

A G E N D A
for

REGULAR COUNCIL MEETING
October 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

September 11, 2023 Minutes

MINUTES AND REPORTS OF OTHER ORGANIZATIONS

1. NCRD Board Highlights September 2023

PETITIONS AND DELEGATES

1. Sgt. MacDonald RCMP Quarterly Reports 1st and 2nd Quarters
2. John Disney

CORRESPONDENCE

C-1 BC Ministry of Health

VERBAL REPORTS OF COUNCIL/CAO/CFO

BYLAWS

Bylaw No. 664 to Amend Bylaw No 422

NEW BUSINESS

NB-1 Travel Rates

NB-2 City of Quesnel Letter of Support

NB-3 Old Massett Haida Raiders Basketball Teams

VILLAGE OF MASSET

AGENDA

COUNCIL MEETING

NB-4 Snow and Ice Control Policy

NB-5 2024 Façade Improvement Program

PUBLIC QUESTION PERIOD

ADJOURNMENT TO CLOSED MEETING

Village of Masset Regular Council Meeting of September 11, 2023

Minutes of the Regular Council Meeting held September 11, 2023 in the Council Chambers.

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

CALL TO ORDER

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

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

ADOPTION OF AGENDA

Moved by Councillor Pages, seconded by Councillor Johnston to adopt the agenda as presented as amended by the addition of NB-8.

CARRIED

COUNCIL MEETING MINUTES

Council Meeting Minutes August 28, 2023

Moved by Councillor Pages, seconded by Councillor Johnston that the August 28, 2023 Council meeting minutes be adopted as amended.

CARRIED

Public Hearing Development Variance Application Minutes, August 28, 2023

Moved by Councillor Pages, seconded by Councillor Carty that the August 28, 2023 Development Variance Minutes be adopted as presented.

CARRIED

BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Jack Thorgeirson

Moved by Councillor Pages, seconded by Councillor Johnston that the discussion be tabled until after the New Year.

CARRIED

PETITIONS AND DELEGATES

Alissa MacMullin HG Rec (movies)

Haida Gwaii Recreation Director Alissa MacMullin presented ideas regarding youth engagement. Some ideas were; fundraising theme movie nights which would require grants from Gwaii Trust or other agencies for licensing fees, escape room nights at the library and art instruction from interested individuals willing to run programs.

Council thanked Ms. MacMullin for her ongoing efforts and initiative and agreed that youth programs are an important part of the community and the following motion was passed:

Moved by Councillor Carty, seconded by Councillor Pages that the Village of Masset write a letter of support for Haida Gwaii Recreation to apply for funding to sponsor youth activities island wide.

CARRIED

CORRESPONDENCE

C-1 BC Farmers' Market

Councillor Carty suggested that the Village of Masset write a letter of response to the Masset Market.

Moved by Councillor Pages, seconded by Councillor Carty that the BC Farmers' Market report be received.

CARRIED

Village of Masset Regular Council Meeting of September 11, 2023

C-2 Work Safe Magazine

Moved by Councillor Pages, seconded by Councillor Carty that the Work Safe article referencing the Village of Masset staff and the water treatment plant safety upgrades be received.

CARRIED

VERBAL REPORTS OF COUNCIL/CAO/CFO

Councillor Johnston reported that Gwaii Trust has started a charitable donations foundation partnering with Hope Air for medical travel and expenses. Information on how to access this funding will be distributed to municipalities and available on the Gwaii Trust website. He attended a meeting with Jennifer Rice.

Councillor Pages attended a meeting with Jennifer Rice.

CFO Brown is back from vacation and is working on the tax sale and catching up on reports.

CAO Humphries attended a meeting with Jennifer Rice. He reported the solar project is almost completed. The airport manager and public works superintendent are taking upcoming training courses. The used equipment auction raised \$21,263.00. The new harbour fees were put into place starting August 1st. The UBCM meetings are scheduled. The summer students and airport intern have all finished for the season.

Councillor Carty attended a meeting with Jennifer Rice.

Mayor Disney attended a meeting with Jennifer Rice and the opening of the Skidegate Health Centre.

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

CARRIED

NEW BUSINESS

NB-1 MIEDS Rural Diversification and Infrastructure Program Letter of Support

Moved by Councillor Pages, seconded by Councillor Carty that the Village of Masset Council supports an application by the Misty Isles Economic Development Society (MIEDS) to the Rural Economic Diversification and Infrastructure Program for up to \$50,000 towards the 2024 MIEDS Comprehensive Review and Strategic Plan.

CARRIED

Village of Masset Regular Council Meeting of September 11, 2023

NB-2 WASCO Quarterly Report

Moved by Councillor Pages, seconded by Councillor Carty that the WASCO Quarterly Report be received based on staff recommendation.

CARRIED

NB-3 Siting and Use North Arm Application

Mayor Disney expressed concerns about her potential conflict of interest in this matter and would be abstaining if she were required to vote. Moved by Councillor Pages, seconded by Councillor Johnston that based on staff recommendation Council approve the North Arm siting and use application.

CARRIED

NB-4 Painting Village Buildings

Painting of municipal buildings is underway and staff will look into painting the fire hall doors and the fire department signage. Moved by Councillor Pages, seconded by Councillor Carty that the painting contract already in place be ratified.

CARRIED

NB-5 AP Cheque Listing - June 1-30, 2023

Moved by Councillor Pages, seconded by Councillor Carty that the cheque listing for June 1st to June 30th, 2023 be approved.

CARRIED

NB-6 AP Cheque Listing - July 1-31, 2023

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

CARRIED

NB-7 AP Cheque Listing - August 1-31, 2023

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

CARRIED

Village of Masset Regular Council Meeting of September 11, 2023

NB-8 National Day for Truth and Reconciliation

Moved by Councillor Pages, seconded by Councillor Carty that the Village of Masset donate \$500.00 towards the National Day for Truth and Reconciliation to Old Massett to be used as needed.

CARRIED

ADJOURNMENT/TO CLOSED MEETING

Moved by Councillor Pages the meeting be adjourned at 7:51 pm.

Recording Secretary

Mayor

Certified Correct, Administrator



Board Highlights

September 2023

Delegations:

Des Nobels provided an update of the Groundfish Development Authority. The Chair of the Board thanked Mr. Nobels for his delegation.

Board Business:

1. The Board resolved to provide a letter of support to the Misty Isles Economic Development Society for its application to the Rural Economic Diversification and Infrastructure Program for up to \$50,000.
2. The Board resolved to approve the use of 2022 Local Government Climate Action Program funding to fund the purchase of new recycling bins in Port Edward, B.C.
3. The Board resolved to direct staff to initiate and maintain an ongoing public education campaign for planning services in rural areas.
4. The Board resolved to support approval of renewing tenure for the operation of the Sandspit Harbour Marina.
5. The Board resolved to direct staff to prepare a grant application to the B.C. Active Transportation Infrastructure Grant Program for active transportation network planning at the Anvil Trail.
6. The Board appointed members to the Haida Gwaii Accessibility Committee.

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

Village of Masset

Community Policing Report

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

To: Mayor and Council Village of Masset 1668 Main Street P.O. Box 68 Masset, BC V0T 1M0	From: Sgt. Damon MacDonald Masset RCMP-GRC 2042 Collison Avenue P.O. Box 39 Masset, BC V0T 1M0	Month of April 2023 to June 2023
		Date Prepared: 2023-07-18
		Phone No. (250) 626-3991

OFFENCES REPORTED AND/OR COMMITTED IN THE VILLAGE OF MASSET

A) Criminal Code		C) Liquor	
1. Sexual Assaults	2	1. Liquor offences	29
2. Assaults – Spousal/Other	26	2. Prevention efforts	0
3. Wilful Damage/Vandalism	17	D) Traffic	
4. Break & Enter & Theft	4	1. Accidents	6
5. Theft	6	2. Charges	9
6. Impaired Operation	6	E) Assistance/Services	
7. Disturbing the Peace	17	1. Missing Persons	0
8. Harassing Communications	12	2. Sudden Deaths	0
B) Drugs		3. Assistance-General Public	0
1. Possession of Drugs	0	4. Town By-laws	2
2. Trafficking	5	5. Other	0

Sgt. Damon MacDonald

 Detachment Commander

Mayor Sheri Disney

 Mayor and Council

2023-07-18

 Date

NARRATIVE INTERPRETATION OF ABOVE STATISTICS

1. Crime trends / problems:

Masset Detachment responded to 219 calls for service within the community of Masset between April 1st and June 30th, 2023. Calls for service are monitored to identify any developing trends or issues.

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

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

There were no persons were reported missing to the Masset Detachment during the first quarter.

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

Other significant investigations included:

2023-04-14 – Masset RCMP received a complaint of possible sexual interference by a family member. The female youth victim reported numerous instances where an adult family member commented inappropriately on how she was dressed as well as an instance where the adult family member opened the shower curtain while she was showering. This matter is currently before the Court.

2023-05-20 – Masset RCMP members were conducting a checkstop on Hwy 16 near New Town when a vehicle with reported associations to drug trafficking was stopped. An occupant of the vehicle was found to be a

known prolific offender and there was evidence of open liquor and drugs seen in plain view inside the vehicle. All occupants were arrested and the vehicle was thoroughly searched. The search resulted in locating a loaded 9mm handgun which was seized. This matter is currently being dealt with in Court.

2023-06-22 – Masset RCMP members received numerous calls that a known prolific offender was hiding out in the Twin Cedars Trailer Park at a particular unit. Members set up containment on the trailer and used the police vehicle's loud hailer to call occupants of the trailer out. One lone occupant exited the trailer and was in a position to provide members with consent to search the trailer. During the subsequent search of the trailer, a couch was moved and a firearm was located unsafely stored. This matter is still under investigation.

2. Crime Prevention Initiatives:

Numerous visits to schools have been made and members are actively engaged with the youth. Members enjoy coaching various sports such as volleyball and basketball.

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

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

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

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

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

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

4. Other Significant Issues:

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

5. Document Feedback and indicate delivery method:

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

6. APP update to community:

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

1. Traffic Enforcement / Impaired Driving

2 # of MVA VT's

0 # of impaired drivers

2. Crime Reduction Strategy

0 # of CDSA charges

3 # of foot patrols

7. Community Familiarization:

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

Village of Masset

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

Community Policing Report

To: Mayor and Council Village of Masset 1668 Main Street P.O. Box 68 Masset, BC V0T 1M0	From: Sgt. Damon MacDonald Masset RCMP-GRC 2042 Collison Avenue P.O. Box 39 Masset, BC V0T 1M0	Month of July 2023 to September 2023
		Date Prepared: 2023-10-10
		Phone No. (250) 626-3991

OFFENCES REPORTED AND/OR COMMITTED IN THE VILLAGE OF MASSET

A) Criminal Code		C) Liquor	
1. Sexual Assaults	3	1. Liquor offences	40
2. Assaults – Spousal/Other	18	2. Prevention efforts	0
3. Wilful Damage/Vandalism	10	D) Traffic	
4. Break & Enter & Theft	2	1. Accidents	3
5. Theft	0	2. Charges	4
6. Impaired Operation	6	E) Assistance/Services	
7. Disturbing the Peace	22	1. Missing Persons	3
8. Harassing Communications	9	2. Sudden Deaths	0
B) Drugs		3. Assistance-General Public	0
1. Possession of Drugs	0	4. Town By-laws	6
2. Trafficking	1	5. Other	0

Sgt. Damon MacDonald

 Detachment Commander

Mayor Sheri Disney

 Mayor and Council

2023-10-10

 Date

NARRATIVE INTERPRETATION OF ABOVE STATISTICS

1. Crime trends / problems:

Masset Detachment responded to 375 calls for service within the community of Masset between July 1st and September 30th, 2023. Calls for service are monitored to identify any developing trends or issues.

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

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

There were three reports of missing persons to the Masset Detachment during the second quarter. Two of those incidents have been resolved and one is still outstanding.

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

Other significant investigations included:

2023-07-04 – Masset RCMP received a complaint of an aggravated sexual assault. The female victim reported being dragged into a secluded area and sexually assaulted by a known offender. Masset RCMP effected an arrest of the known offender and they were remanded in to custody.

2023-08-14 – Masset RCMP were called to domestic assault. The female victim was assaulted by her male partner at a residence where family of the male partner reside. Witnesses were uncooperative with the investigation but given the extent of the victim's injuries, grounds were

formed to effect an arrest of the male partner. The male partner was released from custody on protective conditions when it was deemed safe to do so. This matter is currently before the Courts.

2023-09-20 – Masset RCMP members received a delayed report of a missing person. The male individual had gone missing in a densely wooded area while mushroom picking with a friend. Extensive search efforts were put forth and numerous resources were brought in from off-island but the missing was not able to be located. This matter is still under investigation.

2. Crime Prevention Initiatives:

Numerous visits to schools have been made and members are actively engaged with the youth. Members enjoy coaching various sports such as volleyball and basketball.

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

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

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

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

5. Document Feedback and indicate delivery method:

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

6. APP update to community:

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

1. Traffic Enforcement / Impaired Driving

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

2. Crime Reduction Strategy

0 # of CDSA charges
3 # of foot patrols

7. Community Familiarization:

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

Lianne Trepanier

From: cao@masset.ca
Sent: May 23, 2023 11:44 AM
To: admin@masset.ca
Subject: FW: Present to council asap

Please add him to June 12 agenda.

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: John Disney <johndisney602@gmail.com>
Sent: May 23, 2023 11:40 AM
To: cao@masset.ca
Subject: Re: Present to council asap

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

Hi Joshua,
I hope all is well with you!!

How about I attend tonight's council meeting just to pass on what I've found out about our situation, to the group?

Yours, John Disney

Ph: 250 626-7135

On Mon, May 8, 2023 at 2:47 PM <cao@masset.ca> wrote:

Good afternoon

I want to follow up that I received the email and will get back to you with a date shortly.

Have a great day!

Joshua Humphries
Chief Administrative Officer

Village of Masset | Box 68, Masset BC, V0T 1M0

T: 250.626.3995 | F: 250.626.3968 | email: cao@masset.ca

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From: John Disney <johndisney602@gmail.com>
Sent: May 8, 2023 12:19 PM
To: cao@masset.ca
Subject: Present to council asap

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

Hi Joshua,

thanks for the chat earlier today.

I want to discuss with the council the issue of rising sea levels as it pertains to the basic infrastructure of our community. I have been monitoring some key areas around our community for the last 10 or 12 years and things are definitely deteriorating. For example, one of these areas is the ocean end of the airstrip out at the airport. There has been a slow but steady deterioration of the beach, sand dunes, etc and then suddenly between last November and now the Dixon Entrance has broken through the sand dunes, has flattened the security fence, and is directly threatening the airstrip itself. It's very difficult to estimate when the first wave will actually hit the end of the airstrip as things can stay unchanged for years and then suddenly the right storm will happen at the top of the biggest tide and then sand dunes get washed away and a lot of damage can happen very fast. So I don't know if the airstrip will get hit in a month or in 10 years, but I'm convinced it will happen.

This brings into focus the latest rumor I've heard that the town is planning on installing solar panels alongside the airstrip. That is a great idea as the land has been cleared and it's flat and open. I also applaud the decision to address the diesel energy item as that is an embarrassment in the outside world, having to admit we generate our electricity with diesel engines while living in such a pristine place! So because of the large expense of developments such as this, I think we should discuss where might be a better location for this project.

If the airstrip is threatened, then BC Hydro's generating station is right behind it as it's only a foot or two higher. So we very quickly realize that we have a large and growing problem to solve. This issue involves everyone living from Port Clements to Old Massett. So we should start conversations with Old Massett, about moving both communities to

higher ground. That is inevitable by all the signs so the sooner these conversations begin the better. From my experience, if we have to do this we need all the partners we can find and make it a joint effort. So bring in Port Clements and then we have another one right in our area with the DND circle just east of town. I went there this morning to see how things look and was very surprised to see how vulnerable they are. The sand dunes out in front of the 'circle' have been breached and are washing away. These were large mountains of sand held in place by grass and small trees. These have been destroyed leaving some sections sticking up 8 feet or more with channels through to almost the bottom of the antennas in the circle. It will take longer than the airport to need addressing but the DND would make another great partner to bring in the resources to help both the communities and them solve this. Add in BC Hydro and we're starting to get a pretty good group together who will all have the same problem and might well be supportive of moving both Masset and Old Massett to higher ground.

I can provide much more information concerning other locations around us that need addressing to support what I'm saying such as the hospital and the road that joins it to our communities etc. But I hope this is enough to convince you that we must address this and sooner rather than later. I think with some well-documented and supported evidence, we have a good chance to get what we want and need. We definitely cannot sit by and let this happen or we will all end up living on the mainland and our communities will be history.

I would like to talk to you and the council about this ASAP. Please suggest a good time for me to attend one of your meetings now or in the future. I am ready today if I can be fitted into your agenda.

best regards,

John Disney

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John Disney

Ph: 250 888-6082 (c)

Email: johndisney602@gmail.com

Address: P O Box 376 Masset, BC, V0T 1M0, Canada.

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John Disney

Ph: 250 888-6082 (c)

Email: johndisney602@gmail.com

Address: P O Box 376 Masset, BC, V0T 1M0, Canada.



SEP 05 2023

1255407

Via email: cao@masset.ca

Joshua Humphries
Chief Administrative Officer
Village of Masset
1686 Main St
PO Box 68
Masset BC V0T 1M0

Dear Joshua Humphries:

Thank you for your letter of March 14, 2023, regarding the Bulkley Valley District Hospital (BVDH) in Smithers and its master plan. I apologize for the delay in responding.

The 2019 BVDH master plan was revised in February 2020 and submitted to the Ministry of Health (the Ministry) in July 2020 along with a request to proceed to concept planning. Master planning is a decision-making tool to inform future clinical services, physical expansion and improvement of a health care site, or new site, over a set time frame—usually 20 years—within a comprehensive framework to inform long-term capital investment planning. Master planning will consider the existing situation, including the functional and physical condition of buildings; infrastructure risk, such as seismic risk; service delivery needs; opportunities for development and phasing strategies; and high-level capital costs.

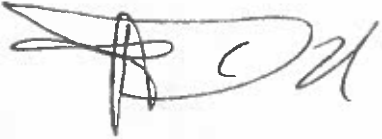
Government is investing in new and existing public health care facilities so we can relieve the pressure that many of our hospitals feel and ensure people are able to access the care they need. Significant investments in the northwest include \$633 million to replace Mills Memorial Hospital, \$11 million to redevelop the Prince Rupert Regional Hospital emergency department, approximately \$8 million at BVDH, and the Ministry is reviewing a business plan for long-term care projects in Smithers and Hazelton. At this time, the availability and timing of capital funding for the proposed redevelopment project has not been confirmed. The Ministry will continue to look at opportunities and options for capital investment at BVDH within its long-term capital plan.

...2

- 2 -

Thank you again for your letter and your support for a replacement of the Bulkley Valley District Hospital. I appreciate the opportunity to respond.

Sincerely,

A handwritten signature in black ink, appearing to read 'Adrian Dix', written over a horizontal line.

Adrian Dix
Minister

pc: Cathy Ulrich, President and Chief Executive Officer, Northern Health Authority
Michael Hofer, Executive Director, Capital Planning, Facility Operations and
Logistics, Northern Health Authority

VILLAGE OF MASSET

BYLAW NO. 664, 2023

A bylaw to amend Zoning Bylaw No. 422

WHEREAS the Village of Masset has received an application to rezone Roll #1600000, Lot A, District Lot 7, Land District 46 Plan PRP41930, PID 023-996-846, 1760 Hodges Avenue; and

WHEREAS the Council for the Village of Masset has deemed it expedient to amend the zoning of Roll #1600000, Lot A, District Lot 7, Land District 46 Plan PRP41930, PID 023-996-846, 1760 Hodges Avenue , from GMDC to Residential 3 (R-3) of Zoning Bylaw No. 422;

NOW THEREFORE the Council for the Village of Masset, in open meeting assembled, enacts as follows;

1. That Roll #1600000, Lot A, District Lot 7, Land District 46 Plan PRP41930, PID 023-996-846, 1760 Hodges Avenue, be rezoned from GMDC to Residential 3 (R-3)
2. This bylaw may be cited as “Zoning Amendment Bylaw No. 664, 2023”.

READ A FIRST TIME THIS 10th DAY OF OCTOBER, 2023

READ A SECOND TIME THIS 10th DAY OF OCTOBER, 2023

PUBLIC HEARING HELD THIS 23rd DAY OF OCTOBER, 2023

READ A THIRD TIME THIS _____, 2023

RECONSIDERED AND ADOPTED THIS _____, 2023

Administrator

Mayor

Certified a true copy of the “Zoning Amendment Bylaw No. 664, 2023”

Administrator



VILLAGE OF MASSET

Memo

DATE: August 14, 2023

TO: Josh Humphries, CAO

FROM: Jo-Ann Brown, CFO

RE: Travel Rates

Per our conversation last week, I have checked with the Port Clements and Daajing Giids municipal offices as well as the North Coast Regional District as to how they determine their travel rates.

This is how they determine their rates:

- | | |
|----------------------------------|--|
| 1) Village of Port Clements | .57 cents per km per Provincial travel rates |
| 2) Village of Daajing Giids | .68 cents per km per CRA travel rates |
| 3) North Coast Regional District | .68 cents per km per CRA travel rates |

My recommendation would be to use CRA travel rates and to make a motion to the effect that it be updated annually per CRA guidelines.



Corporation of the Village of McBride

P.O. Box 519
McBride, B.C.
VOJ 2E0

Phone: 250-569-2229

Fax: 250-569-3276

August 30, 2023

City of Quesnel
410 Kinchant Street
Quesnel, BC
V2J 7J5

Via Email: llong@quesnel.ca
blohson@quesnel.ca

Re: Quesnel Highway 97 North-South Interconnector Project

Dear Mayor and Council,

Council recognizes that Highway 97 is a significant provincial highway that is critical to the continued economic prosperity of Northern and Central BC and all British Columbia.

Additionally, Council understands that Highway 97 is at a critical stage with growing risk level for extended delays due to aged-out highway infrastructure in Quesnel. Based on the current plans by the Ministry of Transportation and Infrastructure, these plans will cause unacceptable construction delays in the future.

During their Regular Council Meeting on August 22, 2023, Council passed the following resolution in support of the Quesnel Highway 97 North-South Interconnector Project:

Koilda/Frear

Resolved: THAT Council direct administration to reply to the City of Quesnel with a letter of support regarding the Quesnel Highway 97 North-South Interconnector Project.

Carried

Resolution # 110822.23

Sincerely,

Mayor Eugene Runtz
Village of McBride
mayer@mcbride.ca

cc Minister of Transportation & Infrastructure, Rob Fleming
Union of B.C. Municipalities
North Central Local Government Association
Northern Health Authority
Industry & Stakeholders
City of Quesnel, City Manager, Byron Johnson

SEP 25 2023

SPONSORSHIP LETTER REQUEST

Old Massett Haida Raiders Basketball Teams

Boys Under 17 and Intermediate

250 922 0010

To: Village of Masset

September 22, 2023

Good day,

We are writing to your business today seeking sponsorship for our basketball jerseys and uniforms. Our teams consist of 10 to 14 boys between the ages 14 to 21 years of age. The Haida Raiders Under 17 team has been practicing and playing together since 2016 and now have players playing in the intermediate division.

We are offering businesses like yours to become team sponsors. Your contribution will be targeted exclusively to lessen the growing costs for the teams, enabling the teams to fully participate in upcoming tournaments. We fundraise throughout the year to assist with costs for travel, accommodations and sometimes for jerseys and uniforms.

Our team is growing and the jerseys we currently have are getting too small, we plan to donate these current jerseys to up and coming basketball teams. The average cost for one player's jersey (set) is \$250, if we are successfully sponsored and raise enough funds, we would like to purchase warm ups (uniforms) which will add roughly another \$200 per player.

In order to make this rewarding experience a reality for our youth, we are reaching out directly to local businesses and offering the opportunity to help by becoming a team sponsor. While any sponsorship you select will be greatly appreciated a donation to the team will earn you a team photo that you can display on your businesses wall, we also will be recognizing each business publicly ensuring all of our family and friends know how supported our teams are.

Please take a moment to review and select the sponsorship package that best fits your business and budget.

Howa'a,



Jade Collison

On behalf of Old Massett Haida Raiders

Sponsorship packages

The U17 and Intermediates Old Massett Haida Raiders Basketball Team Members are listed, if you would like to sponsor a specific player unanimously or multiple players, please inform us below. If you would like to donate monetarily, please indicate the amount in the space provided below the player roster.

Player Roster	Jersey \$250.00	Uniform \$200.00	
Logan White			
Stanley Swanson			
Blaine Bell			
Xavier Swanson			
Calvin Collison			
Kai Seward			
Brandon Bell			
Naden Brown-Sjolund			
Tayias Penna			
Desmond Setso			
Steven Collison			
Carmine Brown			
Carlin Young			
Unanimous			
Total amount:			

Please note if the player you have selected for sponsorship is already sponsored, we will assign another player

Monetary amount: _____

All cheques can be made out to **Old Massett Raiders Intermediates**. If you would like to donate with cash or email transfer, please contact Jade Collison or Leslie Brown.

Feel free to reach out to either of us if you have any questions, comments, or suggestions. Thank you for your consideration, please contact us to pick up this form.

Howa'a Howa'a Howa'a!
Jade Collison 250 922 0010 or Leslie Brown 250 626 7370

Village of Masset

Snow and Ice Control Policy

1 PURPOSE

To provide for the safe passage of vehicles and pedestrians within the Village of Masset (the "Village") by ensuring that Snow and Ice Control operations are carried out on Village roads and paved sidewalks promptly by priorities identified by the Council, as specified in Schedule A and Schedule B of this Policy.

This policy attempts to balance public safety and the Village's resources and reflects best practices and established procedures.

2 SCOPE AND APPLICABILITY

This policy applies to public roads and paved sidewalks in Masset.

3 DEFINITIONS

"EXCEPTIONAL SNOWFALL" means a snowfall over 30 cm (12 inches) of continuous accumulation within a 24-hour period.

"FIRE HALL" means the Main Fire Station located beside the Village office 1686 Main St. within the Village of Masset.

"ICE CONTROL" means to treat and/or prevent ice formation by applying material, including, but not limited to, salt, sand, calcium, or any combination thereof.

"PARKING LOT" means a property owned by the Village designated, designed, and intended for use by the public where cars or other vehicles may be left temporarily.

"ROAD" or "ROADWAY" means the portion of the highway that is improved, designed, or ordinarily used for vehicular traffic but does not include the shoulder, and if a highway includes 2 or more separate roadways, the term "roadway" refers to any one roadway separately and not to all of them collectively.

"SIDEWALK" means the area between the curb lines or lateral lines of a roadway and the adjacent property lines improved for the use of pedestrians.

"SNOW CLEARING" means to move or push the accumulation of snow from Roads or Sidewalks using equipment, including, but not limited to, motor graders, wheel loaders, plow trucks, pickup trucks, and skid-steer loaders. Snow will not be cleared to bare pavement.

"SNOW REMOVAL" means to remove snow from areas adjacent to municipal roads or sidewalks to ensure intersection site lines, drainage, or snow storage areas.

"WINTER OPERATIONS SEASON" means the inclusive period between October 1st and March 30th.

4 RESPONSIBILITIES

4.1 GENERAL RESPONSIBILITIES

- 4.1.1 Equipment used by the Public Works Department for snow and ice control activities will be prepared before the start of the Winter Operations Season.
- 4.1.2 During the Winter Operations Season, the weather, both current and forecasted to occur in the next 24 hours, will be monitored before the end of each shift. (48 hours on Friday afternoons for weekend planning.)
- 4.1.3 CAO/Superintendent or designate performing the weather monitoring shall indicate if there is a 50% chance or greater probability of 5 cm (2 inches) of snow accumulation in the Village of Masset as predicted by Environment Canada. Where this circumstance occurs, The Village will observe Snow Clearing and Ice Control situations from approximately 6:30 AM to 7:30 AM and execute operations by or before 8:30 AM, including weekends and statutory holidays, until 4 PM on the same day.
- 4.1.4 Village of Masset staff and Public Works will not generally clear snow in the evenings, except for extraordinary situations – a snowfall more significant than 150mm (6 inches) and where it can be done safely. In that case, crew safety, including tiredness, will be monitored. Every effort will be made to do extra sand-spreading before the workday's end in slippery areas with an ice patch of 2 meters or more significant.
- 4.1.5 This document primarily focuses on snow clearing and ice control on municipal streets and sidewalks, but the airport runway is essential. This is due to the necessity of keeping the airport operational, especially for medical evacuations. (Medivacs.) Generally, airport staff and equipment will be adequate for this. Despite the Airport having equipment to ensure ongoing snow and ice control, should a significant snowfall event require further assistance, the airport will be identified as the highest priority for the Village operational teams.

4.2 SNOW AND ICE REMOVAL PRIORITY

- 4.2.1 The priority for the Village of Masset is ensuring snow removal and ice control of the Masset Airport, as required before any other priorities.
- 4.2.2 During the Winter Operations Season, Snow Clearing and Ice Control operations will be conducted on a priority basis within the municipality as identified in Table 1:

Table 1 – Snow and Ice Control Priorities

	Roads	Sidewalks & Parking Lots		Windrow Removal	
Priority A	Major Roads: Main St, Collison Ave, Hodges Ave, Trumpeter Dr, Park Dr, Northwest Dr, Tahayghen Dr, Hospital Access Road	Priority D	Major Sidewalks/Walkways, Parking Lots Ex. Main, Collison & Causeway	Priority G	Follows Road and Sidewalk clearing in same priority sequence. Note: If resources are not available to complete all windrows, remaining windrows may be cleared the following day (See Section 4.9)
Priority B	Burgess Ave, McBride St, Wilson St, Old Beach Rd, Trumpeter Dr, airport road Dave Penna Way, Christie St to seaplane base, Widgeon Blvd, Teal Blvd, McCleod St, Wallace St, Millard St, Orr St, Cook St, McDonald St.		Hodges sidewalks, Harrison Ave from Collison to the Hospital sidewalks, Tahayghen Dr to the school sidewalks		
Priority C	All Roads not identified as Priority A Roads or Priority B Roads. This includes the following roads: Mallard Crescent, Alder Crescent, Brant Crescent, Dogwood Crescent, Elm Crescent, Fir Crescent, Hemlock Crescent, Maple Crescent, Pine Crescent, Spruce Crescent, Brant Crescent, Swan Crescent, Pintail Blvd, Cemetery Rd, Wandleville Rd, Marwell Rd, Penna Rd (Industrial Park), Delkatla Lane (Delkatla South), Williams Lane, Christie St. (unpaved), the transfer station road. Any other roads not listed.	Priority F	Walkways between Roads		

4.2.2.1 Delkatla St, Harrison Ave, Tow Hill Road and Highway 16 are excluded from this policy as highways controlled by the Ministry of Transport and Infrastructure and their local contractor. These will be only handled by the Village of Masset Public Works in case of an emergency declared by MOTI contractor. Alleys are also excluded from this policy.

4.2.3 Priority A routes will be done concurrently, followed by priority B, priority C, and so on. Clearing of Roads takes priority over Sidewalks and Parking. Windrow removal on any road is the lowest priority and follows all other priorities as resources permit.

4.2.4 For unusual or severe conditions, equipment breakdowns, or absences of Public Works staff, lower priorities may be delayed until subsequent days to maintain the higher priority roads and sidewalks at the service levels identified for Snow Clearing and Ice Control.

4.2.5 As determined by the Superintendent of Public Works or designate, Snow Removal or removal of compacted snow from Roads and/or Sidewalks will commence as required to maintain intersection site lines, snow storage adjacent to municipal roadways, drainage, etc. Snow will not be removed beyond what is required.

4.2.6 Snow Clearing and Ice Control from the Howard Phillips Community Hall by Public Works.

4.3 SNOW CLEARING FROM ROADS

4.3.1 Snow Clearing from Roads shall commence once the accumulated snow depth exceeds 5 centimetres (2 inches) in order of the priority sequence as outlined in Table 1 under section 4.2.1.

4.3.2 Snow Clearing from Roads shall be completed to achieve a minimum of six metres width (full width if less than six metres) for driving.

4.3.3 Priority A Roads shall be cleared first, followed by Priority B Roads, then priority C Roads, and so on.

4.4 ICE CONTROL ON ROADS

4.4.1 Public Works staff shall patrol all public roads maintained by the Village of Masset to identify freezing conditions during the Winter Maintenance Season and by following the weather forecast.

4.4.2 Ice Control on municipal intersections, steep roads, curved roads, and other icy areas shall commence within two hours of Public Works Staff, CAO, municipal office employees or RCMP identifying the icy condition and shall be completed within four (4) hours of commencement and repeated throughout the workday as necessary.

4.5 SNOW CLEARING FROM SIDEWALKS

4.5.1 The Village is responsible for Snow Clearing from all Sidewalks within the municipal boundary.

4.5.2 Snow Clearing on public Sidewalks shall commence following the completion of Snow Clearing of roads.

4.5.3 Snow Clearing shall commence on Sidewalks in order of the priority sequence outlined in Table 1 of section 4.2.2.

4.5.4 If available municipal resources are not adequate to meet Snow Clearing demands for Sidewalks, unsafe or impassable Sidewalks may be temporarily closed by the Director of Operations until the Village has the resources available to clear the Sidewalks.

4.5.5 The Village shall not engage in Snow Clearing from any Sidewalks, walkways or trails not listed in Table 1.

4.6 ICE CONTROL ON SIDEWALKS

4.6.1 The Village is responsible for Ice Control on all public Sidewalks within the municipal boundary.

4.6.2 Ice Control on Sidewalks shall commence following the completion of Snow Clearing on the same Sidewalk. It shall be completed within 2-3 workdays of commencement and will repeat every 2 or 3 days if the icy condition remains. Ice Control on sidewalks is generally limited to spreading salt – either manually or with a fertilizer spreader.

4.6.3 The Village shall not engage in Ice Control from any Sidewalks, walkways or trails as not listed in Table 1.

4.7 PARKING LOT CLEARING

4.7.1 Snow Clearing from parking lots shall commence in order of priority sequence as outlined in Table 1 of section 4.2.1.

4.7.2 If required, sanding/salting for Ice Control shall be restricted to the drive lanes between parking rows.

4.8 SNOW REMOVAL FOR WINDROWS

4.8.1 Windrow removal shall be limited to the windrows on Main St. and Collison in front of the high school and Howard Phillips community hall.

4.8.2 Property owners who wish to clear their windrow themselves may call the Public Works Office to request that the Village not clear it. The Village will attempt to ensure those windrows are not cleared.

4.9 PROPERTY DAMAGE

4.9.1 During the Winter Operations Season, snow-clearing equipment may damage property. Upon receiving notice of property damage, the Public Works Department will complete an investigation at its earliest availability to determine whether the damage was caused by Village equipment.

4.9.2 If lawn damage occurs within the municipal right-of-way due to Snow and Ice Control operations, it will be restored by the Public Works Department using topsoil and/or seed at the earliest availability of material (usually May). Sod will not be used to repair lawn damage.

4.9.3 If a driveway, irrigation system, retaining wall, structure, or other object is damaged within the municipal right-of-way (boulevard) due to Snow Clearing and Ice Control operations (including windrow removal), the Village will not repair it. Property owners may call the Public Works Office to request that the Village not clear their windrow if this concerns them.

4.10 EXCEPTIONS TO THE POLICY

4.10.1 The Village recognizes that conditions may be so unusual or unexpected that the Chief Administrative Officer may authorize a temporary departure from this policy.

4.10.2 For after-hours plowing, snowfall amount must/should exceed 5"-6"/ 150mm / 10-15 cm.

Related Legislation: Section 7(c) of the Community Charter, the purposes of a municipality include providing for stewardship of the public assets of its community.

Implementation Strategy: CAO shall be responsible for implementing this policy and annual review for updates.

Communication Plan: This policy shall be made available to the public on the Village's website and internally through the Village's intranet to staff.

APPLICATION PROCESS

- ✓ Step 1. Applicant Information
- ✓ Step 2. Funding Request
- ✓ Step 3. Prior Year Funding
- ✓ Step 4. Resolution of Support
- ✓ Step 5. Plan/Guidelines
- ✓ Step 6. Marketing Plan
- ✓ Step 7. Authorization
- ✓ Step 8. Program Metrics (for Information only)
- ✓ Step 9. Review & Submit

Screenshot

Step 9. Review & Submit

APPLICANT PROFILE

Edit

Local Government Name

Village of Masset

Mailing Address

PO Box 68
V0T1M0, Masset

Email

cao@masset.ca

Phone Number

2506263995

Village of Masset

Mailing Address

PO Box 68
V0T1M0, Masset

Email

cao@masset.ca

Phone Number

2506263995

PRIMARY CONTACT INFORMATION

[Edit](#)

Contact Name

Joshua Humphries

Position / Title

Chief administrative officer

Mailing Address

PO Box 68
V0T1M0, Masset

Email

cao@masset.ca

Phone

2506263995

FUNDING REQUEST

[Edit](#)

Amount Requested

\$10,000.00

For the Year

2024

PRIOR YEAR FUNDING

Edit

Were you approved for funding last year?

No

RESOLUTION OF SUPPORT

Edit

Council Meeting Date

Oct 10, 2023

PLAN/GUIDELINES

Edit

Guideline Document

Guidelines--2024 Village of Masset Business Façade Improvement Program.pdf

MARKETING PLAN

Edit

What marketing methods will be used to advertise the program? (i.e. brochure, website, newspaper advertisement, newsletter)

The 2024 Village of Masset Façade Program will be advertised on the Village of Masset website, Facebook page, and in the village newsletter.

APPLICATION CONFIRMATION

[Edit](#)

- I have read and understand the Business Façade Improvement Application Guide including the eligible and ineligible costs.
- I confirm that the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented.
- I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).
- I also agree to submit reporting materials as required by Northern Development, and where required, financial accounting for evaluation of the activity funded by Northern Development.
- I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.
- I agree to publicly acknowledge funding and assistance by Northern Development.
- I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.
- I agree that information provided in this application form may be shared with the appropriate regional advisory committee(s), board of directors, and consultants.
- If approved for the Business Façade Improvement grant funding, our organization agrees to:
 1. Implement a business façade improvement program for the year in which funding is provided or delegate the authority and oversee the implementation of a business façade improvement program

4. Ensure that the program is marketed effectively to optimize program uptake
3. Submit a report within one month of the calendar year end (by January 31st) to verify the performance measures for the program

Name (organization signing authority)

Position / Title

Joshua Humphries

Chief administrative officer

⚠ PLEASE NOTE:

Once an application has been submitted to Northern Development, it cannot be edited or revised. Please contact us if you require any changes.

[Edit Application](#)

[Submit Application](#)



Village of Masset Business Façade Improvement Program

2024 Guidelines

Program purpose and goals

This program aims to help Masset business owners and non-profit organizations upgrade their commercial façades or wayfinding signage. A façade is the public-facing part of a commercial building exterior.

The program will contribute towards the following goals:

- Make Masset a more inviting place to walk, shop, eat, and explore
- Boost local economic activity
- Attract more customers, visitors and new businesses

Funding for the 2024 Village of Masset Business Façade Improvement program is provided by the Northern Development Initiative Trust.

The program

The following guidelines are intended help local businesses and non-profits get the maximum possible benefit from this funding program.

Façades

- The Village of Masset will provide a 50% reimbursement grant of up to \$5,000 per building to improve the façades of local businesses and non-profits, including home-based businesses that have a commercial storefront.
- Façade projects must have a minimum total cost of \$1,000.
- Applications will be accepted starting **1 April 2024** and will be considered on a first-come, first-serve basis. The application deadline is **31 May 2024**.

Wayfinding signage

- The Village of Masset will provide a 50% reimbursement grant of up to \$500 to install wayfinding signage for home-based businesses without a commercial storefront.
- There is no minimum total cost for wayfinding signage projects.
- Applicants must ensure they meet community signage bylaws.
- Applications will be accepted starting **1 April 2024** and will be considered on a first-come, first-serve basis. The application deadline is **31 May 2024**.

Eligible areas

Eligible properties include retail buildings, commercial buildings, and home-based businesses within the Village of Masset.

Eligible applicants

- You must be either the property owner or the business owner.
- If the business owner applies, the property owner must approve the application in writing and confirm that the business owner will pay for all the improvements.
- In the case of a joint project between multiple businesses in the same building, each business must submit a separate application for grant funding with a cover letter that explains the nature of the partnership.
- New businesses may apply for the grant, so long as they can demonstrate they will be open and operating for at least two months of the calendar year in which they receive funding.
- Non-profit and enterprising non-profit organizations (tenants) are eligible.
- Home-based businesses that have a commercial storefront are eligible.
- Home-based businesses without a commercial storefront are eligible for wayfinding signage only.
- Property taxes pertaining to the property must be fully paid and current.
- The subject property must have no outstanding permits or stop-work orders.
- The same business in a subject property cannot have previously received a grant totaling \$5,000 under this program.
- All projects must comply with applicable Village of Masset bylaws.

Ineligible applicants

- Residential homes located in the commercial area
- Apartment buildings
- Government owned buildings (municipal, provincial or federal, even if they have business tenants)
- Properties outside the Village of Masset
- Empty buildings or businesses that are not operating (exception if the business is renovating or doing improvements to the building in anticipation of re-opening)

Eligible façade improvements

Eligible improvements may consist of but are not limited to:

- Exterior lighting (new but not replacement)
- Exterior architectural features
- Exterior surfaces and details (decorative details, moldings, trims etc.)
- Windows (only if part of larger enhancements, no stand-alone window replacement)

- New siding
- Façade painting
- Entrances and doorways (only if part of larger enhancements, not stand-alone replacements)
- Awnings
- Signage (affixed to the building)
- Wayfinding signage (located on the business property, for example at the bottom of a driveway).
 - Wayfinding signs are eligible for a 50% reimbursement grant of up to \$500 and must adhere to any signage bylaws and regulations.
 - Secondary signage affixed to buildings may be approved.
- Accessibility improvements (ramps, wider doors etc.) to the outside of the building only
- Fixed patio infrastructure, including upgrades to existing patios, for businesses that can justify use and/or improved customer experience because of the addition.

Ineligible façade improvements

The following improvements are ineligible:

- Routine maintenance
- Structural repairs
- Roofs
- Non-permanent fixtures (benches, planters, patio heaters etc.)
- Landscaping
- Paving
- Fencing
- Interior/internal improvements
- Improvements not visible from the public right of way
- Construction of additions, accessory buildings or new buildings
- Improvements that have been started prior to application approval
- Improvements deemed inconsistent with redevelopment purposes and design guidelines

Eligible costs/expenses

- Direct project labour costs
- Design, architectural or engineering fees (related to facade only)
- Contractor fees
- Rental of tools and equipment
- Project related materials and supplies
- Shipping and/or freight
- PST

Ineligible costs/expenses

- Staff wages and/or benefits

- Purchase of construction tools or equipment
- Operational costs including utilities (hydro, gas etc.)
- Duties
- Permit fees
- Expenses related to improvement to the building façade not visible from the public right of way
- Façade improvement expenses started prior to application approval
- GST

Design guidelines

To be eligible for this grant, the applicant must submit designs and costing for the project.

The Village of Masset Façade Improvement Program is primarily focused on the physical appearance of the buildings and their relationship to the street, and all improvements must be visible from the public right-of-way. The character and design of the building along with the businesses contained within attract shoppers both for the goods and services that they provide, and for the experience of walking around an interesting and unique business area. Should village staff or council deem that the proposed project does not have a positive impact on the streetscape, the application may be denied or require a resubmission.

Designs need to clearly outline the proposed improvements to allow the review committee to accurately evaluate the project and clearly see that the finished product looks like what was intended during the application process.

Projects must be as consistent as possible with the general form and character of the design guidelines set out for the area.

Designs do not need to be done by a professional architect or designer, but it is strongly encouraged that the business/ property owner seeks professional help, keeping in mind that the grants will be awarded based on the merit of the project design and visual impact on the streetscape. The objective of this program is to make significant improvements to the appearance of our streetscape.

Building, sign and/or other permits may be required based on the extent of the improvements to be completed. These requirements are not waived by approval for the Business Façade Improvement Program and should be applied for prior to or concurrently with application for this program.

Business application process

Storefronts

- Applications for façade projects must include a 'before' picture or pictures and a design drawing (front elevation) showing the 'after' with the proposed improvements, including colour choices.
- Applications must include a budget estimate, or a contractor's quote clearly detailing costs.

Home-based businesses

- Applications for wayfinding signage must include a 'before' picture or pictures showing the detail of the sign including its location, color scheme, content, and a brief explanation of why it is necessary for wayfinding.
- Applications must include a budget estimate or a contractor's quote clearly detailing costs.

Applying does not necessarily mean a project or specific grant amount will be approved. All applications are subject to a comprehensive review, must meet high quality standards, and must reflect the spirit and intent of these guidelines.

1. Owner/tenant contacts the Village of Masset to determine if the building qualifies for the Façade Improvement Program, discuss your project, and obtain the program guide and application.
2. Owner/tenant submits a complete application as outlined in the application requirements.
3. Village staff will review the application and proposed façade improvements to ensure that program guidelines have been met.
4. Complete applications are brought forward with recommendations from village staff to council.
5. Village council reviews applications and a decision is made to accept or reject the application.
6. Applicant is advised of the decision by email and mailed letter.
7. For successful applications, a Letter of Understanding is sent to the applicant which must be signed by the owner/tenant and the chief administrative officer.
8. Owner/tenant acquires any required permits and completes the renovations.
9. Owner/tenant provides verification of expenses with the following:
 - Copies of all invoices or receipts
 - Copies of cleared cheque/bank statements/credit-card statements confirming payments
 - Proof the improvements have passed final inspection (if applicable)
 - Pictures of the completed project
 - A short statement about how the program has benefited the business.
10. The owner/tenant provides proof that the improvements have passed final inspection for municipal permits (where required) and meet all building standards and codes (where required).
11. Village staff verifies that the façade improvements meet the terms stated in the Letter of Understanding and provide confirmation to the chief administrative officer.
12. Applicants are issued a cheque.

Note on timelines

The application period will begin **1 April 2024**, and applications will be reviewed on a first-come, first-serve basis. Eligible applications must be approved by the village council before any work begins. Approved projects should be completed by **15 December 2024**, as indicated in the letter of understanding.

Once approved, new businesses must demonstrate by 15 December 2024 that they have been open and operating for at least two months of 2024. Proof of operational status can be shown with a grand opening flyer, dated sales receipts, or other form of documentation acceptable to the village.

Evaluation/selection process

Evaluation of projects will be based on the following criteria:

1. Applications will be evaluated on a “first come, first served” basis.
2. Property taxes are current and paid up to date.
3. The subject property has not received a previous grant under this program.
4. Building age and condition (i.e., buildings in poor condition have a greater likelihood of approval).
5. Property complies with all applicable Village of Masset bylaws.
6. Impact on streetscape.
7. Quality of the design.

Projects will be recommended by the chief administrative officer for final approval by the council.

Appeal process

If an application is declined, the applicant may request a meeting with the chief administrative officer to discuss the application with the purpose of:

1. Seeking input on the proposal in order to modify the application and meet the program guidelines.
2. Provide more information in order to seek reversal of the decision to decline the application.

Program marketing plan

The 2024 Village of Masset Façade Program will be advertised on the Village of Masset website, Facebook page, and in the village newsletter.