community steering committee and lead a design workshop with the committee members
- Develop a preliminary design and a shortlist of designs alternatives
- Review preliminary budgets for the shortlist of design options
- Present preliminary design options to the steering committee and vote on a preferred design
- Develop detailed 3D renderings and updated cost information on the preferred design
- Submit a final concept design and summary report to the Village of Masset

Describe the project management structure.*

List the key individuals involved in delivering this project, their relevant skills, and their role on the project.

Joshua Humphries, project manager

Joshua Humphries is the chief administrative officer of the Village of Masset

Terry Wallace, project lead

Terry Wallace is president of the Masset Skatepark Society and a qualified surveyor who will contribute survey work in-kind.

Jo-Ann Brown, project administrator

Jo-Ann Brown is the chief financial officer for the Village of Masset

Jeff Kyba, geotechnical support

Jeff Kyba is a consulting geologist who will contribute geotechnical work in-kind.

What Gwaii Trust purpose(s) does your project support?*

The purpose of the Gwaii Trust Society is to carry out activities beneficial to the communities of Haida Gwaii. From the list below, please select the Society purpose(s) that your project will support.

Fostering the spirit of cooperating, cultural understanding, and trust

Making the island a better place to live and do business through the improvement of infrastructure

Focus Areas

Focus Area (1)*

Please select the category that best reflects the focus of your project.

Youth

Focus Area (2)

If your project aligns with another category, please select it from the dropdown list.

Infrastructure

Granting Objectives

(CI) Will a significant portion of project funds be spent locally?*

No

(CI) Will this project fund the use of local labour?*

Yes

(CI) Is your project leveraging other funds?*

Leveraging is defined as attracting dollars from other funders.

Yes

Project Budget

Complete and upload your project budget below. Download a template by [CLICKING HERE](#).

Project Budget Upload*

Budget--Masset Skatepark and Pump Track Design.xlsx

Supporting Information - Quotes

Quotes are required to support all project expenses, except when Gwaii Trust standard rates have been used.

For project uploads please use the following formats Word, Excel, PDF, JPEG, screen shots, or pictures from cell phones.

Quote #1*

Quote--Masset Design Build Qualification (Fee proposal and timeline only).pdf

Do you have a second quote to enter?

Additional Supporting Information

For project uploads please use the following formats Word, Excel, PDF, JPEG, screen shots, or pictures from cell phones.

Upload relevant supporting documentation #1 (Optional):

If you have a partnership letter or authorization letter to share, please upload it here.

2023 05 10 Mayor Disney, Masset re_Letter of Support.pdf

Certification

Certification*

I certify that the information contained in this application and other submitted information are correct and complete at the date of submission. I confirm that I have appropriate signing authority to submit this proposal on behalf of the organization or that I have attached a written endorsement from someone with signing authority.

Submission of false or deliberately misleading information may result in the Gwaii Trust denying this and or future applications to the Trust under any of its granting programs.

Verbal or physical abuse of directors or staff in person, by phone, or in writing will not be tolerated. Offenses may result in Gwaii Trust denying current and future applications to any of its granting programs as per its workplace bullying, harassment and violence policy.

All applications submitted become the property of the Gwaii Trust, who may publish said applications on their website www.gwaiitrust.com or may otherwise utilize the content as the Gwaii Trust sees fit.

Newsletter Sign-up

File Attachment Summary

Applicant File Uploads

- Budget--Masset Skatepark and Pump Track Design.xlsx
- Quote--Masset Design Build Qualification (Fee proposal and timeline only).pdf
- 2023 05 10 Mayor Disney, Masset re_Letter of Support.pdf

Masset Skatepark and Pump Track Design

Village of Masset

19-May-23

Description of Income	Amount	Income Type	Confirmed (yes/pending)	Notes
<i>List all sources of project support such as: other grants, volunteer time, in-kind donations, cash, etc</i>	<i>List the dollar value</i>	<i>Grant, cash, in-kind, volunteer</i>	<i>Gwaii Trust will not advance any project funds until all sources of funding are confirmed</i>	
Gwaii Trust Society (Community Innovation grant)	\$ 10,000.00	Grant	Pending	
BC Ministry of Municipal Affairs (Infrastructure Planning Grant)	\$ 10,000.00	Grant	Pending	
Village of Masset	\$ 15,840.00	Cash	Pending	
Total funding	35,840.00			
Description of Expenses	Amount	Quote (Y/N)	Who will pay?	Notes
<i>Expenses can be listed as individual items or grouped into line items such as: food, accommodation, facilitator, etc.</i>	<i>List the dollar value</i>	<i>Quotes or Gwaii Trust standard rate</i>	<i>List the funding source that will pay for each budget line. If nothing is written, Gwaii Trust will cost share with all other income sources</i>	
Site Analysis, Community Consultation, Concept Design	32,000.00	Y		
PST	2,240.00	Y		
GST (Refundable)	1,600.00	Y	Village of Masset	
Total expenses	35,840.00			
Difference				

The above table is an example of a budget template that can be used when submitting an application. Please update the Gwaii Trust ask and the total project cost on your application before submitting.

Gwaii Trust Standard Rates

Updated December 1 2022

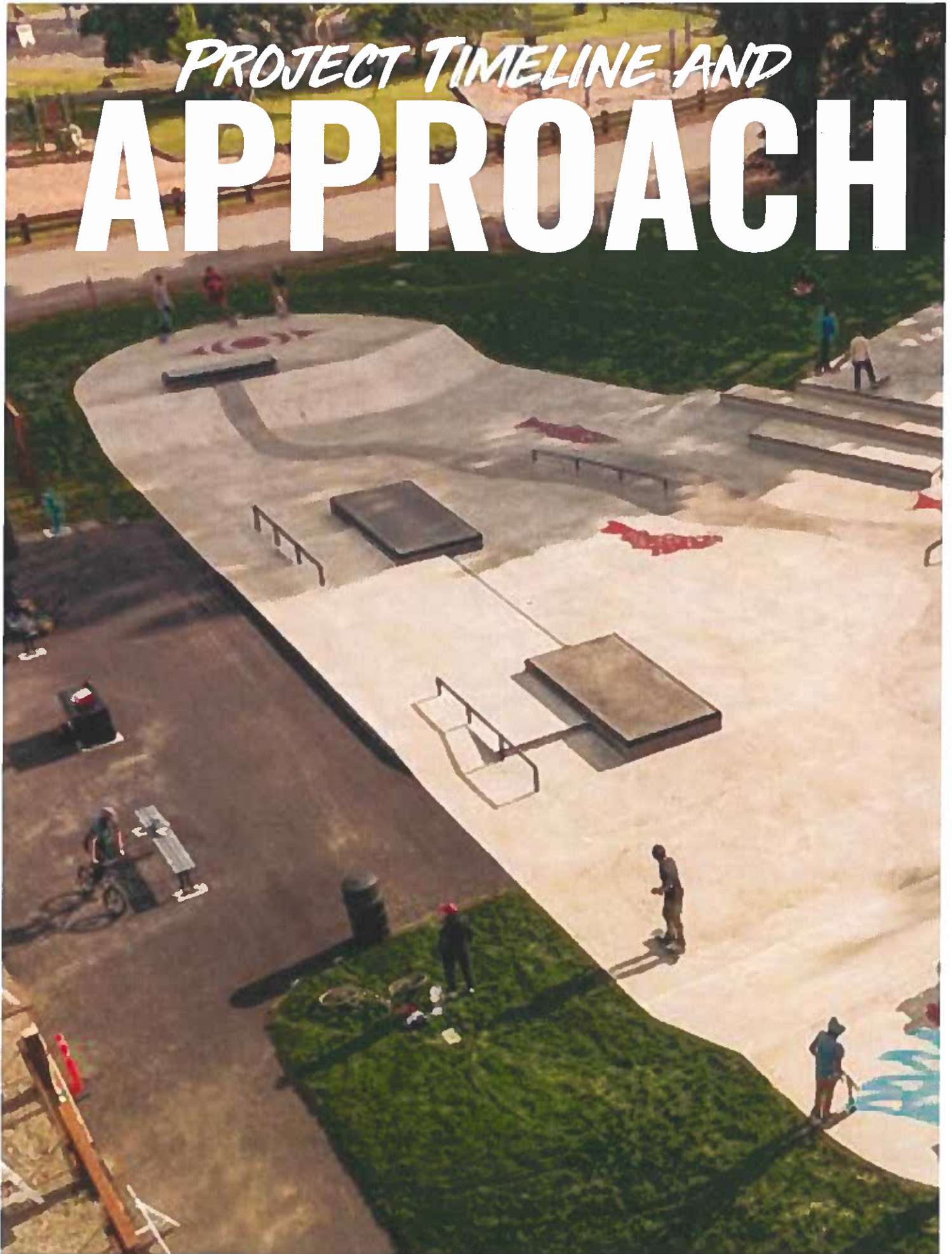
Item	Standard Rate
Volunteer time	\$20 an hour
Airfare return	\$900 Vancouver
	\$1,300 anywhere in North America
	\$1,500 anywhere in the world
Venue rental	\$300 per day
Hotel	\$200 per night
Staying with a friend	\$50 per night
Mileage	\$0.61 per km
BC Ferries rates for on island & to Prince Rupert	See BC Ferries webpage
Wages (maximum per person per day)	\$300
Meals calculated per person per day	\$20 breakfast
	\$25 lunch
	\$40 dinner
Meeting coffee & snacks	\$10 per person
Advertising	\$300
Project administration (for requests under \$50,000)	Up to 15% of Gwaii Trust ask
Project administration (for requests over \$50,000)	Up to 10% of the Gwaii Trust ask
Miscellaneous itemized expenses OR contingency for requests under \$10,000	Maximum of 10% of the total project cost
<p><i>A contingency can be used to cover unforeseen increases to the approved costs in the budget that follow the grant eligibility, the Gwaii Trust General Grant Guidelines, and the Gwaii Trust Standard Rates.</i></p>	
<p><i>Gwaii Trust Standard Rates are the estimated price of a product or service. When standard rates are used in an application's budget, quotes are not needed. If applicants would like to include higher rates in their applications, quotes will be required as outlined by the individual grant requirements.</i></p>	
<p><i>When grantees are submitting a claim, receipts are required for all claim requests. When standard rates have been used, expenses will be paid at the actual cost of the item as demonstrated by the receipt, up to the maximum amount of the standard rate.</i></p>	

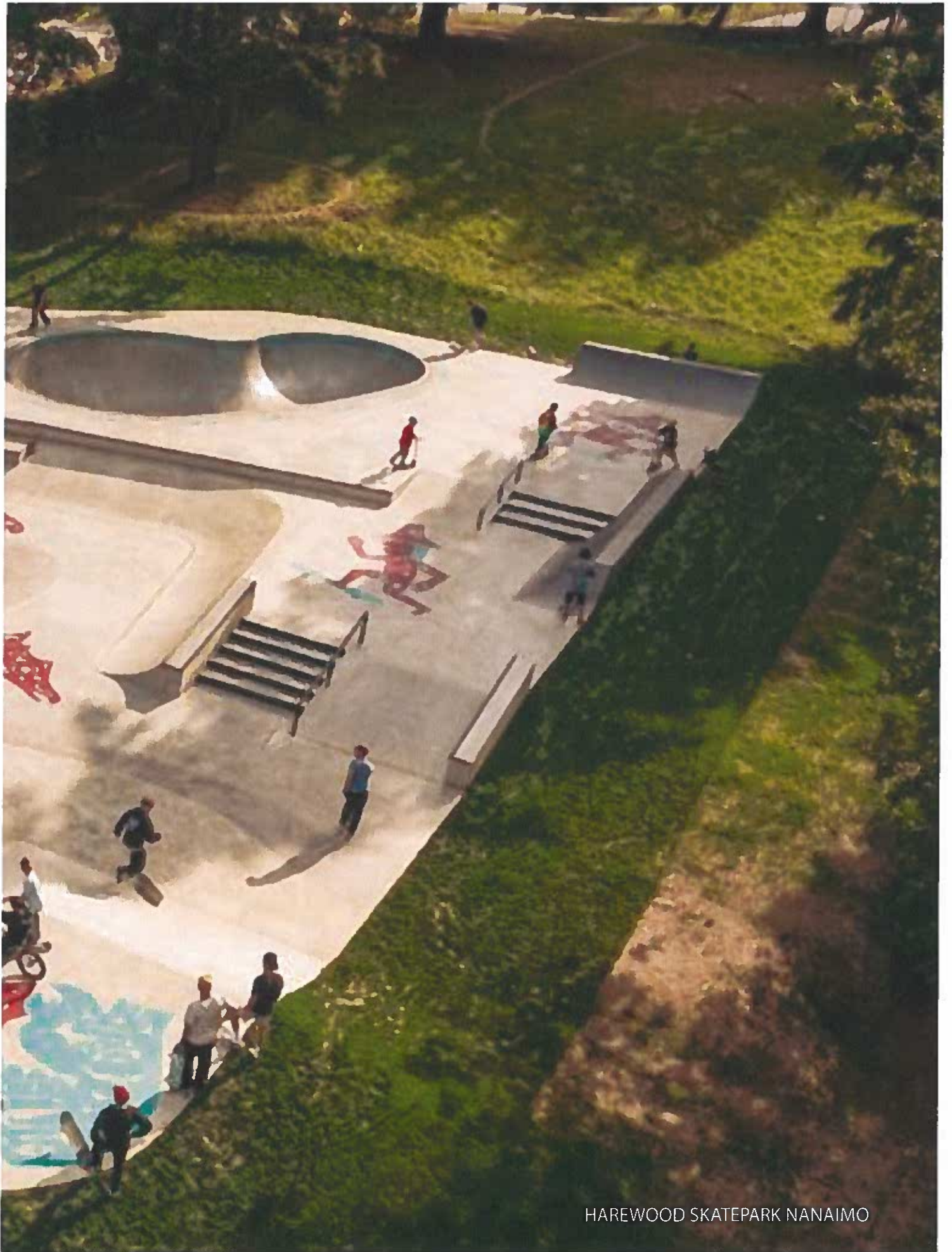
Gwaii Trust Equity Calculator - Non Profits (Calculated from Total Project Cost)

Updated December 1, 2022

Item	Value
Total Project Cost	
Minimum Non-profit Equity Contribution (25% of total project cost)	\$ -
Maximum Gwaii Trust Amount (75% of total project cost)	\$ -
<i>Please input your Total Project Cost into cell B4 to calculate your equity contribution.</i>	

PROJECT TIMELINE AND **APPROACH**





HAREWOOD SKATEPARK NANAIMO

The following pages reflect our detailed work plan and project schedule. While we are confident in the rationale for our methodology, our team is always open to adjustments in cooperation with the Client to best serve the project. We have been careful to monitor our company growth and workload over the last 22 years and offer our full confirmation that our key project staff outlined in this proposal will have adequate availability and resources to execute the design-build undertakings proposed. Our project commitment involves a highly responsive, in-person consulting presence and interaction with the Client and community, taking advantage of our current mobilization in nearby Victoria, our unparalleled history of work in the region, and our intimate understanding the of the design-build challenge that lies ahead.

Phase 1: Site Analysis, Community Consultation and Concept Design

Task	Specific Objective	Timeline/Deliverables
1.	<p>Project Initiation, Program Review and Site Base Data Collection</p> <p>The Design-Build Team will meet with the Client to review the intended program for the skatepark development. At this time, project goals and objectives will be confirmed, timelines set, processes reviewed, lines of communication/communication protocol established (including a suggested weekly update meeting day and time), and COR safety and ISO 9001 generally compliant quality assurance measures outlined.</p> <p>The Consulting Team will then work with the Client to review the available base data for the site. This will include survey and geotechnical information as well as other pertinent data related to grades, irrigation, existing vegetation, current and future site development. This information will contribute to the base for all future planning and design work. Finally, we will also work with staff to confirm our stakeholder outreach strategy (if any) and implementation tactics in preparation for our first community design workshop exercises.</p>	<p>Meeting minutes key contact Information</p> <p>Project Journal initiated</p> <p>Proposal concepts and budget reviewed</p> <p>Project safety, environmental and quality assurance plan submitted</p>
2.	<p>Create Base Maps and Site Analysis Drawings</p> <p>Using information gleaned from task one, the design team will prepare base maps from which all future design work will be based. This is critical to ensure that design development adheres to an accurate site specific data set and the design team does not encounter unexpected site conditions later in the technical design phase.</p>	



Phase 1: Site Analysis, Community Consultation and Concept Design...

Task	Specific Objective	Timeline/Deliverables
3.	<p>Skateparks 101 Steering Committee Design Workshop 1</p> <p>Prior to engaging in conceptual design development, the consulting team will conduct an in-person and/or virtual steering committee project information session and design workshop. This ~1.5hr session (<i>either Virtual or in Person</i>) usually takes place in the early evening at a time convenient to participants. The workshop will begin with a presentation introducing the project team and objectives, an overview of the skatepark development journey, and an exciting case study based review of modern concrete skateparks and the activities they facilitate (our internationally recognized 'Skateparks 101' presentation). Once attendees are familiarized with the project parameters and vast array of skatepark improvement/expansion possibilities / options, the workshop will then transition to a comprehensive, interactive component consisting of an online 'dotmocracy' exercise, interactive drawing/sketching, writing, discussion, modelling of specific park layout/features, and site integration options. The workshop will conclude with a general summary of the input received and the collection of all participant sketches and feedback forms and/or digital surveys. Attendees will be encouraged to continue submitting ideas and comments through our custom online survey until such time that the design team returns for the next design workshop.</p>	<p><i>Week 1</i></p> <p>Prepare and conduct virtual workshop</p> <p>Minutes and summary report of workshop submitted to Owner</p> <p>Online forum open for continued feedback.</p>
4.	<p>Begin Development of Alternate Design Concepts</p> <p>The consulting team will tabulate information from the first participatory design workshop and initial key stakeholder meetings (if applicable) to begin developing concept directions. Our experience has shown us that one dominant design detail will begin to emerge through this process, although we will offer a couple concept directions for feedback. Our team is prepared to provide design for all aspects of the surrounding site area as highly integrated design approach.</p>	<p>Workshop feedback tabulated into spreadsheets, written summary, and presentation graphics for Owner and Public review. In-progress design sketches provided to Owner and posted online for continued feedback</p>
5.	<p>Internal Review of Preliminary Budget Concept Options</p> <p>The consulting team will meet with the Client to review the concept development progress and discuss budgetary issues. The concept designs will continue to be refined and the cost implications of the preferred concept(s) will be evaluated in preparation for presentation to the steering committee.</p>	<p><i>Week 4</i></p> <p>2D concept drawings and preliminary cost estimates reviewed with Client</p>



NEWLINE
SKATEPARKS

Phase 1: Site Analysis, Community Consultation and Concept Design...

Task	Specific Objective	Timeline/Deliverables
6.	<p>Presentation of Preliminary Concepts - Steering Committee Workshop 2</p> <p>Comprehensive 2D renderings of the preliminary concept design options will be brought back to the community for feedback through a second interactive design workshop (<i>either Virtual or in Person</i>) on a weekday evening convenient to the group. The concept presentation will consist of a PowerPoint aided overview of the development process to date, a discussion of the guiding principles established at the first participatory workshop, and a thorough review of the site-specific concept design(s) developed for the skatepark. This will be followed by a general Q&A session and opportunity for attendees to vote (via feedback form) on the preferred concept directions + submit suggestions for any final modifications of the final concept design. The workshop will conclude with a summary of input received and the collection of all written feedback forms and/or digital survey.</p>	<p><i>Week 5</i></p> <p>Prepare and conduct virtual workshop</p> <p>24" x 36" presentation panels of 2D skatepark concept renderings.</p> <p>Concepts will be posted to online forum for continued voting.</p>
7.	<p>Preparation of Preferred Concept Design and Review with Client</p> <p>Detailed 3D renderings and updated cost information of the preferred concept will be prepared and then reviewed with the Client for comment and feedback.</p>	<p><i>Week 6</i></p>
8.	<p>Submission of Final Concept Design and Phase 1 Summary Report</p> <p>Any modifications as a result of the final design review will be prioritized for implementation and work will begin on the final 3D concept adjustments in conjunction with the Client. We will update our plans so that the preferred park concept is fully dimensionally correct and technical drawings can proceed with ease. The final park concept and Phase 1 summary report will be submitted to the Client and we will be available to conduct any final presentations to relevant parties as required.</p>	<p><i>Week 8</i></p> <p>Final 3D concept design renderings and conceptual cost estimate+ Phase 1 summary report.</p>



Phase 2: Technical Design and Construction Drawings

Task	Specific Objective	Timeline/Deliverables
1.	<p>Begin Working Drawings and Specifications</p> <p>We will begin work in earnest to complete the technical specifications and working drawings for the youth park project. We anticipate a time frame of 2 weeks until we can submit 50% drawings for discussion and review with Client Staff.</p>	<p><i>Week 8</i></p>
2.	<p>Complete Construction Drawings Reviews</p> <p>The technical design team will complete all construction detailing, construction documents and specifications for the skatepark project. Drawing sets and cost estimates will be sent to the Client and relevant approval bodies for full red line review and approvals at 50%, 75%, and 100%. Update meetings to review and approve potential in-kind donations will also be conducted at each drawing review milestone.</p>	<p>50%, 75%, and 100% complete drawings, and cost estimates</p>
3.	<p>Delivery of Final Construction Drawings</p> <p>Any last amendments will be included in final construction documents and specifications. Final sealed drawings, specifications, and Class A budget package will be sent to the Owner in accordance with the desired file scheme. Any changes made during construction will be provided via 'as built' drawings upon completion.</p>	<p><i>Week 14</i></p> <p>Copies of IFC drawings package, specifications, and final budget delivered to Owner in CAD and PDF formats</p>

Phase 3: Construction

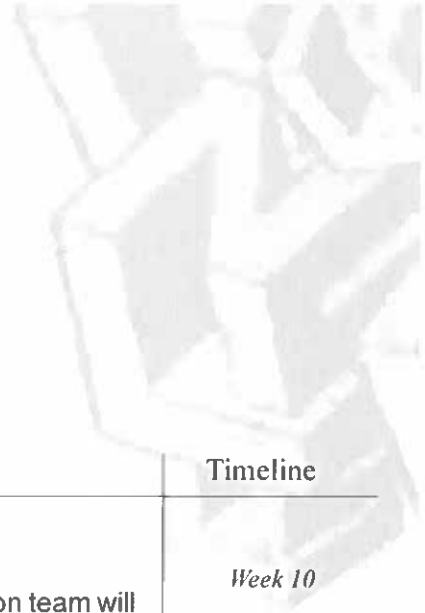
1.	<p>Construction Mobilization</p> <p>The construction team will meet with Client to review the priorities for park construction and a detailed schedule for completion of key milestones within each phase of construction. Our key COR (Certificate of Recognition) site safety policies, environmental program, and ISO 9001 generally compliant construction quality assurance measures will also be confirmed at this time. We will also work with the Client to physically verify the site fencing, construction access and staging areas, and traffic control realities.</p>	<p><i>Week 1</i></p> <p><i>Weekly meeting date with Owner set. Construction progress meeting minutes to be submitted weekly.</i></p>
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NEWLINE
SKATEPARKS

Phase 3: Construction...

Task	Specific Objective	Timeline
2.	Layout, Demolitions and Site Preparation The construction team will layout all design grades, complete all required demolitions and removals, and prepare the site for grading and drainage.	<i>Week 1</i>
3.	Grading & Drainage The construction team will proceed with installation of the drainage system. Any required site servicing will be roughed into the park area at this time. Base design grades will then be established.	<i>Week 2</i>
4.	Fine Shaping / Banks & Transitions Once the rough grades are established and the drainage is installed, we will proceed with fine shaping of the park elements. The park construction team will then assess the weather forecast. If weather is favourable for pouring concrete, our team will proceed with installing the banks and transitions. All banks and transitions are poured in small, controlled panels to ensure proper shaping and finishing.	<i>Week 4</i>
5.	Flat Slabs Once all banks and panels are complete the construction team will prepare, form and pour the base slabs. These sections will require favourable weather as they are larger pours.	<i>Week 8</i>



Phase 3: Construction...

Task	Specific Objective	Timeline
6.	Ledges & keystone features Upon completion of the banks, transitions and flat slabs, the construction team will proceed with forming and pouring all ledges and keystone features.	<i>Week 10</i>
7.	Clean Up / Demobilization and Facility Grand Opening Upon completion of all construction works, our team will remove debris and prepare the park for public use. At New Line Skateparks, we also take pride in participating in the skatepark opening ceremony and dedication events by helping organize professional skateboarding talent and prizes for the community. We are committed to employing our full resources for completion of the project in a timely manner to maximize community use for the season. Construction of the park is expected to take 10-12 weeks from mobilization. It is our intention to work efficiently until project completion. Should severe weather alter our work program, we will adjust our schedule to ensure quality control.	<i>Week 12</i>



FEE
PROPOSAL

FEE STRUCTURE

Phase 1: Site Analysis, Community Consultation and Concept Design

Site analysis
Community consultation program
Presentation materials for all meetings
Meetings with staff to review progress
Development of preliminary and final 3D rendering concept boards, illustrative drawings and cost estimates
Assistance with In-Kind Donations Program Development

\$32,000.00 + Applicable Tax

Phase 2: Technical Design and Construction Drawings

Detailed design development and professionally sealed construction drawings + specifications
Prepare technical specifications and final cost breakdown

\$40,000.00 + Applicable Tax

Phase 3: Construction

Completion of all skatepark construction works
As built drawings

\$800,000.00 + Applicable Tax

* Not to exceed construction budget to be established by Owner. 2 yr legacy cost data indicates average per square foot construction costs falling in the range of \$120/sqft - \$125/sqft throughout British Columbia.

* Fees include all travel

* Billing will be submitted on a percentage of project completed basis.

* Construction Phase will not begin until Owner has approved design documents and final funding is in place.

* Pricing is commensurate with the Canadian Society of Landscape Architects' Fee Guidelines and is consistent with similar projects completed throughout British Columbia

* Site Base Data (Geotechnical and Survey) to be obtained from local providers at cost + 10% (if not provided by Owner), and will be taken from construction budget.



Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
250.758.4697 | info@virl.bc.ca
www.virl.bc.ca

May 10, 2023

Mayor Sheri Disney
Village of Masset
1686 Main Street
Masset, BC V0T 1M0
Sent via: s.disney@gmail.com

Dear Mayor Disney,

Re: Letter of Support – New Skate Park

The prospect of a new skate park in the Village of Masset is so exciting!

Skate parks are such a demonstrable investment in the future of a community. I know well-designed skate parks to be inclusive, accessible spaces to practice, develop, learn, build positive relationships, and to simply have fun. A new skate park in Masset promises to be a well-loved community amenity for decades to come.

Please accept this letter of support for the development of a new skate park on behalf of myself and my colleagues. We look forward to celebrating your progress.

Haw'aa

A handwritten signature in black ink, appearing to read 'Ben Hyman', with a horizontal line extending to the right.

Ben Hyman
Executive Director

cc: Patrick Siebold, Library Manager, Haida Gwaii