

A G E N D A
for

REGULAR COUNCIL MEETING
October 11, 2022

COUNCIL CHAMBERS 7:00 PM

CALL TO ORDER

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

ADOPTION OF AGENDA

COUNCIL MEETING MINUTES

1. Minutes of the September 26, 2022 Meeting

BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Heritage Conservation Act Transformation Project

VERBAL REPORTS OF COUNCIL/CAO/CFO

NEW BUSINESS

NB-1 Masset Airport Fees Analysis

NB-2 NCRD Draft Solid Waste Management Plan

NB-3 University of Victoria Erosion Questionnaire

NB-4 Roller Rink Washroom

NB-5 GHD Website Quote

NB-6 Christmas Decoration Contest

NB-7 Sidewalk Assessment

NB-8 Gwaii Trust 2022 Grant Application Deadlines

PUBLIC QUESTION PERIOD
ADJOURNMENT

Village of Masset Regular Council Meeting of September 26, 2022

Minutes of the Regular Council Meeting held September 26, 2022 in the Council Chambers.

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

CALL TO ORDER

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

The meeting was called to order at 7:01 pm.

ADOPTION OF AGENDA

Moved by Councillor Johnston, seconded by Councillor Williams to adopt the agenda as amended with the additions of NB-6 2023 UBCM and NB-7 September 30, 2022 Truth and Reconciliation Day.

CARRIED

COUNCIL MEETING MINUTES

Council Meeting Minutes August 15, 2022

Moved by Councillor Carty, seconded by Councillor Johnston that the August 15, 2022 Council meeting minutes be adopted as presented.

CARRIED

MINUTES AND REPORTS OF OTHER ORGANIZATIONS

NCRD Board Highlights August 2022

NCRD Board Highlights September 2022

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

CARRIED

Village of Masset Regular Council Meeting of September 26, 2022

VERBAL REPORTS OF COUNCIL/CAO/CFO

Mayor Pages, Councillor Carty, Councillor Johnston and CAO Josh Humphries attended the 2022 UBCM meetings held in Whistler. They met various agencies and Provincial Ministers and their staff to discuss issues with regards to BC Ferries, health, the airport solar project and GMDC matters.

Councillor Carty attended Gwaii Trust Society, Island Protocol and Main Street Planning Committee meetings.

Councillor Johnston attended the Gwaii Trust Society meeting where the Athlii Gwaii funds were reviewed with a public update session being planned in the near future.

Councillor Williams attended the Vancouver Island Regional Library End of Summer Reading program as well as a VIRL Board meeting. Councillor Williams also attended the Main Street Planning Committee and Recreation Committee meetings.

CAO Josh Humphries reported that he and the PW Supervisor went to the float plane dock to determine what is needed in emergency repairs until more permanent repairs scheduled for next month could occur. The Transport Canada inspector informed him that the airport inspection scheduled for the beginning of October has moved the airport inspection to the end of October 2022. He also informed council that a new Harbour Manager had been hired and started September 06, 2022.

CFO Jo-Ann Brown reported that she had been working on the 2022 Tax Sale and that there was no tax sale for 2022 after the final property paid the delinquent taxes on Friday.

Mayor Pages also attended the Island Protocol Table meeting as well as NCRD meetings which included approving funds for the Civic Address signage rebate program in Area D, writing a letter of support for the Old Massett Village Council's Zero Waste Management Program funding application and approving the draft solid waste management plan which will be released for public consultation.

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

CARRIED

Village of Masset Regular Council Meeting of September 26, 2022

NEW BUSINESS

NB-1 Heritage Conservation Act Transformation Project

Moved by Councillor Carty, seconded by Councillor Johnston that the Heritage Conservation Act Transformation Project be tabled to a future meeting.

CARRIED

NB-2 Rezoning Application 2463 Harrison Avenue

The request submitted to the Village of Masset to rezone 2463 Harrison Avenue from RR1 to R2 was reviewed.

Moved by Councillor Carty, seconded by Councillor Currie to start the rezoning application process for 2463 Harrison Avenue to be rezoned from RR1 to R2.

CARRIED

NB-3 Old Masset Pumpkin Patch

Moved by Councillor Carty, seconded by Councillor Johnston that the Village of Masset donate 100 pumpkins as requested by the Youth Coordinator for Old Masset, Toni-Lynn Davidson.

CARRIED

NB-4 2022 General Election Report to Council

Moved by Councillor Currie, seconded by Councillor Carty that the General Election Report be received as presented.

CARRIED

NB-5 AP Cheque Listing August 1st -31st 2022

Moved by Councillor Johnston, seconded by Councillor Carty that the AP Cheque Listing for August 01-31, 2022 be approved as presented.

CARRIED

Village of Masset Regular Council Meeting of September 26, 2022

NB-6 2023 UBCM

Councillor Johnston requested that accommodation arrangements be started for the 2023 UBCM being held in Vancouver so council can stay in the same hotel or area that the convention will be held at.

NB-7 September 30, 2022 Truth and Reconciliation Day

Councillor Carty ensured that staff would be able to take part in the Truth and Reconciliation Day activities. It was stated that September 30, 2022 is now a national holiday and the office would be closed.

ADJOURNMENT

Moved by Councillor Carty the meeting be adjourned at 7:54pm to a closed session.

CARRIED

Recording Secretary

Mayor

Certified Correct, Administrator



August 23, 2022

Dear Village of Masset:

RE: Invitation to participate in the Heritage Conservation Act Transformation Project – Stakeholder Engagement Sessions (Fall 2022)

As co-chairs of the Joint Working Group on First Nations Heritage Conservation (JWGFNHC), we are writing to inform you of upcoming opportunities for stakeholders to engage on the *Heritage Conservation Act* (HCA) and its administration as part of the HCA Transformation Project (HCATP).

Background

The HCA encourages and facilitates the protection and conservation of B.C.'s unique cultural heritage. The Provincial Heritage Register lists nearly 60,000 protected heritage sites, of which over 90% are of First Nations origin. Over many years, First Nations and stakeholders have shared issues, concerns, and recommendations for improving the HCA and its administration. While the Act underwent administrative amendments in 2019, no significant changes have been made since 1996.

The Province is committed to advancing its reconciliation mandate and upholding its obligations set out in the *Declaration on the Rights of Indigenous Peoples Act* (Declaration Act) on aligning laws with the United Nations Declaration on the Rights of Indigenous Peoples (UN Declaration) and commitment 4.35 of the Declaration Act Action Plan.

The JWGFNHC was created in 2007 through resolutions of the BC Assembly of First Nations, First Nations Summit, and Union of BC Indian Chiefs. Its membership includes representatives appointed by the First Nations Leadership Council (FNLC) and the Province. The JWGFNHC is collaboratively designing and leading the HCATP process.

The JWGFNHC recognizes the need to transform the HCA to better meet the needs of all British Columbians. The HCATP will strive to increase certainty and stability for First Nations, landowners, proponents, developers, and government, while supporting sound heritage management and decision-making.

HCATP Phase 1 Stakeholder Engagement Sessions

Phase 1 of the HCATP involves engagement with First Nations and stakeholders (through various in-person, virtual, and written/survey mechanisms) on the HCA and its administration and the HCATP engagement approach. It also involves engagement with First Nations regarding legislative alignment with the UN Declaration.

Phase 1 stakeholder engagement sessions will provide an opportunity to confirm previously received feedback related to the HCA, and to discuss additional challenges and potential solutions. Please find attached a Backgrounder document developed by the JWGFNHC to provide additional context and information about the HCATP and key discussion questions for your consideration.

Previous input provided by First Nations and stakeholders has been grouped within the following five key themes; these themes and their content will form the basis for discussion during the engagement sessions. This feedback is summarized in *Appendix A: Phase 1 HCA Transformation Project Framework* of the Backgrounder.


1. Indigenous Values and Rights Recognition (engagement with First Nations only)
2. Decision-Making
3. Protections
4. Resourcing to Support Heritage Management
5. Compliance and Enforcement

We encourage your participation on this important initiative as your insights and perspectives will help guide the HCATP. Both in-person and virtual engagement sessions are available as outlined in Table 1 below.


To register for a session, please respond via email (EngageHCA@gov.bc.ca) with the participant's names, organization or affiliation, and session(s) you are planning to attend by **September 6th, 2022**. An online survey will be available following the first engagement session while written submissions will be accepted until October 15, 2022, and can be submitted to the above email address.

We appreciate you taking the time to engage on the HCATP and look forward to meeting with you. If you have questions or comments regarding the HCATP, please email EngageHCA@gov.bc.ca.

Sincerely,



Judith Sayers, JWGFNHC Co-Chair
President
Nuu-chah-nulth Tribal Council



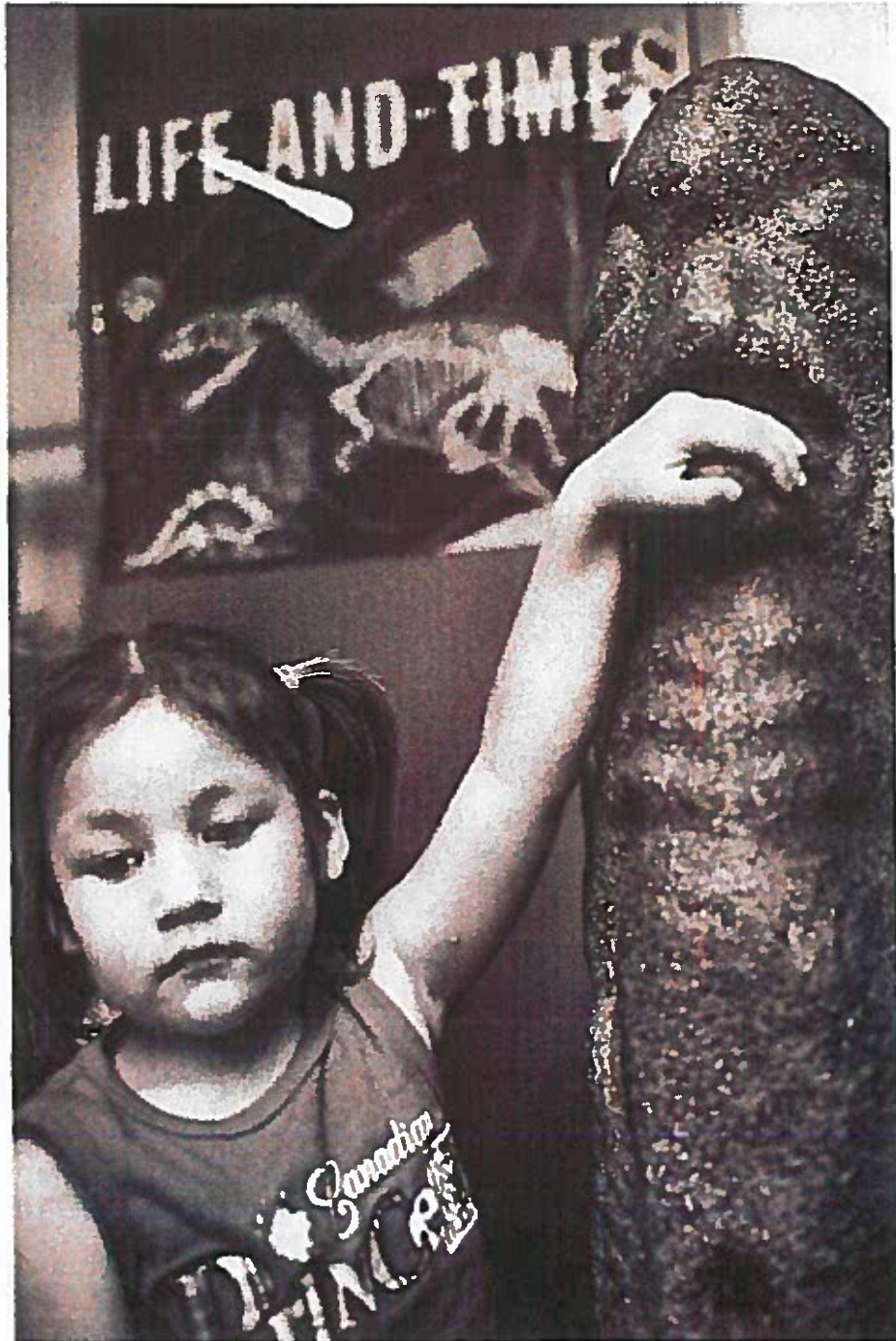
Matt Austin, JWGFNHC Co-Chair
Assistant Deputy Minister
Integrated Resource Operations Division
Ministry of Forests

Table 1 – Stakeholder Sessions Fall 2022

Location	Date & Time	Venue	Stakeholder Group
In-Person Session Vancouver, B.C.	September 14 th 9:00am – 12:00pm	Simon Fraser University Harbour Centre Rooms 1400-1410 Segal Centre 515 West Hastings Street Vancouver, BC V6B 5K3	Open Attendance: Open in-person sessions for anyone to attend, or if your business/organization does not fall under any of the other groups.
Virtual Session	September 26 th 9:00am – 12:00pm	A link will be sent to participants upon registration	Local Government: Municipal Governments and Regional Districts.
Virtual Session	September 28 th 9:00am – 12:00pm	A link will be sent to participants upon registration	Local Government: Municipal Governments and Regional Districts.
Virtual Session	October 6 th 9:00am- 12:00 pm	A link will be sent to participants upon registration	Local Government: Municipal Governments and Regional Districts.
Virtual Session	October 6 th 1:00pm – 4:00pm	A link will be sent to participants upon registration	Open Attendance: Open sessions for anyone to attend, or if your business/organization does not fall under any of the other groups.

**HERITAGE CONSERVATION ACT TRANSFORMATION PROJECT:
BACKGROUND FOR
PHASE 1 STAKEHOLDER ENGAGEMENT**

August 23, 2022



Transformative Connections: Granddaughter of Today's Name Carrier T'xwelátse
with Transformed Ancestor of the Ts'elxwéyeqw Tribe - Stone T'xwelátse. (Photo: David Campion, 2005)

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INTRODUCTION

The [Declaration on the Rights of Indigenous Peoples Act](#) (Declaration Act) requires that the Province in “consultation and cooperation with Indigenous peoples” take “all measures necessary”¹ to ensure consistency between the United Nations Declaration on the Rights of Indigenous Peoples (UN Declaration) and the laws of British Columbia.

The regulation of cultural heritage resources in BC through the [Heritage Conservation Act](#) (HCA) has been identified as one immediate priority for change to achieve consistency between provincial laws and the UN Declaration. [The Declaration Act Action Plan](#) commits the Province to “Work with First Nations to reform the HCA to align with the UN Declaration, including shared decision-making and the protection of First Nations cultural, spiritual, and heritage sites and objects.”

The Heritage Conservation Act Transformation Project (HCATP) has therefore been launched to reform the HCA to ensure consistency with the UN Declaration and to better meet the needs of all British Columbians.

The purpose of this Backgrounder is to support the process of stakeholder engagement as part of the HCATP. This Backgrounder has been developed in collaboration with the Joint Working Group on First Nations Heritage Conservation (JWGFNHC). The JWGFNHC was formed in 2007 through resolutions of the BC Assembly of First Nations, First Nations Summit, and Union of BC Indian Chiefs, and includes members appointed by the First Nations Leadership Council (FNLC) and the Province. The mandate of the JWGFNHC is to “explore options and provide recommendations to improve the protection, management and conservation of First Nations cultural and heritage sites.”

This Backgrounder is in three parts:

1. **How we got here:** The connection of First Nations to their cultural heritage resources; the impacts of colonialism on First Nations’ relationships with these resources; and the calls for change that First Nations and stakeholders have long advanced, leading to the HCATP.
2. **Proposed HCATP process:** How engagement will occur in the HCATP to achieve consistency between the HCA and the UN Declaration while improving the HCA for all British Columbians.

¹ <https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/19044>

Declaration on the Rights of Indigenous Peoples Act

The Declaration Act establishes the UN Declaration as the Province’s framework for reconciliation. It aims to create a path forward that respects the human rights of Indigenous Peoples while introducing better transparency and predictability in the work that First Nations and the Province do together.

There are four key areas of the legislation:

- 1) Section 3 requires the Province to take all measures necessary to achieve consistency between its laws and the UN Declaration,
- 2) Section 4 requires the Province to develop and implement an action plan, in consultation and cooperation with Indigenous Peoples, to meet the objectives of the UN Declaration,
- 3) Section 5 requires regular reporting to the provincial legislature to monitor progress on the alignment of laws and implementation of the action plan, including tabling annual reports by June 30th of each year, and
- 4) Sections 6 and 7 enable forms of agreements with Indigenous governing bodies, including to implement free, prior, and informed consent.

Heritage Conservation Act

The HCA encourages and facilitates the protection and conservation of heritage within BC. The HCA provides tools and mechanisms to establish and maintain the heritage register for the currently known heritage sites (approx. 60,000) as well as authorizing inspections and alterations of heritage sites. The HCA also contains provisions that authorize various compliance and enforcement actions that may be taken against persons who damage or alter sites or objects without authorization.

The Act provides the authority for the Minister, under prescribed conditions, to enter into agreements with First Nations (i.e., s. 4 and s. 20).

3. *Transforming the HCA:* Previously received feedback on the HCA from First Nations and stakeholders has been summarized into five themed priority areas for change; these will form the basis of Phase 1 engagement on the HCATP:

1. Indigenous Values and Rights Recognition
2. Decision-Making
3. Protections
4. Resourcing to Support Heritage Conservation
5. Compliance and Enforcement

HOW WE GOT HERE

For countless generations, First Nations have governed and stewarded their cultural heritage resources. From the remains of those who have passed, to the expressions and manifestations of their ways of life, First Nations have maintained the inextricable connection to their past, and do so to support the countless generations to come.

Part of the legacy of colonialism in B.C. has been the institution of laws, policies, and practices that did not properly recognize, respect, or protect First Nations' cultural heritage resources. Additionally, the role of First Nations' governments and laws in the protection and management of First Nations' cultural heritage resources has been extremely limited.

Over time, and for many reasons, cultural heritage resources, including ancestral remains, have been disturbed or destroyed. First Nations have advocated for change – protecting their heritage on the ground, revitalizing their laws and policies, strengthening relationships and protocols with the Province, and calling for transformation of B.C.'s heritage conservation laws and policies.

Many stakeholders who interact with the HCA (industry, landowners, developers, archaeologists, etc.) have also raised concerns with the current heritage management framework and requested its modernization. Many stakeholders continue to experience variable and often long timeframes for permitting decisions and application related responses; additionally, stakeholders and First Nations continue to seek process and timeline certainty.

The Province has legislated the oversight and protection of certain archaeological sites since 1925, though protections at that time were limited. It was not until 1977 with the passage of the HCA that protection was extended to certain archaeological sites on Crown and private land, regardless of whether sites were known or as-yet unrecorded. Significant amendments to the HCA were introduced in 1994 and 1996. These amendments expanded what was subject to automatic protection under the HCA and provided greater administrative flexibility and tools to support site protections. These amendments also included provisions to ensure impacts to sites only occurred under the authority of an HCA permit to ensure sufficient site recording, assessment and mitigation methods, and for the results and recommendations of work to be summarised in a report subject to provincial oversight and approval. The HCA has not been substantially changed since 1996. Recent amendments in 2019 were administrative in nature and served primarily to add new compliance and enforcement tools and were not subject to comprehensive engagement with First Nations or stakeholders.

While there have been several initiatives undertaken over the years to improve and/or identify prospective improvements to the heritage conservation framework in B.C., there continue to be challenges with the HCA and its administration.

In addition to ongoing interactions with First Nations and stakeholders, a number of key public-facing policy and engagement initiatives or papers have helped to inform this work:

- [First Nations Heritage Conservation Action Plan](#) (First Nations Leadership Council 2012)
- [The 2016 BC Archaeological Survey](#) (Hammond 2016)
- [Key Findings of the Indigenous Perspectives on Repatriation Symposium](#) (Royal BC Museum 2017)

- Research from Around the Globe Regarding Mechanisms for Protecting Sacred Sites, Areas and Landscape and Burial Sites of Indigenous Nations (JWGFNHC 2018)
- [Ancestral Remains Policy Review – Summary of Engagement Feedback](#) (Archaeology Branch 2019)
- [Recognizing and Including Indigenous Cultural Heritage in B.C.](#) (First Peoples' Cultural Council 2019)
- [Recommendations for Decolonizing British Columbia's Heritage-Related Processes and Legislation](#) (First Peoples' Cultural Council 2020)
- [A Selected Review of Federal and Provincial Legislation Implicating Indigenous Heritage in British Columbia](#) (First Peoples' Cultural Council 2022)

These and other numerous policy, engagement, research, and continuous improvement initiatives, along with the significant breadth of input received to date from First Nations and stakeholders, form the basis of the HCATP. The JWGFNHC has summarized this input into these five priority areas for change:

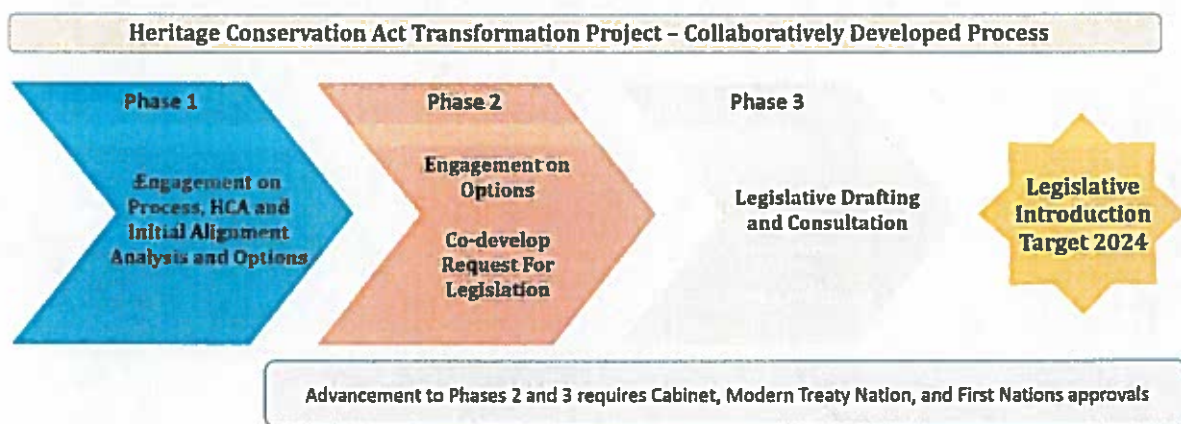
1. Indigenous Values and Rights Recognition
2. Decision-Making
3. Protections
4. Resourcing to Support Heritage Conservation
5. Compliance and Enforcement

The JWGFNHC recognizes the need to transform the HCA to better meet the needs of all British Columbians. Transforming the HCA will provide for alignment with the UN Declaration, as obligated under the Declaration Act, and will support the provincial mandate of lasting and meaningful reconciliation with First Nations Title and Rights holders. Doing so will also help address current challenges with the HCA and its administration, including but not limited to, increasing process certainty through legislative and programmatic reform.

HERITAGE CONSERVATION ACT TRANSFORMATION PROJECT PROCESS

Stakeholder engagement is a key part of the HCATP process. The HCATP is proposed to take place over three phases. Phase 1 of the HCATP will include virtual and in-person engagement with First Nations Rights holders and stakeholders, while subsequent Phases will include further opportunities for stakeholders and private citizens to provide feedback.

Key stakeholders for Phase 1 of the HCATP were identified through an analysis of HCA permit applications from 2019-2021 and information provided by the Archaeology and Heritage Branches. This grouping includes industry (land and resource development), interest groups, academics, local/regional governments, and archaeological and heritage professionals.



1. **Phase 1 – Engagement on the HCATP Process and Priorities for Change (Spring-Fall 2022):** Phase 1 will serve to identify and confirm priority areas for change to align the HCA with the UN Declaration and to generate potential solutions to improve the HCA and its administration to better meet the needs of all British Columbians.
2. **Phase 2 – Policy Development (Spring 2023):** Phase 2 is anticipated to focus on developing options and solutions for priority areas for change. This phase will involve substantive work in consultation and cooperation with First Nations to consider how the standards of the UN Declaration may be reflected in changed laws, policies, and practices, as well as engagement with stakeholders to ensure that their concerns and priorities are addressed.
3. **Phase 3 – Development of Laws and Associated Practices (by Spring 2024):** Phase 3 is anticipated to focus on developing proposed changes to legislation, policy, and programs.

It is anticipated that multiple means will be utilized to engage with stakeholders throughout the HCATP process. These may include:

- Virtual and in-person engagement sessions
- Meetings with key stakeholders
- Online surveys
- Technical working groups
- Thematic workshops
- Website portals with information and updates
- Written correspondence

Details of how and when these engagement opportunities will occur will be shared and updated throughout the HCATP process.

TRANSFORMING THE HCA: PROTECTION AND GOVERNANCE OF CULTURE AND HERITAGE IN THE PROVINCE

Priorities for Change Identified by First Nations and Stakeholders

Over many years, First Nations and stakeholders have identified concerns with the HCA and priorities for change. The JWGFNHC has summarized previously received input from First Nations and stakeholders into five priority areas for change described below. A comprehensive list of feedback and proposed solutions or options received from First Nations and stakeholders is provided in Appendix A and will form the basis of Phase 1 engagement.

1. Indigenous Values and Rights Recognition
2. Decision-Making
3. Protections
4. Resourcing to Support Heritage Management
5. Compliance and Enforcement

Discussion Questions

In considering these challenges, please consider the following discussion questions:

- Do these five themes cover the core priorities for change? Why or why not? What is missing?
- What additional issues and challenges are you facing, or observing, in heritage conservation?
- What specific changes would you like to see to the HCA and its administration (regulations, policies, programs)? What systems, tools or resources are needed to address these issues and challenges?

In considering the engagement process described above, please consider the following discussion questions:

- Does the proposed engagement process provide an effective approach to support the transformation of the HCA?
- What other engagement opportunities and tools should be considered?

- Who else should be engaged in the HCATP process?

NEXT STEPS

Phase 1 of the HCATP engagement process will continue through Fall 2022. A report summarizing the feedback received during Phase 1 engagement will be produced and used to support HCATP advancement. A separate report will be prepared summarizing feedback provided by First Nations.

It is anticipated that the feedback provided through the current engagement phase will inform discussion on policy options that will be developed and refined in subsequent Phases of the HCATP.

APPENDIX A: HCATP FRAMEWORK DOCUMENT

This table presents a summary of issues regarding the HCA that have been expressed by First Nations and stakeholders over many years. It draws on comments heard by the Archaeology Branch in its relationships and engagement with First Nations and stakeholders. It also incorporates some themes drawn from relevant policy documents (listed above in the section *How We Got Here*). In many cases, issues were raised by both First Nations and other stakeholder groups (e.g., industry, landowners, developers, archaeologists) and this input has been combined in the following table.

With assistance from the JWGFNHC, preliminary analysis of feedback received to date has been used to identify patterns that led to the emergence of five key themes:

1. Indigenous Values and Rights Recognition
2. Decision-Making
3. Protections
4. Resourcing to Support Heritage Management
5. Compliance and Enforcement

The first part of the table summarizes key issues, while the second summarizes previously recommended options and potential solutions. The final section of the table cites relevant sections under each theme to assist with the identification of areas within the HCA that may require modernization and/or alignment with the UN Declaration on the Rights of Indigenous Peoples per Section 3 of the Declaration Act. The limitations and strengths of this table are intertwined; it has been prepared by archaeological professionals that work directly with First Nations and stakeholders on these matters on a regular basis and therefore is an informed, but not independent and structured analysis. The content combines rights-holders and stakeholder feedback to identify key shared interests but does not specifically identify what comments were received from First Nations. This table is intended to provide a summary and backdrop for Phase 1 discussion that will result in three reports: one What We Heard report summarizing input received from First Nations; another What We Heard report summarizing stakeholder input; and a single Executive Summary document that summarizes both sets of findings.

Appendix A: Phase 1 Heritage Conservation Act Transformation Project (HCATP) Framework

This table presents a summary of issues regarding the HCA that have been expressed by First Nations and stakeholders over many years. It draws on comments heard by the Archaeology Branch in its relationship with First Nations and stakeholders. It also incorporates some themes from relevant policy documents (listed above in the section *How We Got Here*). In many cases, issues were raised by both First Nations and other stakeholder groups (e.g., industry, landowners and developers, archaeologists) and this report has been combined in the following table. Preliminary analysis of this feedback led to the development of five key themes: Indigenous Values and Rights Recognition, Decision-Making, Protections, Resourcing to Support Heritage Management, and Compliance and Enforcement. The first part of the table summarizes previously recommended options and potential solutions. The final part of the table clarifies relevant sections of the HCA under each theme to assist with the identification of areas that may require modernization and/or alignment with the *UN Declaration* per s. 3 of the *Declaration Act*.

Indigenous Values and Rights Recognition	Decision-Making	Protections	Resourcing to Support Heritage Management	Compliance and Enforcement
<ul style="list-style-type: none"> First Nations have been calling for an enhanced role in the management, protection, and conservation of their cultural heritage HCA automatically protects heritage sites and objects that meet certain criteria; it does not automatically protect post-1846 sites nor continuous, living cultural heritage or practices Limitations in HCA protections and the lack of UNDRIP implementation impact First Nations interests and may increase both complexity and conflict over HCA permits and referrals HCA does not address the UNDRIP concept of free, prior, and informed consent (FPIC) HCA does not recognize or integrate First Nations heritage laws and policies HCA permits do not require permit holders and proponents to follow cultural protocols for managing ancestral remains or burial places HCA permits do not require that First Nations be provided opportunities for participation in archaeological work HCA defines heritage sites as discrete locations and not as interconnected places within cultural landscapes HCA does not acknowledge the rights of Indigenous Peoples to maintain, control, protect and develop their cultural heritage, traditional knowledge, cultural expressions, or intellectual property First Nations access to culturally significant heritage sites and objects may be restricted (e.g., private land, museum collections) HCA is silent on ownership and does not address repatriation of heritage objects Heritage objects are held in repositories that can be difficult for First Nations to access Indigenous place names are inadequately represented in archaeological records 	<ul style="list-style-type: none"> First Nations have been calling for an enhanced role in the management, protection, and conservation of their cultural heritage A decision-making model that is more inclusive of Indigenous knowledge, perspectives and direct involvement is needed Consideration of heritage sites at the earliest possible stage of development review, engagement, decision-making, and land use planning processes is required Existing regional Archaeological Overview Assessments (AOAs) and archaeological predictive models do not cover the full province and may not meet current Provincial or First Nations standards HCA does not currently enable s. 7 agreements under the <i>Declaration Act</i> HCA s. 4 agreements take too long to negotiate, are challenging to apply to private land, are unclear regarding decision-making authority, and require intense resourcing Professional reliance: First Nations want to determine which archaeological consultants are approved to carry out HCA permitted work in their territory Inadequate provincial Natural Resource Sector (NRS) coordination on referrals/decisions, issues with centralized vs. regional delivery models, inconsistent management of heritage resources across ministries, disjointed consultation processes across NRS HCA permitting process is administratively burdensome and complex to navigate for all parties HCA decision-making criteria are unclear and do not expressly consider other public interest factors No dispute resolution or appeal mechanisms 	<ul style="list-style-type: none"> Current legal tools and administrative processes are inadequate to address circumstances where development proposals conflict with heritage sites Lack of clear definitions in HCA causes confusion and issues with administration, protection, and enforcement (e.g., burial place, ancestral remains, grave goods, site boundaries, heritage trails, desecration) HCA is a dual-purpose statute that serves to protect heritage sites, objects, and values but also permit alterations, which can create conflict First Nations ancestral remains and burial places do not receive the same protection and respect as registered cemeteries HCA does not automatically protect post-1846 sites that have significant heritage value to First Nations or other communities HCA does not adequately recognize and protect intangible cultural heritage, including sites without physical evidence and intangible cultural heritage that is not place-based Inventory of heritage sites is incomplete and out of date, leading to gaps in protection HCA does not address cumulative impacts to heritage sites HCA does not provide different levels of protection based on assessed heritage value or site significance Lack of policy or criteria for designation and recognition of provincial heritage sites No centralized, consistent management of heritage across ministries and local governments operating under different legislation, including <i>Forest & Range Practices Act</i>, <i>Oil & Gas Activities Act</i>, <i>Environmental Assessment Act</i>, <i>Land Act</i>, <i>Mines Act</i>, <i>Transportation Act</i>, <i>Local Government Act</i>, etc. There is a need for additional tools and resources to support local government's role in the management of heritage 	<ul style="list-style-type: none"> First Nations and government do not have adequate resources to effectively support heritage management, including evaluation of all permit applications and project referrals that may impact cultural heritage Archaeology Branch resources are inadequate to address the significant number of HCA permits and site forms, and existing Branch staff are concentrated in Victoria Antiquated, burdensome, and non-integrated systems and tools for heritage management Inventory of heritage sites is incomplete and out of date, leading to gaps in protection No clear framework, funding, or mechanism to support purchase of property with significant heritage sites, to offset unforeseen archaeological costs, to support cultural protocols and repatriation of ancestral remains or heritage objects, or to support restitution When ancestral remains are disturbed because of development, First Nations may bear the costs of cultural protocols and reburial First Nations require further resourcing (sustainable funding, etc.), programs and tools to safeguard, revitalize and share their cultural heritage, including support for development and maintenance of repositories Policy and resources to address the impacts of climate change on cultural heritage are inadequate Lack of clear guidance for repositories Some Archaeology Branch operational policies and bulletins need to be updated 	<ul style="list-style-type: none"> Inadequate compliance and enforcement tools in the HCA Inadequate compliance and enforcement resourcing to support investigations into reported contraventions First Nations desire more direct HCA contraventions Need to establish and maintain clear and rigorous professional standards for archaeologists in B.C. Need to enhance capacity for regulatory oversight, including conducting field audits Site inventory and archaeological predictive models are not publicly available (restricted access) making it difficult to determine if heritage resources are present, likely to be present, and in conflict with proposed or active development Need to clarify and formalize roles and responsibilities (e.g., Province, First Nations, local governments, realtors, industry) in educating proponents and the public and holding them accountable to the HCA Need to enhance public awareness and education to improve compliance with HCA Management recommendations made by professional archaeologists are not always clearly outlined or implemented Inconsistent administration and enforcement of cultural heritage and application requirements among different provincial legislation and regulatory bodies (Archaeology Branch, Heritage Branch, Transport & Infrastructure, Oil & Gas Commission, Forest & Range Evaluation Program, Energy & Mines, Environmental Assessment Office)

ISSUES

Appendix A: Phase 1 Heritage Conservation Act Transformation Project (HCATP) Framework

OPTIONS (PREVIOUSLY RECOMMENDED)				
Indigenous Values and Rights Recognition	Decision-Making	Protections	Resourcing to Support Heritage Management	Compliance and Enforcement
<ul style="list-style-type: none">Expand the definition of heritage to recognize and protect a broad spectrum of Indigenous cultural heritage (intangible heritage sites, post-1846 sites, continuous, living heritage)Post First Nations heritage laws and policies on the Archaeology Branch website (as desired by First Nations) for consultant and proponent consideration when planning projects and drafting permit applicationsDevelop mechanisms to support recognition of First Nations laws, policies, governance, and decision-making authorities pertaining to heritage, and consider how to incorporate the concept of free, prior, and informed consent (FPIC)As desired by First Nations, require cultural protocols for ancestral remains and burial places be followed under HCA permitsInclude requirement in HCA permits to invite, engage, and support the direct participation of First Nations in archaeological workEnable Government to Government development of collaborative programs that provide opportunities for First Nations to develop and document their heritage management policiesEnhance site inventory data and develop a single, centralized resource and approach to recognize and record all HCA-registered and known, non-registered heritage sites and objectsGive First Nations greater control over the selection of repositories for Indigenous cultural heritage resourcesDevelop collaborative and clear roles and responsibilities and Government to Government protocols with sufficient resourcing to support repatriation of Indigenous heritage objectsEnsure Indigenous place names are used in archaeological records, if supported by Indigenous communitiesEnsure Indigenous intellectual property and cultural knowledge are safeguarded and that requests for confidentiality are respected	<ul style="list-style-type: none">Enhance First Nations' role in decision making and develop clear processes, tools, and criteria (strategic and operational)Develop a provincial framework and strategy for heritageConsider existing and additional tools and mechanisms to support earlier consideration of heritage values and better land use decisions (e.g., Informed Contributors Layer, inclusion of Indigenous knowledge, Land Act reserves, Notices of Intent, restrictive covenants)Develop updated, consistent regional Archaeological Overview Assessments (AOAs) and potential modelsConsider ways to streamline the negotiation and approval of agreements with First Nations under s. 4 and s. 20 of the HCA and s. 7 of the Declaration ActFacilitate a greater role for First Nations to engage with local governments on project proposals involving heritageEnhance policy and clarify processes surrounding high-significance sites near which development may be considered untenableConsider changes to Natural Resource Sector (NRS) referral and decision-making processes:<ul style="list-style-type: none">Bolster regional archaeology branch program delivery and NRS coordination to enhance relationships and efficiencyModernize tools and integrated systems for permitting, referrals, reports, and site recordsUpdate criteria for decision-making to include broader interest factors (e.g.: social and economic implications, cumulative effects, "highest and best use of land")Streamline application processes and timelines (e.g., concurrent Archaeology Branch and First Nations review of permit applications; NRS coordination and bundling of referrals)Develop resources to support enhanced consultation expectations, requirements, and complexity (e.g.: increased capacity, training, guidance, and tools)Develop clear processes for appeals and dispute resolution	<ul style="list-style-type: none">Develop legislative or policy guidance to outline where alteration permits will not be considered (e.g., sites of high heritage value)Add key definitions to HCA that reflect and acknowledge Indigenous principles and perspectivesConsider application of HCA s. 4, s. 9, s. 11.1, s. 32 and other mechanisms (Land Act, etc.) to enhance site protectionsEnhance protections for ancestral remains and burial places (e.g., consider alignment with registered cemeteries under the <i>Cremation, Interment and Funeral Services Act</i>, other designation tools)Develop mechanisms to expand and enhance the protection of post-1846 sites and sites without physical evidence that are of significant heritage value to First Nations or other communities, including intangible cultural heritage that is not place-based (e.g., oral traditions, cultural practices, knowledge, and skills)Coordinate the protection of heritage under different legislation managed by different regulatory bodiesDevelop clear criteria for the designation and recognition of provincial heritage sitesDevelop mechanisms to ensure that cumulative impacts to heritage are addressedSupport the development of heritage planning tools and resources for municipalities	<ul style="list-style-type: none">Identify opportunities and resourcing to support increased First Nations capacity and involvement in heritage management, including review of permit applications and project referralsDevelop sustainable, long-term funding for programs and grants to support First Nations in the stewardship of their heritageConsider enhancing resources within the Archaeology Branch and Compliance and Enforcement BranchDevelop public education materials and programming (potentially Indigenous-led) to increase awareness of HCA and heritage resourcesEnhance systems and tools to support integrated, efficient, and effective heritage managementAddress the backlog of site records to ensure that the inventory provides up to date informationConsider possible mechanisms and funding sources to support land purchases, compensation, restitution, site remediation, and to provide ceremonial support for reinterment or relocation of ancestral remainsIdentify and secure resources to address the impacts of climate change on heritageDevelop clear guidance for repositoriesRevise and develop Archaeology Branch operational policies and guidelines	<ul style="list-style-type: none">Increase First Nations involvement in monitoring, oversight, protection, investigation, and enforcement responsibilities held by the Crown (i.e., Guardians, Environmental Stewardship Initiative, shared/joint/delegated decision-making authorities)Enhance training and education to increase awareness of and compliance with the HCAEnhance compliance and enforcement capacity, legal tools, and processesEnhance regulatory oversight of archaeological professionals conducting work under the HCA (qualifications, deliverable review, field audits, and eligibility to hold or conduct work under HCA permits)Develop and update policies, guidelines, and standards for archaeological work in B.C.Hold proponents and landowners accountable to adhere to professional recommendationsIdentify and develop additional deterrents to unauthorized site impacts (e.g., public education, legal authority to require archaeological work in high potential areas proposed for development)Seek opportunities to centralize or harmonize heritage management standards and requirements amongst regulatory bodies and legislation

Appendix A: Phase 1 Heritage Conservation Act Transformation Project (HCATP) Framework

Indigenous Values and Rights Recognition	Decision-Making	Protections	Resourcing to Support Heritage Management	Compliance and Enforcement
<ul style="list-style-type: none"> Part 1 – Definitions S. 2 – Purpose of the Act S. 3 (1)(3) – Refusal to disclose site info S. 3 (6) – Protection not affected by error or omission in Provincial Heritage Register S. 4 – Agreement with First Nations S. 6 – Act prevails over other legislation S. 7 – Provincial Heritage policies S. 9, 10 and 11.1 – Heritage Designation S. 12.2 – Heritage Inspection/Investigation by Permit S. 12.3 – Heritage Inspection/Investigation by Order S. 12.4 – Power to issue or amend permits S. 12.5 – Permit requirements, specifications, and conditions S. 12.6 – Amending, suspending, or cancelling permits – new info available S. 20 (1) – Powers of the minister S. 20.1 – Ministerial delegation/sub-delegation S. 22 – Advisory committee S. 37 – Power to make regulations 	<ul style="list-style-type: none"> S. 2 – Purpose of the Act S. 3 (1) – Maintenance of the Provincial Heritage Register S. 4 – Agreement with First Nations S. 7 – Provincial Heritage policies S. 9, 10 and 11.1 – Heritage Designation S. 12.2 – Heritage Inspection/Investigation by Permit S. 12.3 – Heritage Inspection/Investigation by Order S. 12.4 – Power to issue or amend permits S. 12.5 – Permit requirements, specifications, and conditions S. 12.6 – Amending, suspending, or cancelling permits – new info available S. 20 (1) – Powers of the minister S. 20.1 – Ministerial delegation/sub-delegation S. 22 – Advisory committee S. 37 – Power to make regulations 	<ul style="list-style-type: none"> S. 3 (3) (b) and (c) – Provincial heritage register S. 4 – Agreement with First Nations S. 5 – Act is binding on government S. 6 – Act prevails over other legislation S. 8 – No derogation of aboriginal or treaty rights S. 8.1 – Application of Act to treaty lands S. 12.1 (4) – Site definition S. 18 – promotion of heritage value S. 19 – Unclaimed objects in heritage collections S. 32.1 – Notice of heritage status in relation to treaty lands 	<ul style="list-style-type: none"> S. 2 – Purpose of the Act S. 3 (5) – fees for site info S. 11 – Compensation for heritage designation S. 12.2 (3) – proportion liable to pay for heritage inspection or investigation S. 20 (1) – Powers of the minister and/or government S. 35 (1) – Immunity S. 36 – Offence and Penalty 	<ul style="list-style-type: none"> S. 3 (2) – access to Provincial Heritage Register information S. 8.2 – Duty to Report Discovery S. 12.3 – Heritage Inspection/Investigation by Order S. 12.7 – Amending, suspending, or cancelling permits – enforcement S. 15 – Entry authority for heritage inspection/investigation orders S. 15.1 – Entry and inspection S. 15.2 – Warrant to search and seize evidence S. 15.3 – Obligation of person inspection S. 16.1 – Stop work orders S. 17 – Notices and immunity S. 21 – Preservation intervention S. 34 – Civil remedies respecting contraventions S. 36 – Offence and penalty S. 37 – Power to make regulations

HCA SECTIONS



Operations
Economics Inc.

Masset Airport Fees Analysis

SUBMITTED TO:

The Village of Masset
22 August 2022



SUBMITTED BY:

Operations Economics Inc.

Masset Airport Fees Review

Current Situation

Like most municipalities that own an airport, the Village of Masset subsidizes the operations of the Masset Airport. The COVID pandemic has hit the economy and society hard in general, but airports particularly hard. Municipalities have had to increase subsidies to airports because they lost most of their revenue in 2020 and 2021 when scheduled aviation and tourism both declined rapidly.

The airport has also experienced operating and capital budget increases. Some of these are described in the following table. This table does not include federal and provincial government revenues received to offset these expenses.

Table 1: Masset Airport Expenses within Three Years.

Item	Cost
New fuelling system	\$840,000
Sweeper	\$52,000
Runway lighting	\$940,000
Septic system	\$108,000
SMS enhancements*	\$90,000
Loader	\$132,000
Dump truck and deicing equipment	\$410,000
Storage building	\$99,000
Staff increases and training**	\$55,000
Engineering consultants*	\$200,000
Administration system	\$15,000

NOTES

* Over three years

** per year

The Village of Masset has not regularly increased its fees with times, and is seeking an analysis of fees at comparable airports in BC and recommendations on appropriate fees for the site going forward.

Provincial Context

BC is home to a wide variety of airports, from Canada's second largest airport (YVR) to small private grass strips. To provide relevant comparison of fees, comparable airports were chosen. The eight airports chosen for comparison to Masset are Bella Coola, Powell River, Prince Rupert, Sandspit, Smithers, Tofino-Long Beach, Trail, and Williams Lake.

The table below compares typical daily flights, Pasco flights, and ownership of the airports. Comments on these categories include

- **Scheduled flights.** Most of these airports receive only one scheduled flight per day (six of nine including Masset). Six of these airports receive smaller turbo prop aircraft such B1900s and Saab 340s for scheduled flights. Three of the sites received larger Q400s.
- **Pacific Coastal flights.** Five of the airports chosen (and Masset) receive scheduled Pasco flights. The other three airports do not receive Pasco flights but are in Northwest BC. These are Prince Rupert, Sandspit, and Smithers. YVR-Masset is Pasco's longest route.
- **Ownership.** Eight of the nine airports considered are owned by municipal governments. The exception is Sandspit which is a Remote airport under the National Airports Policy (NAP) and is owned and operated by Transport Canada.

Table 2: Comparator BC Airports

	Scheduled flights per typical day	Pacific Coastal flights	Municipal Airport Ownership
Bella Coola	1 x B1900	Y	Y
Masset	1 x Saab 340	Y	Y
Powell River	4 x B1900	Y	Y
Prince Rupert	1 x Q400	N	Y
Sandspit	1 x Q400	N	N
Smithers	1 x Q400	N	Y
Tofino-Long Beach	1 x Saab 340	Y	Y
Trail	2 x B1900	Y	Y
Williams Lake	2 x B1900	Y	Y

Notes: Municipal Airport: Bella Coola is operated by the Heiltsuk First Nation; Tofino-Long Beach is operated by the Alberni-Clayoquot Regional District.

Regional Airport Fees Comparison

Airport fees are difficult to analyze because municipalities use a wide variety of fee structures to charge for flights. Detail on the fees at the comparator airports is provided in **Appendix A**, and highlights of the fees are provided below. Masset's fees are attached as **Appendix B**.

- **Passenger fees.** Seven of the nine airports charge passenger fees ranging from \$5 per arriving and departing passenger to \$30 per departing passenger.
- **Landing fees.** Seven of the nine airports examined charge landing fees. These are charged per 1,000 kg based on the Maximum Takeoff Weight (MTOW) of the aircraft. These are only charged when aircraft land as the definition implies.
- **Terminal fees.** Six of the nine airports examined charge terminal fees for use of the Air Terminal Building (ATB). These fees are charged according to how many passenger seats are available on the aircraft. A Beech 1900 has 19 seats, for example. Bella Coola Airport charges a terminal fee of \$180 per arriving Beech 1900.

Comparing Fees for Saab 340 Flights

As the fee structures for regional airports vary significantly, it is difficult to easily compare. The method which has the most value is comparing fees for a specific aircraft. For the purposes of this project the Saab 340 was chosen because Pasco uses it to serve Masset.

For this analysis, the following assumptions are used:

1. 34 seats on the aircraft
2. 21 passengers per arriving and departing flight
3. GTOW of 13,605 kg
4. Fees are estimated for an arriving and departing flight (to reflect the different fee structures of the airports)

The table below compares the fees for an arriving and departing Saab 340 flight. The columns describe the passenger fees charged, the landing fees, and the terminal fees charged at each airport, and the total fees. The final column shows the percentage of fees for each site compared to the most expensive airport, Smithers. Prince Rupert total fees are comparable to Smithers fees, though structured differently. The total fees for these airports vary from \$561 to \$4,884.38. Masset's total fees come in at 22% of the highest fee.

Table 3: Comparative Fees for a Saab 340 flight arriving and departing

	Passenger fee	Landing fees	Terminal fees	TOTAL	% of highest fee
Bella Coola	\$504.00	\$1,360.50	\$420.00	\$2,284.50	47%
Masset	\$512.40	\$564.61		\$1,077.01	22%
Powell River	\$252.00			\$252.00	5%
Prince Rupert	\$1,008.00	\$748.28	\$3,060.00	\$4,816.28	99%
Sandspit		\$891.13	\$2,561.56	\$3,452.69	71%
Smithers Airport	\$630.00	\$819.02	\$3,435.36	\$4,884.38	100%
Tofino-Long Beach	\$210.00	\$551.00		\$761.00	16%
Trail	\$680.25			\$680.25	14%
Williams Lake	\$1,050.00			\$1,050.00	21%

Comparison with Sandspit Airport

Sandspit deserves special attention because it is the only site that could be considered competitive, although they are on separate islands and separated by a ferry. Sandspit fees are considerably higher than Masset fees as the table above shows. A Saab 340 turning at Masset would be charged \$1,077 and a flight turning at Sandspit would be charged \$3,452.69, more than triple the Masset Airport fees.

Findings

The following findings are noted regarding Masset Airport fees

- A. Masset Airport fees are relatively low compared to other BC Municipal airports, at 22% of the highest fee.
 - a. However, it should also be noted that the three airports with the highest fees are all served by Air Canada rather than Pasco. These airports support larger aircraft as well.
- B. Masset does not charge terminal fees. The majority of comparator airports do.
- C. Fees at Sandspit are significantly higher than fees at Masset.

Options

Given Masset's fee structure, it could reasonably increase its fees and the following are options.

- a) **Increase all existing fees by a percentage.** An increase by the inflation rate over the last few years alone would be significant. While inflation in 2022 is unusually high, it is not

recommended that the municipality mirror this unless it can show that its cost have increased at the rate of inflation. Two increase scenarios are shown below assuming a gross increase in fees, 2% and 5%.

Table 4: Fee Increase per Saab 340 flight Scenario

	Current Fees	2% increase	5% increase
Current Fee	\$1,077	\$1,077	\$1,077
Fee Increase	\$0	\$22	\$54
Total	\$1,077	\$1,099	\$1,131

- b) **Add a terminal fee to the existing fee structure.** For this scenario it is assumed that Masset adopts the terminal fee schedule of Prince Rupert. The schedule is in Appendix A. For a Saab 340 each flight would be charged \$90 per flight upon arrival. This is neither the highest nor the lowest terminal fee option.
- c) **Increase all fees by a percentage and add a terminal fee.** This scenario assumes a fee increase in existing fees, and the addition of a terminal fee. The proposed increase is shown in the table below including the percentage increase and the terminal fee.

Table 5: Fee Increase per Saab 340 flight Scenario

	Current Fees	2% increase	5% increase
Current Fee	\$1,077	\$1,077	\$1,077
Fee Increase	\$0	\$22	\$54
Terminal Fee	\$90	\$90	\$90
Total	\$1,167	\$1,189	\$1,221

The combined fee increase is significant. The 2% + terminal fee increase increases fees by 10% per flight, and the 5% + terminal fee increase is a 13% increase per flight.

Recommendations

Given the continuing fee expenses that the Masset Airport faces, it is recommended that it increase its base aviation fees by 5% across the board and implement the Prince Rupert Terminal Fee schedule.

Appendix A: Airport Fee Comparisons

	Passenger fee (each way)	Landing Fees (per 1,000 kg)					Terminal Fee (seats)									
Airport		up to 5,000 kg	5,001 - 10,000 kg	> 10,001 kg		Minimum fee	8-10	11-20	21-30	31-40	41-50	51-60				
Bella Coola	\$12	\$5	\$8	\$10		\$10	\$100	\$180	\$300	\$420	\$540	\$660				
Prince Rupert	\$24	<21,000 kg \$5.5	21,000 - 24,000 kg \$7.0	24,000 - 45,000 kg \$7.5	> 45,000 kg \$8.0	Minimum fee \$12.0	0-9 \$20	10-15 \$35	16-25 \$52	26-45 \$90	46-60 \$130	61-89 \$210	90-125 \$295	126-150 \$330		
Powell River*	\$12															
Sandspit		<21,000 kg \$6.55	21,000 - 45,000 kg \$8.28	> 45,000 kg \$9.83			0-9 \$13.96	10-15 \$27.91	16-25 \$42.98	26-45 \$75.34	46-60 \$107.60	61-89 \$172.24	90-125 \$236.94	126-150 \$280.00		
Smithers Airport**	\$30	0-20,000 kg \$6.02	20,001 - 45,000 kg \$7.58	> 45,000 kg \$9.13		\$21.10	0-9 \$18.72	10-15 \$37.42	16-25 \$57.63	26-45 \$101.04	46-60 \$144.28	61-89 \$230.98	90-125 \$317.75	>125-150 \$375.50		
Tofino-Long Beach	\$5	< 10,000 kg \$3.20	10,001 - 45,000 kg \$4.05	> 45,000 kg \$5.08		Minimum fee \$15										
Trail ***		>2500 kg (per 1,000 kg) \$5														
Williams Lake	\$25															
Notes																
*	Departure only															
**	Per passenger fee to departures only															
***	Fees statement makes reference to special deal with scheduled air carrier															

Appendix B: Masset Airport Fees

The current fees for Masset Airport are provided on the following pages.

MASSET MUNICIPAL AIRPORT

FEE SCHEDULE A

Effective: January 1, 2017

Aeronautical Fees	
LANDING FEE	
MTOW	\$/1,000 kg
< 6,000 kg	2.95
6,000 - 15,000 kg	3.95
> 15000 kg	4.95
Minimum Charge	15.00
PASSENGER FEE	
Deplaned Passenger	12.00
Emplaned Passenger	12.00
AIRCRAFT PARKING FEE	
MTOW	DAILY
< 10,000 kg	7.50
< 20,000 kg	15.00
< 30,000 kg	22.50
< 40,000 kg	30.00
< 50,000 kg	37.50
< 60,000 kg	45.00
< 70,000 kg	52.50
< 80,000 kg	60.00
< 90,000 kg	67.50
≥ 90,000 kg	75.00
AFTER HOURS SERVICE FEE	
Per Hour	75.00
Minimum Charge	150.00

Jet A Fuel Discount Program	
RETAIL DISCOUNT	
Litres Purchased	Discount/Litre
1,000 - 1,999	3 cents
2,000 - 2,999	4 cents
3,000 - 3,999	5 cents
4,000 - 4,999	6 cents
5,000 - 5,999	7 cents
6,000 - 6,999	8 cents
7,000 - 7,999	9 cents
8,000 - 8,999	10 cents
9,000 - 9,999	11 cents
≥ 10,000	12 cents
ANNUAL DISCOUNT	
Litres Purchased	Discount/Litre
≥ 100,000	5 cents
≥ 125,000	6 cents
≥ 150,000	7 cents
≥ 175,000	8 cents
≥ 200,000	9 cents
≥ 225,000	10 cents
≥ 250,000	11 cents
≥ 275,000	12 cents
≥ 300,000	13 cents
≥ 325,000	14 cents
≥ 350,000	15 cents

MASSET MUNICIPAL AIRPORT

FEE SCHEDULE B

Effective: January 1, 2018

Aeronautical Fees

LANDING FEE

MTOW	\$/1,000 kg
< 6,000 kg	\$ 3.00
6,000 - 15,000 kg	\$ 4.05
> 15,000 kg	\$ 5.10
Minimum Charge	\$ 15.25

PASSENGER FEE

Deplaned Passenger	\$ 12.10
Emplaned Passenger	\$ 12.10

AIRCRAFT PARKING FEE

MTOW	DAILY
< 10,000 kg	\$ 7.65
< 20,000 kg	\$ 15.30
< 30,000 kg	\$ 22.95
< 40,000 kg	\$ 30.60
< 50,000 kg	\$ 38.25
< 60,000 kg	\$ 45.90
< 70,000 kg	\$ 53.55
< 80,000 kg	\$ 61.20
< 90,000 kg	\$ 68.85
≥ 90,000 kg	\$ 76.50

AFTER HOURS SERVICE FEE

Per Hour	\$ 76.50
Minimum Charge	\$ 153.00

Jet A Fuel Discount Program

RETAIL DISCOUNT

Litres Purchased	Discount/Litre
1,000 - 1,999	3 cents
2,000 - 2,999	4 cents
3,000 - 3,999	5 cents
4,000 - 4,999	6 cents
5,000 - 5,999	7 cents
6,000 - 6,999	8 cents
7,000 - 7,999	9 cents
8,000 - 8,999	10 cents
9,000 - 9,999	11 cents
≥ 10,000	12 cents

ANNUAL DISCOUNT

Litres Purchased	Discount/Litre
≥ 100,000	5 cents
≥ 125,000	6 cents
≥ 150,000	7 cents
≥ 175,000	8 cents
≥ 200,000	9 cents
≥ 225,000	10 cents
≥ 250,000	11 cents
≥ 275,000	12 cents
≥ 300,000	13 cents
≥ 325,000	14 cents
≥ 350,000	15 cents

MASSET MUNICIPAL AIRPORT

FEE SCHEDULE C

Effective: January 1, 2019

Aeronautical Fees

LANDING FEE

MTOW	\$/1,000 kg
< 8,000 kg	\$ 3.05
8,000 - 15,000 kg	\$ 4.15
> 15,000 kg	\$ 5.25
Minimum Charge	\$ 15.50

PASSENGER FEE

Deplaned Passenger	\$ 12.20
Enplaned Passenger	\$ 12.20

AIRCRAFT PARKING FEE

MTOW DAILY

< 10,000 kg	\$ 7.80
< 20,000 kg	\$ 15.60
< 30,000 kg	\$ 23.40
< 40,000 kg	\$ 31.20
< 50,000 kg	\$ 39.00
< 60,000 kg	\$ 46.80
< 70,000 kg	\$ 54.60
< 80,000 kg	\$ 62.40
< 90,000 kg	\$ 70.20
≥ 90,000 kg	\$ 78.00

AFTER HOURS SERVICE FEE

Per Hour	\$ 78.00
Minimum Charge	\$ 158.00

Jet A Fuel Discount Program

RETAIL DISCOUNT

Litres Purchased	Discount/Litre
1,000 - 1,999	3 cents
2,000 - 2,999	4 cents
3,000 - 3,999	5 cents
4,000 - 4,999	6 cents
5,000 - 5,999	7 cents
6,000 - 6,999	8 cents
7,000 - 7,999	9 cents
8,000 - 8,999	10 cents
9,000 - 9,999	11 cents
≥ 10,000	12 cents

ANNUAL DISCOUNT

Litres Purchased	Discount/Litre
≥ 100,000	5 cents
≥ 125,000	6 cents
≥ 150,000	7 cents
≥ 175,000	8 cents
≥ 200,000	9 cents
≥ 225,000	10 cents
≥ 250,000	11 cents
≥ 275,000	12 cents
≥ 300,000	13 cents
≥ 325,000	14 cents
≥ 350,000	15 cents

Appendix C: Helicopter Analysis

Air carriers typically consider airports from a total cost perspective. One consideration for Masset is Sandspit potentially being used as an alternate gateway for the fishing lodges north of Haida Gwaii. The cost analysis previously considered shows that Sandspit has significantly higher airport fees than Masset.

This section considers the relative cost of flying passengers to lodges from Sandspit versus Masset. For this analysis the incremental cost of flying passengers between Sandspit and Masset only is considered because this would be the add-on cost for using Sandspit as opposed to using the Massett for helicopter transfers.

Incremental cost increase of operating a transfer helicopter from Sandspit rather than Masset

Helicopter	Sikorsky S76
Typical speed	139 knots per hour
Typical cost per operating hour	\$2,279 / hour
Return trip time, Sandspit to Masset	0.7 hours
Operating cost per round trip	\$1,574

As the table shows, it would cost approximately \$1,574 more per round trip to transit passengers from Sandspit rather than Masset. The fee an operator charged would be at least double the estimated cost, therefore at least \$3,148 per trip, and probably more.

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October 3, 2022

Mayor & Council
 Village of Masset
 PO Box 68
 Masset, BC V0T 1M0
 Email: vom@mhtv.ca

Re: Invitation to Review and Comment on the NCRD Draft Solid Waste Management Plan

This letter is an invitation to ask for your comments and feedback on the North Coast Regional District's (NCRD) 2022 Draft Solid Waste Management Plan (SWMP) that has recently been posted on the NCRD website here: https://www.ncrdbc.com/sites/default/files/docs/swmp-draft-forrelease-220912-full_0.pdf. We value your feedback and input and hope that you will give this strong consideration.

As required by the BC Environmental Management Act, the NCRD started the process of updating their 1997 SWMP in July 2021 with the formation of a Public and Technical Advisory Committee (PTAC). Sperling Hansen Associates (SHA) was hired in November 2021 to assist with the update and has thus far presented three technical memoranda to the PTAC and the Draft SWMP to the PTAC and the Board of Directors who provided their approval for public consultation on September 9, 2022. We have appreciated the participation of Mr. Bret Johnston on the PTAC.

A SWMP is important for the region as it will form the basis of policy, programs and bylaws for the diversion and disposal of household and commercial refuse in the region, and the financial planning for the required environmental protection and upgrades to the recycling depots, transfer stations and landfill. The proposed increased costs to operate and maintain the programs and facilities will be borne by the users and taxpayers in the region over the next five to ten years.

With the Draft SWMP available for review and comment, we are seeking input from you by letter, email or through public meetings at the following dates, times and places:

Method	Location	Details
Mail	Address:	NCRD c/o Daniel Fish, CAO 14 – 342 3 rd Avenue Prince Rupert, BC V8J1L5
Email	Email Address:	info@ncrdbc.com
Public Meetings		

Method	Location	Details
October 24, 2022 3:30 pm – 6:00 pm	Haida Gwaii: Masset	Old Massett Community Hall 348 Eagle Avenue
October 25, 2022 3:30 pm – 6:00 pm	Haida Gwaii: Daajing Giids	Daajing Giids Community Hall Eric Ross Room 134 Bay Street
October 28, 2022 3:30 pm – 6:30 pm	Prince Rupert:	Prince Rupert Library 100 6 th Avenue
Virtual Meeting November 2, 2022 6:00 pm – 8:00 pm	Zoom Invitation: https://us06web.zoom.us/j/84287304958	Invitation link included and will be broadly circulated to the public

The project team will also be available to attend a meeting with you individually (staff, Council, Board of Directors, etc) virtually should you want an opportunity to ask questions during a regularly scheduled corporate meeting.

The attached three tables highlight the strategies being put forward for implementation as well as the estimated costs for the strategies and other capital upgrades, studies and new equipment required over the next five years. Cost recovery has not been included in the Five-Year Financial Plan at this time as this will require discussion amongst the financial managers and Board of Directors.

Once all of the comments and feedback are consolidated the Draft SWMP will be updated and then presented as the final SWMP for the PTAC and Board of Director's approval. Submission of the updated SWMP to the Ministry of Environment and Climate Change Strategy (ENV) is expected to occur upon Board of Director's approval in the spring of 2023.

Your input is invaluable and essential to this process, and we look forward to hearing from you by January 31, 2023. If you have any questions, please contact the undersigned at 250-624-2002 (ext.8) or toll free at 888-301-2002.

Sincerely,



Daniel Fish
 Chief Administrative Officer

Attachments: Tables 17, 18 and 19

Cc: Leonard Cook, Environmental Protection Officer, MECC

Table 1: Diversion Potential Summary

Initiative	Waste Reduction, Reuse and Recycling	Diversion Potential (Tonnes)
A-1	Improve the operational efficiency of the NCRD waste management system	N/A
A-2	Continue monitoring solid waste management facilities and services	N/A
A-3	Improve service delivery to rural and underserved communities in the Island and Mainland service areas	N/A
A-4	Improve transportation of materials between service areas	N/A
A-5	Develop cost recovery models	N/A
A-6	Establish a permanent Island Solid Waste Advisory Committee	N/A
A-7	Expand the list of prohibited wastes	N/A
A-8	Update Bylaws	N/A
R-1	Fund a Waste Reduction Coordinator	483
R-2	Assist users and improve their participation in waste segregation and diversion programs	See R-1
R-3	Maximize compliance with new and existing stewardship programs	400
R-4	Optimize recycling efficiencies by increasing diversion rates for residential materials or commercial generators that are below average	100
R-5	Develop a strategy to reduce single-use items	10
R-6	Develop a food waste reduction strategy	900
R-7	Collect household hazardous waste (HHW)	5
R-8	Encourage reuse such as thrift stores	30
R-9	Work with local bicycle retailers for inclusion in the Tire Stewardship BC bicycle tire program	1.8
I-1	Encourage initiatives for commercial organics diversion	225
I-2	Enhance and enforce ICI solid waste source control	375
I-3	Recover costs of ICI PPP processing	N/A
CRD-1	Clean wood waste diversion and re-use	N/A
Total waste diversion potential		2,530

Table 2: Mainland Solid Waste Five Year Financial Plan

ITEM	2022	2023	2024	2025	2026	2027
REVENUE						
Tax Requisition	\$ 265,040	\$ 265,040	\$ 265,040	\$ 265,040	\$ 265,040	\$ 265,040
Grants	\$ 1,177,240	\$ 21,470	\$ 21,470	\$ 21,470	\$ 21,470	\$ 21,470
Sale of Services	\$ 4,290	\$ 4,290	\$ 4,290	\$ 4,290	\$ 4,290	\$ 4,290
Commercial Charges	\$ 34,480	\$ 34,480	\$ 34,480	\$ 34,480	\$ 34,480	\$ 34,480
Processing	\$ 128,650	\$ 128,650	\$ 128,650	\$ 128,650	\$ 128,650	\$ 128,650
Interest/Investment Income	\$ 7,100	\$ 7,100	\$ 7,100	\$ 7,100	\$ 7,100	\$ 7,100
Loan (Debt) Proceeds	\$ 400,000					
Recycling Agreements	\$ 29,610	\$ 29,610	\$ 29,610	\$ 29,610	\$ 29,610	\$ 29,610
Recycled Commodities Revenue	\$ 290,850	\$ 290,850	\$ 290,850	\$ 290,850	\$ 290,850	\$ 290,850
Rental and Lease Income	\$ 9,900	\$ 9,900	\$ 9,900	\$ 9,900	\$ 9,900	\$ 9,900
Transfer from Reserves	\$ 615,090	\$ -	\$ -	\$ 30,000	\$ -	\$ -
TOTAL	\$ 2,962,250	\$ 791,390	\$ 791,390	\$ 821,390	\$ 791,390	\$ 791,390
EXPENDITURES						
Wages & Benefits	\$ 488,070	\$ 554,440	\$ 576,617	\$ 599,682	\$ 623,669	\$ 648,616
R-1 Fund a Waste Reduction Coordinator		\$ 46,847	\$ 48,721	\$ 50,670	\$ 52,697	\$ 54,804
Support Services	\$ 74,660	\$ 82,946	\$ 80,752	\$ 83,982	\$ 87,342	\$ 90,835
A-8 Update Bylaws & Website		\$ 5,300				
Staff Expenses	\$ 6,600	\$ 6,864	\$ 7,139	\$ 7,424	\$ 7,721	\$ 8,030
Memberships & Professional Fees	\$ 15,000	\$ 15,600	\$ 16,224	\$ 16,873	\$ 17,548	\$ 18,250
Office Expenses	\$ 9,920	\$ 10,317	\$ 10,729	\$ 11,159	\$ 11,605	\$ 12,069
Freight/Transportation	\$ 55,300	\$ 57,512	\$ 59,812	\$ 62,205	\$ 64,693	\$ 67,281
Disposal/Tipping Charges	\$ 9,230	\$ 9,599	\$ 9,983	\$ 10,382	\$ 10,798	\$ 11,230
Materials Purchases	\$ 500	\$ 520	\$ 541	\$ 562	\$ 585	\$ 608
Shop Supplies and Small Tools	\$ 19,900	\$ 20,696	\$ 21,524	\$ 22,385	\$ 23,280	\$ 24,211
Facilities Repair & Maintenance	\$ 22,650	\$ 23,556	\$ 24,498	\$ 25,478	\$ 26,497	\$ 27,557
Facilities Operation	\$ -	\$ -	\$ -	\$ -	\$ 54,000	\$ 56,160
R-7 Collect HHW					\$ 54,000	\$ 56,160
Facilities Insurance	\$ 12,540	\$ 13,042	\$ 13,563	\$ 14,106	\$ 14,670	\$ 15,257
Monitoring & Lab Testing	\$ 6,650	\$ 6,916	\$ 7,193	\$ 7,480	\$ 7,780	\$ 8,091
Utilities	\$ 24,720	\$ 25,709	\$ 26,737	\$ 27,807	\$ 28,919	\$ 30,076
Legal	\$ 1,000	\$ 1,040	\$ 1,082	\$ 1,125	\$ 1,170	\$ 1,217
Advertising & Promotion	\$ 1,200	\$ 1,248	\$ 2,398	\$ 2,494	\$ 3,344	\$ 3,477
A-7 Expand List of Prohibited Waste			\$ 1,100	\$ 1,144	\$ 1,190	\$ 1,237
R-6 Develop a Food Waste Strategy					\$ 750	\$ 780
Vehicle Insurance	\$ 1,680	\$ 1,747	\$ 1,817	\$ 1,890	\$ 1,965	\$ 2,044
Vehicle Fuel/Lubricants	\$ 13,200	\$ 13,992	\$ 14,832	\$ 15,721	\$ 16,665	\$ 17,665
Vehicle Repair & Maintenance	\$ 55,500	\$ 57,720	\$ 60,029	\$ 62,430	\$ 64,927	\$ 67,524
Debt Payments	\$ 25,650	\$ 25,650	\$ 25,650	\$ 25,650	\$ 25,650	\$ 25,650
Transfer to Reserves (Capital/Planning)	\$ 77,970	\$ 77,970	\$ 77,970	\$ 47,970	\$ 77,970	\$ 77,970
Contribution to Reserves	\$ 4,130	\$ 4,130	\$ 4,130	\$ 4,130	\$ 4,130	\$ 4,130
TOTAL	\$ 926,070	\$ 1,011,214	\$ 1,043,220	\$ 1,050,936	\$ 1,174,927	\$ 1,217,948
NET	\$ 2,036,180	\$ 219,824	\$ 251,830	\$ 229,546	\$ 383,537	\$ 426,558
CAPITAL						
Mainland Recycling Building Renovation	\$ 2,036,180					
R-3 Maximize Stewardship				\$ 80		
R-7 Collect HHW					\$ 200	
RM-4 Illegal Dumping Management		\$ 231				
SWMP 5 Year Review						\$ 15,000
Organics Management Strategy		\$ 20,000				
Waste Characterization Study					\$ 70,000	
Baler				\$ 30,000		
TOTAL	\$ 2,036,180	\$ 20,231	\$ -	\$ 30,080	\$ 70,200	\$ 15,000
NET	\$ -	\$ 240,055	\$ 251,830	\$ 259,626	\$ 453,737	\$ 441,558

Table 3: Island Solid Waste Five Year Financial Plan

ITEM	2022	2023	2024	2025	2026	2027
REVENUE						
Tipping Fees	\$ 108 630	\$ 108 630	\$ 108 630	\$ 108 630	\$ 108 630	\$ 108 630
User Fees - Collection Services	\$ 704 130	\$ 704 130	\$ 704 130	\$ 704 130	\$ 704 130	\$ 704 130
User Fees - Other	\$ 45 900	\$ 45 900	\$ 51 900	\$ 51 900	\$ 51 900	\$ 51 900
Tax Requisition	\$ 277 660	\$ 287 112	\$ 296 943	\$ 307 166	\$ 317 799	\$ 328 857
Early/Late Payment	\$ 8 050	\$ 8 050	\$ 8 050	\$ 8 050	\$ 8 050	\$ 8 050
Grants	\$ 50 000					
Interest/Investment Income	\$ 6 020	\$ 6 020	\$ 6 020	\$ 6 020	\$ 6 020	\$ 6 020
Sundry Income	\$ 5 500	\$ 5 500	\$ 5 500	\$ 5 500	\$ 5 500	\$ 5 500
Loan Proceeds	\$ 250 000					
Transfer from Reserves	\$ 65 260	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer from COVID Reserve (310)	\$ 1 000	\$ 1 000	\$ 1 000	\$ 1 000	\$ 1 000	\$ 1 000
Recycled Commodities Revenue	\$ 48 300	\$ 48 300	\$ 48 300	\$ 48 300	\$ 48 300	\$ 48 300
TOTAL	\$ 1,554,350	\$ 1,198,542	\$ 1,214,373	\$ 1,224,598	\$ 1,235,229	\$ 1,246,287
EXPENDITURES						
Wages & Benefits	\$ 530 790	\$ 598 869	\$ 622 823	\$ 647 736	\$ 673 646	\$ 700 592
R-1 Fund a Waste Reduction Coordinator		\$ 46 847	\$ 48 721	\$ 50 670	\$ 52 697	\$ 54 804
Support Services	\$ 98 450	\$ 109 388	\$ 106 484	\$ 110 743	\$ 115 173	\$ 119 779
A-6 Islands Solid Waste Advisory Committee						
A-8 Update Bylaws & Website		\$ 7 000				
Staff Expenses	\$ 7 000	\$ 7 280	\$ 7 571	\$ 7 874	\$ 8 189	\$ 8 517
Memberships & Professional Fees	\$ 25 510	\$ 10 930	\$ 61 368	\$ 11 000	\$ 11 440	\$ 11 898
Office Expenses	\$ 13 940	\$ 14 498	\$ 15 078	\$ 15 681	\$ 16 308	\$ 16 960
Freight/Transportation	\$ 25 200	\$ 26 208	\$ 27 256	\$ 28 347	\$ 29 480	\$ 30 660
Facilities Repair & Maintenance	\$ 18 250	\$ 18 980	\$ 19 739	\$ 20 529	\$ 21 350	\$ 22 204
Facilities Insurance	\$ 4 390	\$ 4 568	\$ 4 748	\$ 4 938	\$ 5 136	\$ 5 341
Permits & Licenses (315)	\$ 250	\$ 260	\$ 270	\$ 281	\$ 292	\$ 304
Monitoring & Lab Testing	\$ 10 830	\$ 11 263	\$ 11 714	\$ 12 182	\$ 12 670	\$ 13 176
Rent	\$ 56 380	\$ 58 635	\$ 60 981	\$ 63 420	\$ 65 957	\$ 68 595
Utilities	\$ 7 440	\$ 7 738	\$ 8 047	\$ 8 369	\$ 8 704	\$ 9 052
Legal	\$ 2 000	\$ 2 080	\$ 2 163	\$ 2 250	\$ 2 340	\$ 2 433
Advertising & Promotion	\$ 1 500	\$ 1 560	\$ 2 722	\$ 2 831	\$ 3 695	\$ 3 842
A-7 Expand List of Prohibited Waste			\$ 1 100	\$ 1 144	\$ 1 190	\$ 1 237
R-6 Develop a Food Waste Strategy					\$ 750	\$ 780
Vehicle Insurance	\$ 6 500	\$ 6 760	\$ 7 030	\$ 7 312	\$ 7 604	\$ 7 908
Vehicle Fuel/Lubricants	\$ 64 800	\$ 68 688	\$ 72 809	\$ 77 178	\$ 81 809	\$ 86 717
Vehicle Repair & Maintenance	\$ 49 000	\$ 50 960	\$ 52 998	\$ 55 118	\$ 57 323	\$ 59 616
Vehicle Lease (Loan) (313)	\$ 4 560	\$ 26 330	\$ 26 330	\$ 26 330	\$ 26 330	\$ 26 330
Contract Services	\$ 261 530	\$ 266 306	\$ 278 926	\$ 281 279	\$ 283 727	\$ 297 147
CRD-1 Clean Wood Waste Diversion and Re-Use						
RM-1 Maintenance of Transfer Stations		\$ 2 600	\$ 2 600	\$ 2 600	\$ 2 600	\$ 2 600
RM-3 Problem Waste - Auto Hulks						
RM-3 Problem Waste - Crushables						
Transfer to Reserves	\$ 27 000	\$ 27 000	\$ 27 000	\$ 27 000	\$ 27 000	\$ 27 000
Contribution to Reserves	\$ 54 020	\$ 74 020	\$ 74 020	\$ 74 020	\$ 74 020	\$ 74 020
Problem Waste (Auto Hulks, Crushables, Scrap Metal)		\$ 20 000	\$ 20 000	\$ 20 000	\$ 20 000	\$ 20 000
TOTAL	\$ 1,269,340	\$ 1,392,318	\$ 1,490,078	\$ 1,484,418	\$ 1,532,191	\$ 1,592,091
NET	\$ 285 010	\$ 193 776	\$ 275 706	\$ 259 821	\$ 296 962	\$ 345 804
CAPITAL						
Hauling (313)	\$ 250 000					
Landfill (317)	\$ 35 000					
R-3 Maximize Stewardship				\$ 22 720		
RM-4 Illegal Dumping Management		\$ 231				
OCC Bailer			\$ 30 000			
Phase 5 Island Landfill Closure		\$ 600 000				
Island Landfill DOCP Update			\$ 75 000			
SWMP 5 Year Review						\$ 10 000
Organics Management Strategy		\$ 20 000				
Waste Characterization Study					\$ 30 000	
Roll Off Containers		\$ 65 000		\$ 240 000		
ISW Pickup				\$ 105 000		
TOTAL	\$ 285 000	\$ 685,231	\$ 105,000	\$ 367,720	\$ 30,000	\$ 10,000
NET	\$ 10	\$ 878,007	\$ 380,706	\$ 627,541	\$ 326,962	\$ 355,804

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: Madison Power-Stephens <mpowerstephens@uvic.ca>
Sent: September 26, 2022 9:08 PM
To: cao@masset.ca; vompw@mhtv.ca
Subject: Undergraduate Research Project in Masset and Old Massett

Hello,

My name is Madison, and I am an honours student in the department of geography at the University of Victoria working with Dr. Eva Kwooll.

This year I am intending to complete a research project that analyzes both coastal erosion and community vulnerability and adaptive capacity. I would like to follow-up on the extensive work done by Dr. Ian Walker and the Geological Survey from 2004-2007 (now 15 years ago!) along the Northeast coast of Haida Gwaii. The 2007 report is attached here for your reference: <https://www.cakex.org/sites/default/files/Coastal%20Vulnerability%20CA.pdf>.

The research I am looking to complete specifically relates to measuring coastal erosion in the past decade and how erosion and associated erosional hazards impact the Masset and Old Massett community. This would look like conducting interviews and surveys with the community, and governmental and council members, to understand the local perception and awareness of erosional risks and to determine the social, cultural, political, and environmental systems that enable or constrain individuals and the community to respond and adapt to the erosional hazards. This research would be led by local knowledge and interests and would hopefully yield results to support the community.

To do this, however, I am hoping to receive permission and support from the Village of Masset and The Old Masset Village Council. This support would look like reviewing the interview and survey questions to ensure that that are appropriate for the community and putting up recruitment posters or referring anyone you may think to be a good fit for this research. Myself, and my supervisor, Dr. Eva Kwooll, plan to come to Northern Haida Gwaii later in the year for a short period to conduct some of the research and meet potential participants. The research project would end in April of next year so that the results will be made available to the community within a short time frame.

Thank you for your time; I hope to hear from you soon,

Madison Power-Stephens
Living, working and learning as a guest on the territory of the lək'wəŋən, Songhees, Esquimalt, and WSÁNEĆ peoples.

BSc Student
Department of Geography
University of Victoria
DTB B123 – Coastal Geomorphology Lab

Community Interview Questions – Draft

How long have you lived in your community?

What do you do within your community?

In the past ten to fifteen years:

- Have you noticed any changes in the beach, such as different sediment sizes, changes in size, or changes in any features?
- Have you noticed any changes in the ocean, such as changes in tides, changes in sea-level, or changes in wave sizes?
- Have you noticed any changes in storms or storm events?
- Have you noticed any changes in wind?
- Besides any of the changes mentioned above, have you noticed any other environmental changes around the coast of Masset?
- Has there been anything related to the environment that has previously impacted the community?

Are you concerned about the changing environment and what that could mean for your future?

Do you feel at risk or concerned about where you live in relationship to the coast?

How connected, supported, and a part of your community do you feel? Are there community programs and/or events that you attend?

What do you think makes people healthy or unhealthy? How would you assess the health of yourself and you community?

How would you assess the employment within your community? Depending on the answer, a follow up may be: Do you have any ideas of how to strengthen employment within your community?

How would you assess the education within you community?

Do you know of any youth programs that may support education, recreation, or culture?

Are you aware of how much food you are able to buy/achieve locally?

How do you feel your individual and community access to resources is?

How would you assess transportation, roads, and access to the mainland in Haida Gwaii?

Do you feel that you, your family, and your community is equipped to manage changes or an emergency?

Are you aware of any emergency action plans in place within your community?

Community Interview Questions – Draft

Do you know of people within your community who are equipped with emergency skills and may be able to provide support during any potential times of emergency or stress?

What do you feel makes yourself, your family, and your community strong and resilient in light of changes?

What do you feel could strengthen and support yourself, your family, and your community in light of changes?

Lianne Trepanier

From: Chris & Sandra Chanin <cschanin@telus.net>
Sent: September 29, 2022 4:48 PM
To: vomadmin@mhtv.ca
Subject: Fwd:
Attachments: 20220914_215120.jpg; 20220914_215129.jpg; 20220914_215108.jpg; 20220928_220145.jpg; 20220914_210651.jpg; 20220914_215051.jpg; 20220914_215143.jpg

----- Forwarded message -----

From: Chris & Sandra Chanin <cschanin@telus.net>
Date: Thu, Sep 29, 2022 at 4:14 PM
Subject:
To: Chris & Sandra Chanin <cschanin@telus.net>

Hello LeeAnne,

My name is Chris Chanin. I am one of many persons and several user groups that use the Masset indoor rink for physical activity. Our group uses the facility specifically on Wednesdays and Friday nights for adult/teen roller hockey. Participants come from all communities in Haida Gwaii which include Masset, Old Masset, Port Clements, Skidegate, Queen Charlotte and Sandspit.

The photos Left to right 1-6, will help show and explain our request for an upgrade to the facility for several different reasons.

Room #1 photo 6 shows the complete operational washroom which has (3) toilets and a sink in the first room as you enter the rink hallway area.

The next room #2 (Potential shower room) shown by Photos 1, 2, 3 is located directly next to the operational working washroom from photo 6, and has 2 urinals and 1 toilet in this room which is currently being used as a storage room for tennis nets/pickleball nets and is not used as a bathroom.

The next room #3 is an electrical storage room and canister vacuum room with two rows of hanging hooks on the wall. This room is shown in photo 5.

The next room #4 is the dressing room which players dress in. No photo for this room.

Photo 4 shows the seating/viewing area for spectators of sports.

Photo 5 is of players at the rink the other night from left to right Lenny Arrons, Mark Grinder and myself Chris Chanin.

During any regular physical activity players sweat, and that sweat is magnified by wearing full hockey equipment during the 2 hour session and coming into contact and sweat from other players during the game. When players are done playing they undress from their gear, but have no option to use a shower before leaving the rink to their vehicles, and eventually go home. This is not such a big deal for the local players in

Masset who may have a short 5 minute drive home, but when you have to drive an hour to get back to the south end of Haida Gwaii with 4-5 players in one vehicle while sitting in your own sweat, this is not a very sanitary option.

There is a practicle and healthy solution that would involve room #2 being converted from a washroom that is currently being used as a storage room to a (3) stall shower room with a sink, soap dispenser, mirror and wall hooks and sitting bench.

Likely a conversion of this room would require the use of a carpenter and plumber to make this change happen. As there are serveral user groups for this facility, this change would not only benefit the Adult roller hockey group but other user groups.

There is a potential for the change to occur at the cost of the owner of the facility or possibly a written grant could be submitted to Gwaii Trust seeking funds to upgrade this facility.

Please forward this request to the appropriate department that would handle this request for modifation to the facility.

You can contact myself via email or cell at 250-510-3275 at anytime.

Sincerly,

Chris Chanin

On Behalf of the Skidegate Teen/Adult Roller Hockey Group.

Lianne Trepanier

From: VOMPW <vompw@mhtv.ca>
Sent: October 3, 2022 1:45 PM
To: 'Lianne Trepanier'
Cc: cao@masset.ca
Subject: RE:

Lianne, I have taken the liberty to c.c. Josh, as well.

I agree with what is stated.

The first difficulty is that we need to ensure that we are comfortable with the status quo of a single multi-gender lavatory, for the foreseeable future. If we are we should probably investigate working towards this outcome. Starting with roughing in a shower and ventilation in the unused men's bathroom.

If we are not, we would have to re-activate the men's washroom, and investigate plumbing a shower in each.

Either way, we would need to think about security, as vandalism to bathrooms is quite a bit more expensive than just the roller rink proper. Perhaps a separate key for the showers for each user group? I'm not sure.

I tend to broadly think that getting a contractor to install a shower from start to finish would be more efficient than having Public Works do part of this, as we did the rough-in for a shower in the weight room, and that made a future shower very dependent on a specific installation.

Hope that helps,
sylvan

From: Lianne Trepanier [mailto:vomadmin@mhtv.ca]
Sent: Monday, October 3, 2022 11:52 AM
To: vompw@mhtv.ca
Subject: FW:

Sylvan,

Can you look this over and offer an opinion. It will be on the next agenda.
Thank you as always for your help.

Lianne

From: Chris & Sandra Chanin [mailto:cschanin@telus.net]
Sent: September 29, 2022 4:48 PM
To: vomadmin@mhtv.ca
Subject: Fwd:

----- Forwarded message -----

From: Chris & Sandra Chanin <cschanin@telus.net>
Date: Thu, Sep 29, 2022 at 4:14 PM

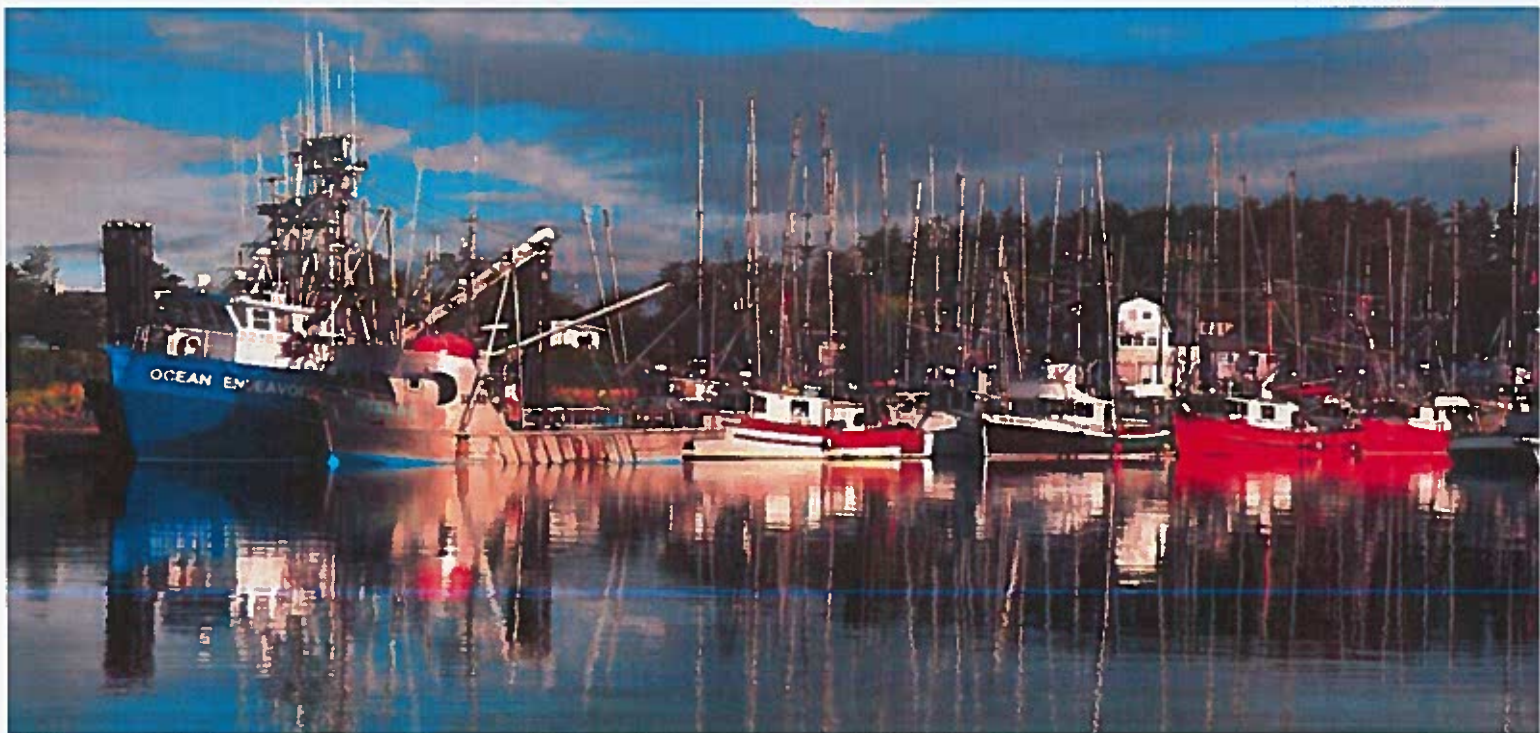
Proposal

Website Design and Development

Village of Masset







07/25/2022

→ The Power of Commitment



Our clients



Logo	Client	Address	Website
	Regional District of Central Okanagan	1450 KLO Road, Kelowna, BC, V1W 3Z4	www.rdco.com
	Northern Rockies Regional Municipality	5319 - 50 Avenue South, Fort Nelson, BC, V0C 1R0	www.northernrockies.ca
	District of Lake Country	10150 Bottom Wood Lake Rd, Lake Country, BC V4V 2M1	www.lakecountry.bc.ca
	District of Kitimat	270 City Centre, Kitimat, BC V8H 2H7	www.kitimat.ca
	Town of Vermilion	5021 - 49 Ave, Vermilion, AB T9X 1X1	www.vermilion.ca
	Parkland County	53109A Highway 779, Parkland County, AB T7Z 1R1	www.parklandcounty.com
	Town of Morinville	10125 100 Avenue, Morinville, AB T8R 1L6	www.morinville.ca
	Leduc County Award Winning	101-1101 5 St., Nisku, AB T9E 2X3	www.leduc-county.ca

Proposed Methodology

GHD's key to success is ensuring we follow a defined process with our clients, while at the same time remaining flexible. We recognize the elements for a win-win situation are an understanding of the project scope, schedule and budget, and that communication is paramount. GHD leads weekly meetings with the client's website committee to identify any potential conflicts or constraints before they materialize into real issues that derail the pre-defined timeline and scope. GHD will assign a dedicated Project Manager (PM) who will have the overall responsibility for keeping the project on time and budget. To assist the PM in coordination of day-to-day tasks and act as an alternate point of contact, a Project Coordinator (PC) is also assigned to the project.

GHD' Project Process



Phase 1 – Analysis and Consultation

GHD will work with the website committee after the award date to confirm a mutually agreed upon schedule for the project. The preliminary meeting will clarify tasks and deliverable expectations, evaluate the human and hardware/software resources available, review public survey and approach, as well as review required integrations and design goals. We also evaluate the current toolsets and systems used by the City for capabilities and extensibility.

Phase 2 – Information Architecture and Navigation Scheme

GHD engages in a thorough review of the information architecture and navigation scheme of the current site, in order to determine the current strengths, weaknesses and interactivity. This will be conducted by our design and usability team, working in conjunction with our applications team.

Our Information Architect will then work with you to re-develop a user-first navigation. We encourage our clients to engage external stakeholders (e.g., public, investors, tourism, council etc.) in this step.

Phase 3 – Design Phase

Our User Experience Framework is at the foundation of our design and development processes as well as the development of our citizen experience and engagement strategies. Our framework is built upon the following stages.

Iterative research, testing and verification processes are infused into each stage of our framework in order to continuously inform all aspects of our User Experience Framework activities. The goal of our User Experience Framework is to aid in the development of websites and



apps that can be used by *specific users* to achieve *specified goals* with *effectiveness, efficiency* and *satisfaction* in a *specified context of use*.

- **Specific Users (who):** Target audiences. Accessible to everyone.
- **Specified Goals (what):** Top common user tasks, goals and needs
- **Specified Context of Use (where):** Context, environment, device type, screen size, interaction methods, capabilities
- **Effectiveness (usefulness):** Degree to which a product enables user to achieve goal
- **Efficiency (ease):** Measured by speed, performance, and low error rate
- **Satisfaction (attitude):** User's response, perceptions, and opinions on the overall website experience

Development

- Built using latest development technologies, best practices and established design patterns for optimized user experience across all devices
- Focus on accessibility – ensuring the website or app is fully accessible to all users by meeting stringent ADA and WCAG accessibility standards
- Website performance optimization – built for speed, efficiency and mobile experiences
 - Search Engines Optimization – optimized structure and content based on best practices for greater findability through search engines
 - User and Quality Assurance testing to find potential issues and correct

In-Market

- On-going design/development support
- Analytics, KPIs measurement and reporting
- Continued heuristic, technical and experience review/testing
- Planning features and updates

Phase 4 – Content Development Phase

Occurring simultaneously to the development construction phase, the city team will develop content for the new website based on the content preparation tools and training on SEO/accessibility provided by GHD. Once content is complete, GHD migrates all content into Umbraco via our automated process.

Phase 5 – Final Construction Phase

Once the final designs and IA are approved by the committees, GHD' CSS and Umbraco development teams will complete implementation.

Phase 6 – Quality Assurance Phase

GHD tests for product quality throughout the entire development process, finishing with a dedicated test period following development and prior to hand-off to our clients. Among other features, we test for: speed, browser compatibility, and working applications.

Phase 7 – Training

We will provide training and support on all the software included in our proposed solution, including the Umbraco CMS and all other modules. As each project is unique, we tailor each training session to the project's unique team and software requirements – we understand that some staff will require more training than others.

Phase 8 – Launch

GHD' dedicated Go Live team ensures each launch goes incredibly smoothly. Before any project is considered "complete," GHD will conduct a Post Implementation Review. During this phase, we will confirm that the finished products look, feel, and performs the way the City's teams had envisioned.

Proposed Budget

One-time Development and Implementation Fees

DESCRIPTION	COST
Project Management Project management, including: <ul style="list-style-type: none"> • Leading project meetings and preparing all meeting agendas/notes • Managing project scope, schedule, and budget • Maintaining project documentation and recording decisions and approvals • Managing all project communications • Stakeholder Sessions Installation and configuration of CMS, templates and modules.	Included
Phase One: Analysis, Site Navigation, and Training	
Sitemapping <ul style="list-style-type: none"> • Sample sitemap from a similar organization • Tipsheet of sitemap best practices • City to provide final sitemap • GHD to setup sitemap in the website before training 	Included
Writing for the Web Training <ul style="list-style-type: none"> ▪ On-demand video training on best practices for developing website content 	Included
Phase Two: Design	
Design <ul style="list-style-type: none"> ▪ Review branding and recommendations for font and colour of website. ▪ Our web designers work with you to setup your website starting from one of our templates that were created based on experience with hundreds of municipal website projects 	Included
Phase Three: Development and Implementation	
Installation of CMS and modules. CSS and template implementation of approved website designs into responsive templates.	Included
CMS Training (instructor-led Microsoft Teams session) 1 day of online live, plus 6 hours of questions and support from trainer	Included
Quality Assurance Testing	Included
Pre-GoLive Reports <ul style="list-style-type: none"> ▪ Reports on Broken Links, Spelling, and Accessibility ▪ Includes initial scan and one (1) re-scan 	Included
Phase Four: Go Live	
Go Live <ul style="list-style-type: none"> ▪ Creation and review of GoLive Plan ▪ DNS Changes ▪ Redirects (up to 50 redirects) ▪ Testing and verification including search and Analytics setup ▪ Submit to Google crawler 	Included
FEATURES:	Included

DESCRIPTION	COST
<ul style="list-style-type: none"> ▪ News Module ▪ Emergency Albert Banner ▪ Form Builder: Includes access to 5 forms (Form Builder Starter package) ▪ Calendar and Event Management with Registration Includes 2 calendars ▪ Feedback Module (via Form Builder) ▪ Search (basic) ▪ Social media integration ▪ SSL Security ▪ SEO Features for Site Visibility ▪ Mobile Optimized Website ▪ Contributor Settings 	
TOTAL BEFORE TAXES:	\$18,500

Annual Hosting Fees

DESCRIPTION	COST*
Annual Fees <ul style="list-style-type: none"> ▪ Hosting on Microsoft Azure ▪ Bandwidth and Storage 100GB ▪ Backup and data protection ▪ Formbuilder ▪ SSL/TLS 1.2 certificate included using letsencrypt.ca ▪ Annual unlimited user license for Umbraco CMS, Form Builder Starter, Calendar ▪ Basic support 	\$6,300
ANNUAL TOTAL BEFORE TAXES	\$6,300

	Condition	notes	length	width
Collison				
Delkatalah - Wallace	3	pitted. Patches which need repair		
Wallace - Millard	4			
Millard - Cook	4.5	re-capped		
Cook - Main	3	worn		
Main - Orr North side	2.5	recapped, but recapping is cracked. Pitted		
Main - Orr South side	3	Heavy pitting from salt near RCMP		
Orr - McLeod N	3.5			
Orr - McLeod S	3	Worn near Golden Pam BCLC		
McLeod - McDonald	3.5	Some cracks		
McDonald - Harrison	4.5			
Delkatla Causeway to Collison	5	Grass shoulder encroaching		
Harrison				
Delkatla to Wallace	3	Worn, stops short of Delkatla		
Wallace - Millard North side	4			
Wallace - Millard South side	3.5	Worn		
Millard - Cook North side	4	Co-op alley entrance needs fixing		
Millard - Cook South side	3	Worn, cracks overgrown		
Cook - Main North Side	4			
Cook - Main South Side	4			
Main - Orr	3.5	RCMP alley entrance needs fixing		
Orr - McLeod	2.5	Sidewalk is in good condition, but ends shy of road		
Main St.				
Hodges - Collison West	3.5	upper part more worn than lower		
Hodges - Collison East	4	some pitting		
Collison - Harrison West	2.5	Heaving from roots		
Collison - Harrison East	3	worn		
Orr	2.5	ends abruptly, worn		
Tahayghen	4	Recapped.		
Hodges				
Causeway to corner	2.5	capping ended before Delkatla		
Behind GTN	3.5	Worn. Water flows over sidewalk at school		
across from old Hospital site to Tri	3	Worn. Narrow.		
Trumpeter to Balsam/Cedar	3.5	Narrow.		
Balsam/Cedar to Hemlock	3.5	Worn. Narrow.		
Hemlock to Rec Centre parking	3.5	Worn, Narrow. Sod overgrown.		
Causeway	4.5			
Old Beach Road - Causway to Wilso	3.5			
Wilson St - West end	3	Pitted.		
Wilson St - East end	2.5	Deep pitting.		
McBride - West end	2.5	Deep pitting.		
McBride - East end	3.5			

2022 Grant Application Deadlines

Funding Initiative

Application Deadline

Arts Grant	Feb 1, Oct 1 by 4pm
Arts Workshop & Mentorships	Feb 1, Oct 1 by 4pm
Youth Grant	Feb 1, Oct 1 by 4pm
Youth Centred Communities	April 1 by 4pm
Major Contributions	March 1, Sept 1 by 4pm
Food Sovereignty	March 1 by 4pm
Community Innovation	Feb 1, April 1, June 1, Sept 1, Oct 1, by 4pm

Open Call

Continuing Education	Applications accepted throughout the year
Travel Assistance Grant	Applications accepted throughout the year
Haida Gwaii Staycation Grant	Applications accepted throughout the year
Community and Holiday Events	Applications accepted throughout the year until Dec 1 by 4pm

For more information or to apply for funding, contact our office or visit www.gwaiitrust.com/grants

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