

A G E N D A
for

REGULAR COUNCIL MEETING
October 23, 2023

COUNCIL CHAMBERS 7:00 PM

CALL TO ORDER

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

ADOPTION OF AGENDA

COUNCIL MEETING MINUTES

October 10, 2023 Minutes

April 6, 2023 Harbour Authority Management Committee Minutes

PETITIONS AND DELEGATES

Jenny Nelson

CORRESPONDENCE

Skatepark and Pump Track Design Grant

VERBAL REPORTS OF COUNCIL/CAO/CFO

BYLAWS

Bylaw No. 665 Water User Rates

Bylaw No. 666 Sewer User Rates

NEW BUSINESS

NB-1 Niislaa Naay Healing House Society Pumpkin Patch Donation Request

NB-2 OMVC Heat Project Right of Way

NB-3 MVFD Resolution

**NB-4 Rural Economic Diversification and Infrastructure Program (REDIP)
Economic Diversification Delkatla Spit Concept Plan Grant**

**NB-5 BC Active Transportation Network Planning Grant Village of Masset Active
Transportation Plan**

**NB-6 Gwaii Trust Community Innovation Grant Village of Masset Active
Transportation Plan**

NB-6 Call for Artists

PUBLIC QUESTION PERIOD

ADJOURNMENT

Village of Masset Regular Council Meeting of October 10, 2023

Minutes of the Regular Council Meeting held October 10, 2023 in the Council Chambers.

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

CALL TO ORDER

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

ADOPTION OF AGENDA

Moved by Councillor Johnston, seconded by Councillor Carty to adopt the agenda as amended with the addition of NB-6 Fibre Corridor.

CARRIED

COUNCIL MEETING MINUTES

Council Meeting Minutes September 11, 2023

Moved by Councillor Johnston, seconded by Councillor Carty that the September 11, 2023 Council meeting minutes be adopted as presented.

CARRIED

MINUTES AND REPORTS OF OTHER ORGANIZATIONS

NCRD Board Highlights September 2023

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

CARRIED

PETITIONS AND DELEGATES

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

Sgt. MacDonald presented the 1st and 2nd quarterly reports. There were 219 calls for service in the 1st quarter, April 1st - June 30th, 2023 and 375 calls in the 2nd quarter, July

Moved by Councillor Johnston, seconded by Councillor Carty that Bylaw No. 664 be read a second time.

CARRIED

NEW BUSINESS

NB-1 Travel Rates

Moved by Councillor Carty, seconded by Councillor Johnston that the proposed travel rates be increased to current CRA rates and pro-rated to future CRA rates.

CARRIED

NB-2 City of Quesnel Letter of Support

Moved by Councillor Carty, seconded by Councillor Currie that the Village of Masset receive and file the City of Quesnel Quesnel Highway 97 North-South Interconnector Project letter.

CARRIED

NB-3 Old Massett Haida Raiders Basketball Teams

Moved by Councillor Carty, seconded by Councillor Johnston that \$100.00 in gift cards be donated to the teams.

CARRIED

NB-4 Snow and Ice Control Policy

CAO Humphries reviewed the draft Snow and Ice Control Policy with Council. He reported that the airport has equipment and staff are being trained.

Moved by Councillor Johnston, seconded by Councillor Currie that the Snow and Ice Control Policy be approved.

CARRIED

NB-5 Façade Improvement Program

New guidelines will let businesses apply more than once to assist beautifying their businesses.

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Sgt. MacDonald presented the 1st and 2nd quarterly reports. There were 219 calls for service in the 1st quarter, April 1st - June 30th, 2023 and 375 calls in the 2nd quarter, July

1st - September 30th. Port Clements is developing their own bylaws, and the Village of Masset has shared some which were of interest to them. Possession of drugs has changed to prohibit use adjacent to certain areas such as schools, parks, and playgrounds. The RCMP detachment is short staffed by 2 members but will be fully staffed by the end of October.

Council thanked Sgt. MacDonald.

2. John Disney – Rescheduled per his request.

CORRESPONDENCE

C-1 BC Ministry of Health

Moved by Councillor Johnston, seconded by Councillor Carty that the BC Ministry of Health letter be received and filed.

CARRIED

VERBAL REPORTS OF COUNCIL/CAO/CFO

Councillor Johnston attended the UBCM conference and a Gwaii Trust risk management meeting.

Councillor Carty attended the UBCM conference and a Gwaii Trust allocation meeting. CFO Jo-Ann Brown reported that there was no tax sale this year. She has been working on operational issues and attended a Recreation Committee meeting.

CAO Joshua Humphries attended the UBCM conference.

Councillor Currie attended a Recreation Committee meeting and a Haida Gwaii Fitness Association meeting.

Councillor Pages attended the UBCM conference and a North Coast Regional District meeting.

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

CARRIED

BYLAWS

Bylaw No. 664 to Amend Bylaw No 422

Moved by Councillor Johnston, seconded by Councillor Carty that Bylaw No. 664 be read a first time.

CARRIED

Moved by Councillor Johnston, seconded by Councillor Carty that Bylaw No. 664 be read a second time.

CARRIED

NEW BUSINESS

NB-1 Travel Rates

Moved by Councillor Carty, seconded by Councillor Johnston that the proposed travel rates be increased to current CRA rates and pro-rated to future CRA rates.

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Moved by Councillor Johnston, seconded by Councillor Currie that the Snow and Ice Control Policy be approved.

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NB-5 Façade Improvement Program

New guidelines will let businesses apply more than once to assist beautifying their businesses.

NB-6 Fibre Corridor

BC Ferries has a corridor gazetted for their sailings and Haida Gwaii needs one for City West's fibre line on the ocean floor. Joshua Humphries will recommend this issue be added to the Protocol Table agenda.

ADJOURNMENT TO CLOSED MEETING

Moved by Councillor Johnston the meeting be adjourned at 8:16 pm.

Recording Secretary

Mayor

Certified Correct, Administrator

Harbour Authority Management Committee

Minutes of the Meeting Held June 7, 2023 in Council Chambers

IN ATTENDANCE

Councillors: Terry Carty, Bret Johnston, Jim Currie

Members (Community): Kimball Davidson, Darren MacLeod

Supporting Staff: Joshua Humphries CAO, Tyler Hole Harbour Manager, Andalib Olee Intern

Regrets: Darren MacLeod

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ADOPTION OF AGENDA

Moved by Councillor Johnston, seconded by Carty, that the agenda be adopted as presented.

CARRIED

MINUTES

Moved by Councillor Johnston, seconded by Currie, that the minutes of the April 6, 2023 Harbour Authority Management Committee meeting be endorsed.

CARRIED

REPORTS: HARBOUR MANAGER AND CAO UPDATE

Harbour Manager: Western Star update: pump burnt out, one life jacket missing, Boats taking on water often.

CAO: Confirmed letter sent out. Power to be cut to those not paying.

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

CARRIED

NEW BUSINESS

NB-1 New Fee Structure

Tabled pending approval from Council June 12, 2023.

NB-2 Next Step to Moorage Enforcement

The following steps would be to take legal action and tabled until the cost to do so could be determined.

NB-3 Hoist

We are waiting for directions from Small Craft Harbours to see if this will be downloaded to the community, as certification will be crucial.

NB-4 Services

Suggested items to add for increased services like cart service and fish cleaning tables.

CARRIED

ADJOURNMENT

Moved by Councillor Carty that the meeting be adjourned at 8:13 p.m.

CARRIED

Chair

Mayor

Certified Correct, Administrator

Our goal in coming here is to help to make Masset more appealing for locals & for visitors by shining a spotlight on what we have here, promoting it and enhancing it.

Here at the northend of Haida Gwaii – what do we have?

The village has the basic village things. In addition, we have a vibrant Friday market, a museum, a small public garden, a Sanctuary info centre, a potential theatre and a soup kitchen, all run by volunteers.

What brings tourists to this end of the Island?

the moss & the forests the beaches & the sea the birds & the Sanctuary
Haida culture & local history

Of the accessible forests, there are the mossed trees on Tow Hill Road and Tow Hill and walks through the forest that border the sanctuary where there's biggish spruce. But giant old growth trees are rare at this end. We don't have the giants of South Moresby which are often part of Haida Gwaii promotions.

But we Do have the Big Tree Trail.

🌲 Big Tree Trail, *Kiid 'iwaans K'yuuwas*, is a remnant of an old growth cedar stand. Some trees are over 500 years old –and it's right in town!

I'm very excited about its potential for locals and tourists alike.

Video

Slide show

It begins off Northwest Drive at the "No Dumping" sign.

Walk along the road to the gravel pit which is a winter pond.

The trail continues down a solid path on a gentle slope edged by forest.

Then you come to the first two giant cedars.

The trail leads from ancient cedar to ancient cedar to ancient cedar - 24 big cedars on this trail.

Map: Masset Old Growth showing the big tree trail through the forest and the hospital

Designations

At present:

Old Growth Map: This is crown land held by the province. The entire 40-hectare piece of old growth critical habitat is part of an unused Ministry of Transport & Infrastructure (MoTI) tenure for the gravel pit.

One suggestion: Apply to MoTI to change the designation.

Map 1 - Masset Land Use (pg. 45 of the IOCP)

Map 3 - Sensitive Habitat Areas (pg. 48 of the IOCP)

Maps from the 2017 Masset Integrated Official Community Plan show two conflicting designations for the area.

**Rural Residential and Critical Habitat
Two: Re-consider the designation.**

Over the last years, tourism has emerged as a major driver of economics on Haida Gwaii, especially in the summer. We know our little village is a special place but we haven't moved to capitalize on that. Northend Haida Gwaii is seen as carving sheds, standing poles, and Tow Hill forest and beaches.

I've observed that there is a definite visitor appetite for new experiences and information. My sons work in a carving shed. They tell me that they are one of three stops for tourist groups. Without trying, or particularly wanting it, they are visited several times weekly and given tips and gifts that average \$350. If they chose to sell jewellery or other mementoes they could make more. Each of our towns has invested in walks and trails. Look at the success of Skidegate's Spirit Lake Trail.

By creating reasons for people to stop in town, we expand our ability to capitalize on this. As well, for residents it helps to create a culture of beauty and health. This trail has been used by locals for several years. With the increasing demand for walking trails, this will be a bonus for the many more walkers and dog-walkers in town. And a sure-fire attraction for tourists.

A 40-hectare patch of old growth forest with giant cedars is very rare on Haida Gwaii (and anywhere else in BC) and the fact that we have one in the middle of town is quite amazing. I think that the CHN would support protection of a monumental cedar grove.

If Council agrees that beauty, a healthy community, and a vibrant tourist economy are positives for Masset,
and if Council agrees with us that this Trail is a stand-out feature in Masset with good potential as a tourist draw, we have come up with a few possible options.

Options:

1. Entrance from Northwest Drive

Improve the access to the trail from Northwest Drive. The first 100 m of the trail gets quite wet when it rains, and reduces accessibility. Three possible options that we have identified to increase accessibility in wet weather are:

- * Use the existing piles of gravel along the way to build a raised path for the first section.
- * Build a raised boardwalk, like the Tow Hill walk, over the first section.
- * Make a dryer trail to bypass the first section, to meet up with the existing trail at the cedar grove.

2: At the Big Trees

- * For wider accessibility: a raised boardwalk from Tree 1 to Tree 3.

* At that point a short side shoot to the Big Twins. A dead-end walk with a bench and possibly an info sign.

Look at the map to assess the distance between Tree 3 and the Twins.

3. Loop Trails

Past Tree 3, the foot trail continues as a foot path – good with some wet spots. As is, this is Not a loop trail. It continues for about 1 km one way, and then you have to return the way you came.

Some possible options:

* Make another branch to the trail, which would split off near the present trail-end and go northeast to the bird sanctuary. That would be another 300m. The trail would go through the old growth forest to loop back to the Sanctuary footpath. That would make it possible to do a loop, starting where the trail starts now and ending up at the corner of Trumpeter and Northwest Drive. This would add another 600 m to the route, for a total length of 1.6 km.

* Continue the trail to the west to have it come out at the hospital. This would also require another 600 m of trail, with goes past at least 8 more big trees. It would create a different loop with a total length of 1.6 km.

* Make both trails, which would mean that the trail network could be accessed from the existing Northwest Drive access, the bird sanctuary, or the hospital.

4. The Hospital Walkway

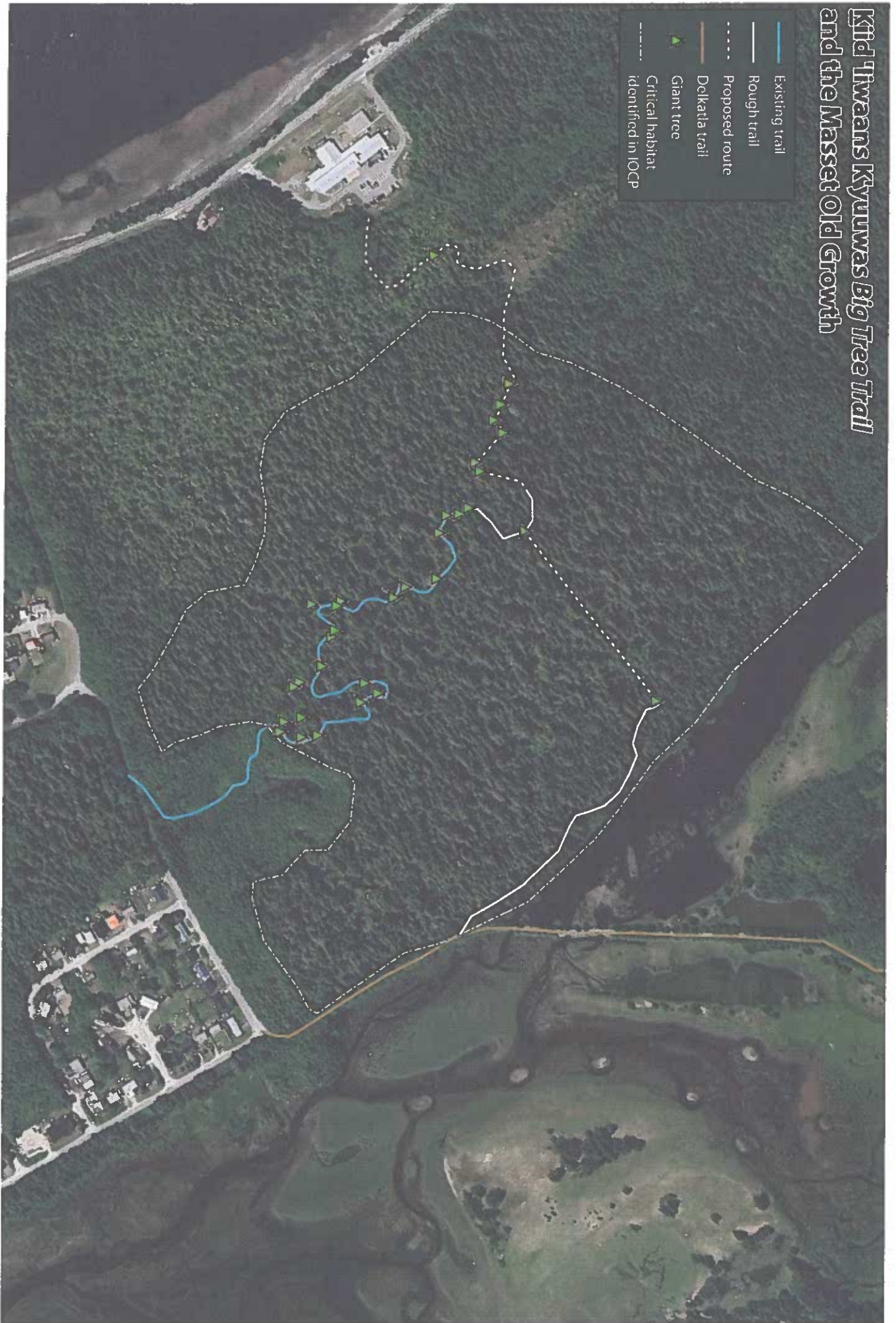
* This idea is especially compelling. Behind the hospital there are several very exciting features, including a winter pond/summer grassland and a big CMT.

* In co-operation with Old Massett, build a raised boardwalk, an easy walkway, from the southeast corner of the parking lot behind the hospital, past the big CMT tree, to the edge of the wetland - for patients, long-term residents, and visitors. Add a few benches. This would be a great gift to the communities, would generate strong support in both communities and contribute to general all-round well-being. The walkway would then connect to the Big Tree Trail.

The Big Tree Trail needs proper signage, expansion, and improved accessibility in parts. I hope that you take this seriously. Thank you for listening.

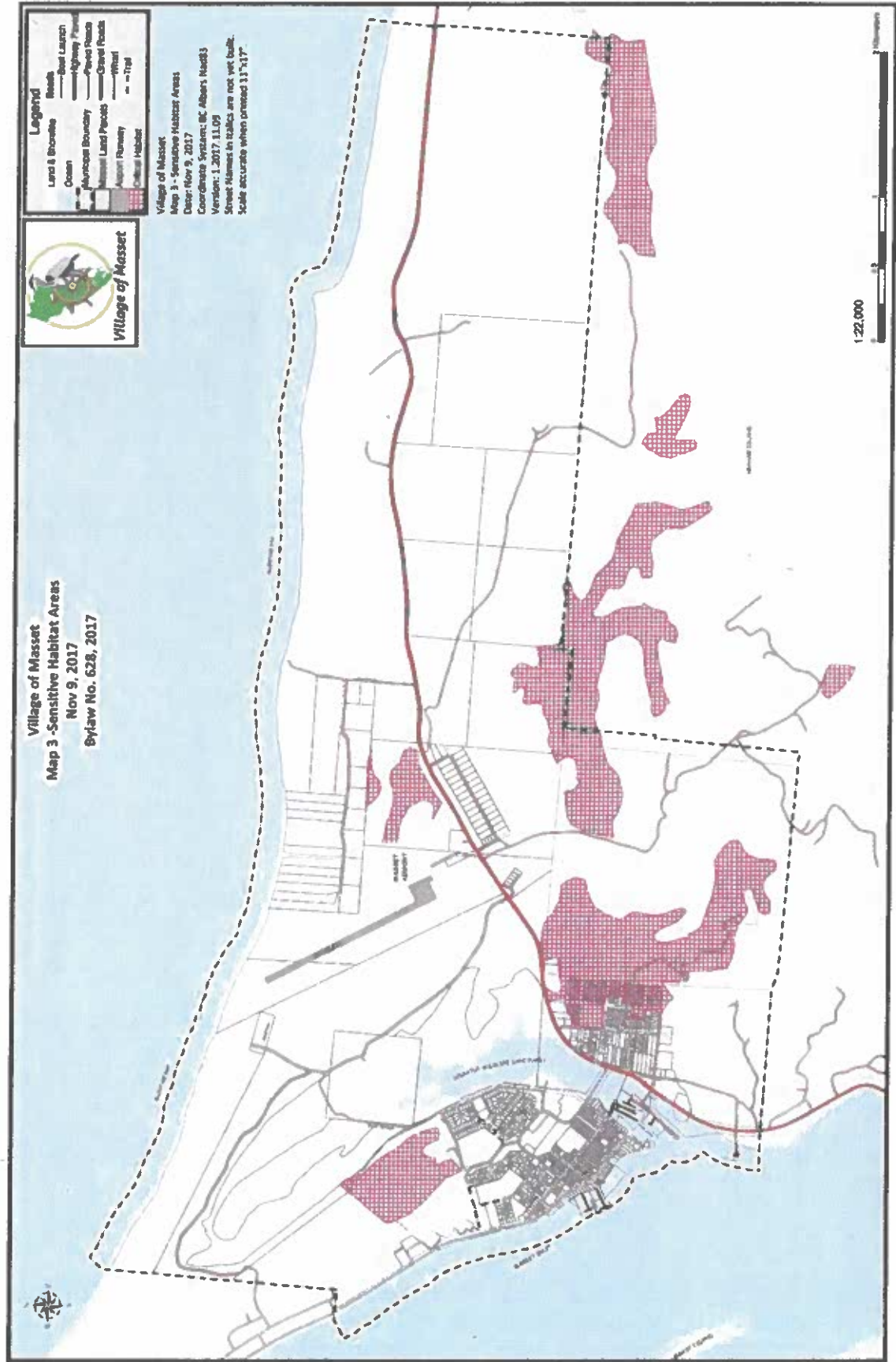
Kid Iwaans Kyyuwwas Big Tree Trail and the Masset Old Growth

- Existing trail
- Rough trail
- Proposed route
- Delkatha trail
- Giant tree
- Critical habitat identified in IOCP



Map 3 - Sensitive Habitat Areas

Note: Map 3 includes areas containing habitat for endangered wildlife according to BC Government databases. It does not include other protected and potentially important natural areas, such as the Deikatia Wildlife Sanctuary.



Around Town Walks



Masset Moments 3

Kid 'iwaans k'yuuw Big Tree Trail 4

The trail leads you from ancient cedar to ancient cedar ...

It is a rough trail, muddy when wet, through unlogged forest. Beware of roots on the path. Boots are a good idea. Not a loop trail and not recommended when the wind is strong.

Trailhead is part way along Northwest Drive.

There is a "No Dumping Any Waste" sign.

Cross the log.

Follow the path and keep right.

The beginning may be boggy.

Go down the slope.

Below is the gravel pitfrog pond.

Follow the trail.

Keep your eyes open for

the first two giant cedars on your right.

Climb over the fallen log.

The trail leads between the

two big cedars into the forest.

Pause often and look.



The trail ends at the two big cedars hollowed by fire. Inside one of the hollows are bear claw marks.

These cedars are about 500+ years old

K'iid = tree 'iwaans = big k'yuuw = path/road
Also known as Yarrow's Trail.

Package

Photo

Map: Masset Old Growth

IOCP Maps: Map 1 - Masset Land Use (pg. 45 of the IOCP)

Map 3 - Sensitive Habitat Areas (pg. 48 of the IOCP)

Presentation

Distances

Masset Moments 3 – Big Tree Trail

Distances

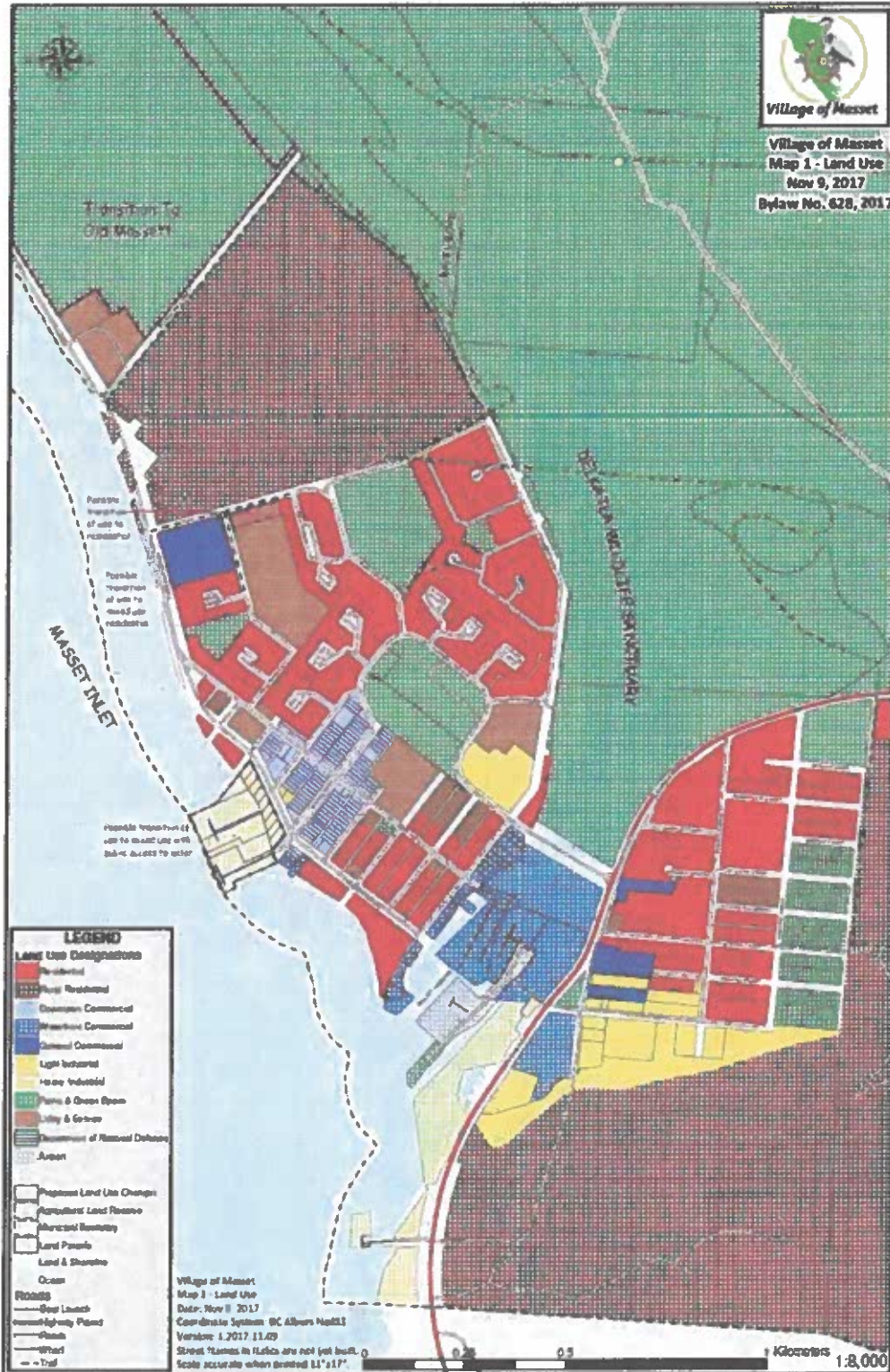
There are 24 big trees on the stretch that is already completed. There are another 8 big trees on the stretch that isn't completed yet. There are likely more.

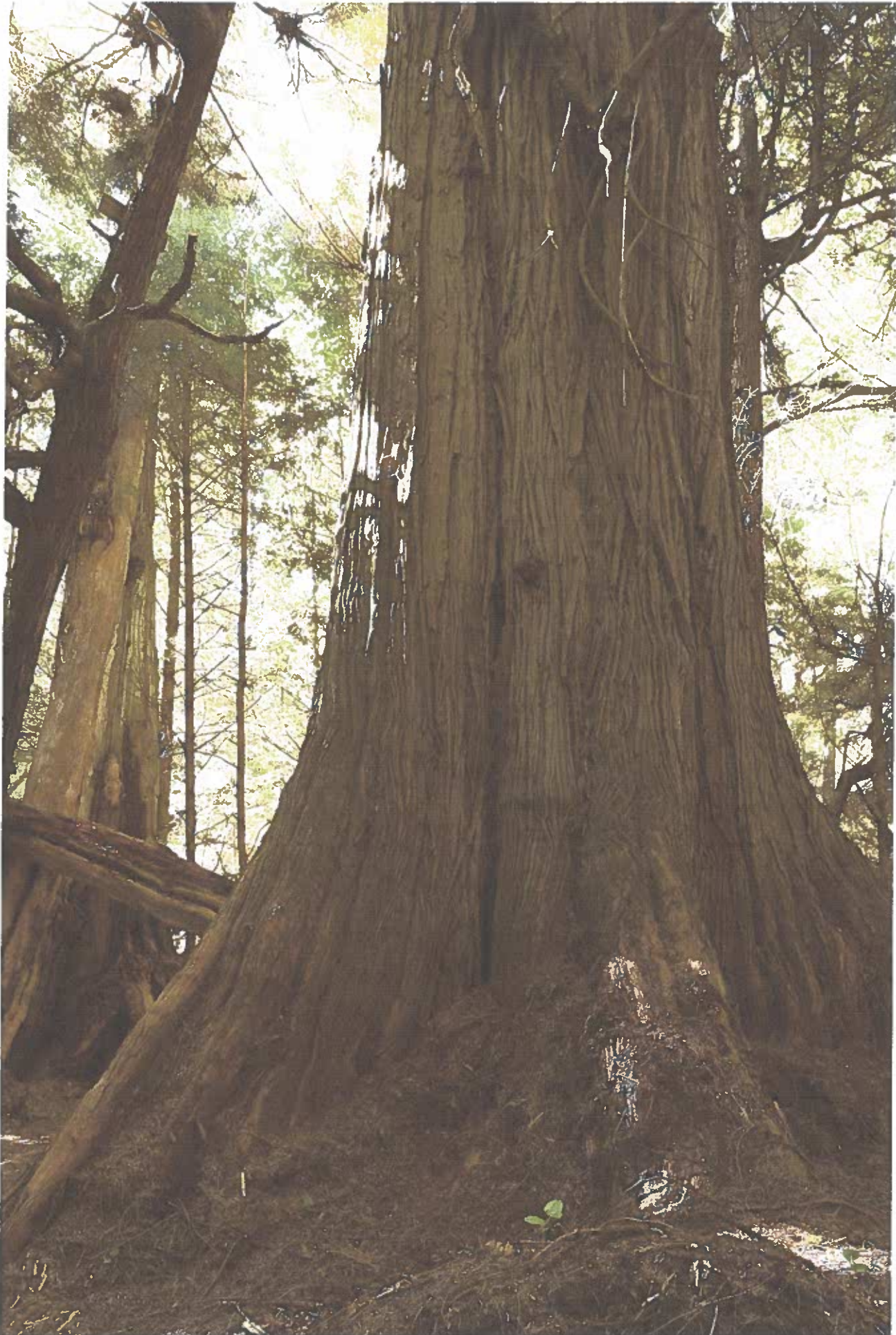
The trail that is completed, to the burned-out hollow tree, is 908 m long. That includes the first 150 m that is along the old road.

There is another 123 m that is partially completed, to that big old tree beyond the hollow tree. Then it is another 580 m along the proposed route to get to the hospital parking lot. The entire trail to the hospital would be 1.6 km, and it is about 60% finished.

Appendix A: Maps

Map 1 – Masset Land Use







September 27, 2023

Ref: 273185

Their Worship Mayor Sheri Disney
and Members of Council
Village of Masset
PO Box 68
Masset BC V0T 1M0

Dear Mayor Disney and Councillors:

On behalf of the Province of British Columbia (province), I am pleased to advise you that your application under the *Local Government Grants Act* for an infrastructure planning grant has been conditionally approved for the following project:

Grant Description	Amount
Skatepark and Pump Track Design	\$10,000

Details of the terms and conditions attached to this grant will be dealt with in an agreement that will be forwarded to you by Ministry of Municipal Affairs' staff. This agreement must be signed and returned to the ministry, indicating your acceptance of the terms and conditions.

The province welcomes the opportunity to support planning in the Village of Masset. We believe that early and ongoing planning is the best way to ensure that the environmental, social, and economic needs of your community will continue to be met in the years ahead.

Through your planning efforts, the province encourages you to find ways to use new technology to promote environmental excellence and sustainable service delivery.

Congratulations on your successful application and my best wishes with your infrastructure study.

Sincerely,

Anne Kang
Minister

pc: Joshua Humphries, Chief Administrative Officer, Village of Masset

2024
Only
(Water)

VILLAGE OF MASSET

BYLAW NO. 665

Being a bylaw to regulate the Water User Rates for the Village of Masset.

The Council for the Corporation of the Village of Masset (the "Corporation") in open meeting assembled enacts as follows:

1. **APPLICATION FOR SERVICE**

- a. An application for water service, in written form, shall be made and delivered to the Village Office, and must be signed by the owner of such property, or duly appointed agent. The application for service form shall be in such form provided by the Village Office.
- b. An application fee of \$43.00 plus applicable taxes, shall accompany each application for service.
- c. Upon receipt of the paid application for service, the Public Works Department will be authorized to turn on the water service, providing that all rates and charges against the premises have been paid in full.

2. **DISCONTINUANCE OF SERVICE**

Registered property owners or their agents must give at least two working days notice in writing at the Village Office when requesting discontinuance of service. This discontinuance notice shall be in such form provided by the Village Office.

The Village of Masset will not knowingly disconnect service to any building or residence that continues to be occupied by someone other than the registered owner. The Village of Masset will not become involved in landlord/tenant disputes and/or sale of property disputes by disconnecting water service.

The Village of Masset has the right to disconnect service and perform repairs to water lines which are leaking if the owners have not repaired the line within 10 days of having received written notice from the Village regarding the leak. Notice will be deemed to have been received four days after mailing. All costs related to the repairs will be charged back against the property including, but not limited to, labour, materials and a connection fee.

The Corporation shall not be liable for any interruption in, or the discontinuance of, service provided by water facilities installed and maintained by the Corporation.

Village of Masset Water User Rates Bylaw No. 665

3. CALL-OUT SERVICE

Consumers requiring services for connection/disconnection of water service during hours other than normal working hours shall be charged the total cost of such services, including call-out and overtime.

4. WATER RATES

- a) There is hereby imposed and levied a water user rate upon all users of water supplied by the Village of Masset water system.
- b) Each consumer shall be classified as residential, commercial, industrial, school, public building, lodge, bed & breakfast, dormitory style facility or hotel/motel. The consumer is liable for the appropriate rate. The rates are as follows:

Effective 01 January 2024

- (i) Senior Residential Rate (65 and over - copy of Gold BC Care Card required as proof of eligibility): Basic charge will be \$14.00 per month up to 31,823 litres metered, subsequently bulk rates will apply.
 - (ii) Single and Multiple Family Dwelling Rate: Basic charge will be \$21.50 per month per dwelling unit up to 31,823 litres metered per dwelling unit, subsequently bulk rates will apply.
 - (iii) Commercial, Industrial, Schools and Public Buildings Rate: Basic charge will be \$21.50 per month per unit/classroom, up to 31,823 litres per unit/classroom metered, subsequently bulk rates will apply.
 - (iv) Lodge/Bed & Breakfast/Dormitory Style Facilities Rate: Basic charge will be \$21.50 per month for every 2 accommodation units, up to 31,823 litres for every 2 accommodation units metered, subsequently bulk rates will apply.
 - (v) Hotel/Motel (with Restaurant and/or Lounge Facilities) Rate: Basic charge will be \$21.50 per month per hotel/motel, up to 31,823 litres metered, subsequently bulk rates will apply.
- a) The user rate shall be due and payable to the Village of Masset by the 15th of the month following the date of the invoice.
 - b) A new consumer shall be charged the full monthly rate if there is more than 15 days of water use and ½ the monthly rate if less than 15 days of water use.
 - c) A consumer is entitled to a rebate so long as a written application for discontinuance is completed and the monthly fee is paid. The rebate shall be for one-half the monthly rate if less than 15 days of water use, and no rebate will be paid if more than 15 days of water use.
 - d) Any rate, remaining unpaid on the thirty-first day of December, in each year, shall be deemed taxes in arrear against the property and if not paid in full prior to the issuance of the Real Property Taxation Notice shall be included in the Tax Arrear balance.

Village of Masset Water User Rates Bylaw No. 665

5. BULK RATES

Use total metered, less applicable use for basic charge, if any:

Rate per 1000 litres metered

<u>Litres</u>	<u>Effective</u> <u>01 Jan 2024</u>
(a) 0 - 182,000	\$0.69
(b) 182,001 - 363,000	\$0.67
(c) 363,001 - 1,815,000	\$0.65
(d) 1,815,001 - 4,082,400	\$0.61
(e) Over 4,082,400	\$0.58

6. The Village of Masset Water User Rates Bylaw No. 636 is hereby repealed.
7. This bylaw will become effective on 01 January 2024.
8. This bylaw may be cited for all purposes as the Water User Rates Bylaw No. 665.

READ A FIRST TIME THIS 23rd DAY OF OCTOBER, 2023

READ A SECOND TIME THIS 23rd DAY OF OCTOBER, 2023

READ A THIRD TIME THIS 23rd DAY OF OCTOBER, 2023

RECONSIDERED AND ADOPTED THIS 13th DAY OF NOVEMBER, 2023

Clerk

Mayor

Clerk,
Certified a true copy of Bylaw No. 665

Multi Yr
Increase
(Water)

VILLAGE OF MASSET

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- b. An application fee plus applicable taxes, shall accompany each application for service.

Application Fee

Effective 01 January 2024	\$43.00
Effective 01 January 2025	\$44.00
Effective 01 January 2026	\$45.00
Effective 01 January 2027	\$46.00
Effective 01 January 2028	\$47.00

- c. Upon receipt of the paid application for service, the Public Works Department will be authorized to turn on the water service, providing that all rates and charges against the premises have been paid in full.

2. **DISCONTINUANCE OF SERVICE**

Registered property owners or their agents must give at least two working days notice in writing at the Village Office when requesting discontinuance of service. This discontinuance notice shall be in such form provided by the Village Office.

The Village of Masset will not knowingly disconnect service to any building or residence that continues to be occupied by someone other than the registered owner. The Village of Masset will not become involved in landlord/tenant disputes and/or sale of property disputes by disconnecting water service.

The Village of Masset has the right to disconnect service and perform repairs to water lines which are leaking if the owners have not repaired the line within 10 days of having received written notice from the Village regarding the leak. Notice will be deemed to have been received four days after mailing. All costs related to the repairs will be charged back against the property including, but not limited to, labour, materials and a connection fee.

Village of Masset Water User Rates Bylaw No. 665

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- (iv) Lodge/Bed & Breakfast/Dormitory Style Facilities Rate: Basic charge will be \$21.50 per month for every 2 accommodation units, up to 31,823 litres for every 2 accommodation units metered, subsequently bulk rates will apply.
- (v) Hotel/Motel (with Restaurant and/or Lounge Facilities) Rate: Basic charge will be \$21.50 per month per hotel/motel, up to 31,823 litres metered, subsequently bulk rates will apply.

Effective 01 January 2025

- (i) Senior Residential Rate (65 and over - copy of Gold BC Care Card required as proof of eligibility): Basic charge will be \$14.30 per month up to 31,823 litres metered, subsequently bulk rates will apply.
- (ii) Single and Multiple Family Dwelling Rate: Basic charge will be \$22.00 per month per dwelling unit up to 31,823 litres metered per dwelling unit, subsequently bulk rates will apply.

Village of Masset Water User Rates Bylaw No. 665

- (iii) Commercial, Industrial, Schools and Public Buildings Rate: Basic charge will be \$22.00 per month per unit/classroom, up to 31,823 litres metered per unit/classroom metered, subsequently bulk rates will apply.
- (iv) Lodge/Bed & Breakfast/Dormitory Style Facilities Rate: Basic charge will be \$22.00 per month for every 2 accommodation units, up to 31,823 litres for every 2 accommodation units metered, subsequently bulk rates will apply.
- (v) Hotel/Motel (with Restaurant and/or Lounge Facilities) Rate: Basic charge will be \$22.00 per month per hotel/motel, up to 31,823 litres metered, subsequently bulk rates will apply.

Effective 01 January 2026

- (i) Senior Residential Rate (65 and over - copy of Gold BC Care Card required as proof of eligibility): Basic charge will be \$14.60 per month up to 31,823 litres metered, subsequently bulk rates will apply.
- (ii) Single and Multiple Family Dwelling Rate: Basic charge will be \$22.50 per month per dwelling unit up to 31,823 litres metered per dwelling unit, subsequently bulk rates will apply.
- (iii) Commercial, Industrial, Schools and Public Buildings Rate: Basic charge will be \$22.50 per month per unit/classroom, up to 31,823 litres per unit/classroom metered, subsequently bulk rates will apply.
- (iv) Lodge/Bed & Breakfast/Dormitory Style Facilities Rate: Basic charge will be \$22.50 per month for every 2 accommodation units, up to 31,823 litres for every 2 accommodation units metered, subsequently bulk rates will apply.
- (v) Hotel/Motel (with Restaurant and/or Lounge Facilities) Rate: Basic charge will be \$22.50 per month per hotel/motel, up to 31,823 litres metered, subsequently bulk rates will apply.

Effective 01 January 2027

- (i) Senior Residential Rate (65 and over - copy of Gold BC Care Card required as proof of eligibility): Basic charge will be \$15.00 per month up to 31,823 litres metered, subsequently bulk rates will apply.
- (ii) Single and Multiple Family Dwelling Rate: Basic charge will be \$23.00 per month per dwelling unit up to 31,823 litres metered per dwelling unit, subsequently bulk rates will apply.
- (iii) Commercial, Industrial, Schools and Public Buildings Rate: Basic charge will be \$23.00 per month per unit/classroom, up to 31,823 litres per unit/classroom metered, subsequently bulk rates will apply.
- (iv) Lodge/Bed & Breakfast/Dormitory Style Facilities Rate: Basic charge will be \$23.00 per month for every 2 accommodation units, up to 31,823 litres for every 2 accommodation units metered, subsequently bulk rates will apply.
- (v) Hotel/Motel (with Restaurant and/or Lounge Facilities) Rate: Basic charge will be \$23.00 per month per hotel/motel, up to 31,823 litres metered, subsequently bulk rates will apply.

Village of Masset Water User Rates Bylaw No. 665

Effective 01 January 2028

- (i) Senior Residential Rate (65 and over - copy of Gold BC Care Card required as proof of eligibility): Basic charge will be \$15.30 per month up to 31,823 litres metered, subsequently bulk rates will apply.
- (ii) Single and Multiple Family Dwelling Rate: Basic charge will be \$23.50 per month per dwelling unit up to 31,823 litres per dwelling unit, subsequently bulk rates will apply.
- (iii) Commercial, Industrial, Schools and Public Buildings Rate: Basic charge will be \$23.50 per month per unit/classroom, up to 31,823 litres per unit/classroom metered, subsequently bulk rates will apply.
- (iv) Lodge/Bed & Breakfast/Dormitory Style Facilities Rate: Basic charge will be \$23.50 per month for every 2 accommodation units, up to 31,823 litres for every 2 accommodation units metered, subsequently bulk rates will apply.
- (v) Hotel/Motel (with Restaurant and/or Lounge Facilities) Rate: Basic charge will be 23.50 per month per hotel/motel, up to 31,823 litres metered, subsequently bulk rates will apply.

Effective 01 January 2029

- (i) Senior Residential Rate (65 and over - copy of Gold BC Care Card required as proof of eligibility): Basic charge will be \$15.60 per month up to 31,823 litres metered, subsequently bulk rates will apply.
 - (ii) Single and Multiple Family Dwelling Rate: Basic charge will be \$24.00 per month per dwelling unit up to 31,823 litres metered per dwelling unit, subsequently bulk rates will apply.
 - (iii) Commercial, Industrial, Schools and Public Buildings Rate: Basic charge will be \$24.00 per month per unit/classroom, up to 31,823 litres per unit/classroom metered, subsequently bulk rates will apply.
 - (iv) Lodge/Bed & Breakfast/Dormitory Style Facilities Rate: Basic charge will be \$24.00 per month for every 2 accommodation units, up to 31,823 litres for every 2 accommodation units metered, subsequently bulk rates will apply.
 - (v) Hotel/Motel (with Restaurant and/or Lounge Facilities) Rate: Basic charge will be \$24.00 per month per hotel/motel, up to 31,823 litres metered, subsequently bulk rates will apply.
- b) The user rate shall be due and payable to the Village of Masset by the 15th of the month following the date of the invoice.
 - c) A new consumer shall be charged the full monthly rate if there is more than 15 days of water use and ½ the monthly rate if less than 15 days of water use.
 - d) A consumer is entitled to a rebate so long as a written application for discontinuance is completed and the monthly fee is paid. The rebate shall be for one-half the monthly rate if less than 15 days of water use, and no rebate will be paid if more than 15 days of water use.

Village of Masset Water User Rates Bylaw No. 665

- e) Any rate, remaining unpaid on the thirty-first day of December, in each year, shall be deemed taxes in arrear against the property and if not paid in full prior to the issuance of the Real Property Taxation Notice shall be included in the Tax Arrear balance.

5. BULK RATES

Use total metered, less applicable use for basic charge, if any:

	<u>Rate per 1000 litres metered</u>				
<u>Litres</u>	<u>Effective 01 Jan 2024</u>	<u>Effective 01 Jan 2025</u>	<u>Effective 01 Jan 2026</u>	<u>Effective 01 Jan 2027</u>	<u>Effective 01Jan 2028</u>
(a) 0 - 182,000	\$0.69	\$0.70	\$0.71	\$0.72	\$0.73
(b) 182,001 - 363,000	\$0.67	\$0.68	\$0.69	\$0.70	\$0.71
(c) 363,001 - 1,815,000	\$0.65	\$0.66	\$0.67	\$0.68	\$0.69
(d) 1,815,001 - 4,082,400	\$0.61	\$0.62	\$0.63	\$0.64	\$0.65
(e) Over 4,082,400	\$0.58	\$0.59	\$0.60	\$0.61	\$0.62

6. The Village of Masset Water User Rates Bylaw No. 636 is hereby repealed.
7. This bylaw will become effective on 01 January 2024.
8. This bylaw may be cited for all purposes as the Water User Rates Bylaw No. 665.

READ A FIRST TIME THIS 23rd DAY OF OCTOBER, 2023

READ A SECOND TIME THIS 23rd DAY OF OCTOBER, 2023

READ A THIRD TIME THIS 23rd DAY OF OCTOBER, 2023

RECONSIDERED AND ADOPTED THIS 13th DAY OF NOVEMBER, 2023

Clerk

Mayor

Clerk,
Certified a true copy of Bylaw No. 665

2024
only
(sewer)

VILLAGE OF MASSET

BYLAW NO. 666

Being a Bylaw to regulate the Commercial and Residential Sewer User Rates for the Village of Masset

The Council for the Corporation of the Village of Masset in open meeting assembled enacts as follows:

1. APPLICATION FOR SERVICE

Application for sewer service shall be made and delivered to the Clerk and must be signed by the owner of such property or his duly authorized agent, or by the consumer applying for such service. Each signed application shall form an agreement whereby the consumer agrees to abide by the terms and conditions of this Bylaw.

2. DISCONTINUANCE OF SERVICE

Consumers must give at least two working days notice in writing at Village office when requesting discontinuance of service.

The Village of Masset shall not be liable for any interruption in or discontinuance of service provided by sewer facilities installed and maintained by the Village.

3. SEWER RATES

- (a) There is hereby imposed and levied a sewer user rate upon all users of the Village of Masset Sewer System.
- (b) The Clerk shall classify each consumer in accordance with the classifications set out in Schedule "A", attached to and forming part of this Bylaw. The consumer is liable for the appropriate rate and for this purpose, in the case of apartment houses, duplexes, or houses containing one or more suites, each such accommodation shall be considered as a separate unit and shall be charged the appropriate rate shown in the schedule of rates.
- (c)
 - 1. The user rate shall be due and payable bi-monthly by the end of the month in which bills were sent out.
 - 2. A new consumer shall be charged the full monthly rate if there is more than 15 days of sewer use and ½ the monthly rate if less than 15 days of sewer use.
 - 3. A consumer is entitled to a rebate so long as a written application for discontinuance is completed and the monthly fee is paid. The rebate shall be for ½ the monthly rate if less than 15 days of sewer use and no rebate will be paid if more than 15 days of use.

Sewer User Rates Bylaw No. 666

4. Any rate remaining unpaid on the 31 day of December, in each year, shall be deemed taxes in arrear against the property and if not paid in full prior to the issuance of the Real Property Taxation Notice shall be included in the Tax Arrear balance.
5. The “Village of Masset Sewer Users Rates Bylaw No. 637” is hereby repealed.
6. This Bylaw will become effective 01 January 2024.
7. This Bylaw will be cited for all purposes as the Sewer User Rates Bylaw No. 666.

READ A FIRST TIME THIS 23rd DAY OF OCTOBER, 2023

READ A SECOND TIME THIS 23rd DAY OF OCTOBER, 2023

READ A THIRD TIME THIS 23rd DAY OF OCTOBER, 2023

RECONSIDERED AND ADOPTED THIS 13th DAY OF NOVEMBER, 2023

Clerk

Mayor

Clerk - Certified a true copy of Bylaw No. 666

SCHEDULE "A"

ATTACHED TO AND FORMING PART OF THE VILLAGE OF MASSET BYLAW NO. 666
SEWER RATES APPLICABLE TO CONSUMERS OF THE VILLAGE OF MASSET

1. MULTI-PURPOSE BUILDING

Any building which contains more than one of the classifications listed hereunder will be deemed a multipurpose building and will be charged for each such classification.

2. RESIDENTIAL

- (a) Rate for residential users over the age of 65 shall be \$13.50 per month.
- (b) Rate for single family units shall be \$16.50 per month.
- (c) Rates for duplexes, apartments, etc. shall be \$16.50 per month per rental unit.

3. COMMERCIAL AND INDUSTRIAL

Commercial and industrial outlets will be charged a fixed rate of \$29.00 per month. Commercial users will also be charged an additional \$2.90 per 4,546 litres of water consumed (based on water meter readings) in excess of 4,546 litres per month. These charges are in addition to the fixed monthly rate.

Multi Yr
Increase
(Sewer)

VILLAGE OF MASSET

BYLAW NO. 666

Being a Bylaw to regulate the Commercial and Residential Sewer User Rates for the Village of Masset

The Council for the Corporation of the Village of Masset in open meeting assembled enacts as follows:

1. APPLICATION FOR SERVICE

Application for sewer service shall be made and delivered to the Clerk and must be signed by the owner of such property or his duly authorized agent, or by the consumer applying for such service. Each signed application shall form an agreement whereby the consumer agrees to abide by the terms and conditions of this Bylaw.

2. DISCONTINUANCE OF SERVICE

Consumers must give at least two working days notice in writing at Village office when requesting discontinuance of service.

The Village of Masset shall not be liable for any interruption in or discontinuance of service provided by sewer facilities installed and maintained by the Village.

3. SEWER RATES

- (a) There is hereby imposed and levied a sewer user rate upon all users of the Village of Masset Sewer System.
- (b) The Clerk shall classify each consumer in accordance with the classifications set out in Schedule "A", attached to and forming part of this Bylaw. The consumer is liable for the appropriate rate and for this purpose, in the case of apartment houses, duplexes, or houses containing one or more suites, each such accommodation shall be considered as a separate unit and shall be charged the appropriate rate shown in the schedule of rates.
- (c)
 - 1. The user rate shall be due and payable bi-monthly by the end of the month in which bills were sent out.
 - 2. A new consumer shall be charged the full monthly rate if there is more than 15 days of sewer use and ½ the monthly rate if less than 15 days of sewer use.
 - 3. A consumer is entitled to a rebate so long as a written application for discontinuance is completed and the monthly fee is paid. The rebate shall be for ½ the monthly rate if less than 15 days of sewer use and no rebate will be paid if more than 15 days of use.

Sewer User Rates Bylaw No. 666

4. Any rate remaining unpaid on the 31 day of December, in each year, shall be deemed taxes in arrear against the property and if not paid in full prior to the issuance of the Real Property Taxation Notice shall be included in the Tax Arrear balance.
5. The “Village of Masset Sewer Users Rates Bylaw No. 637” is hereby repealed.
6. This Bylaw will become effective 01 January 2024.
7. This Bylaw will be cited for all purposes as the Sewer User Rates Bylaw No. 666.

READ A FIRST TIME THIS 23rd DAY OF OCTOBER, 2023

READ A SECOND TIME THIS 23rd DAY OF OCTOBER, 2023

READ A THIRD TIME THIS 23rd DAY OF OCTOBER, 2023

RECONSIDERED AND ADOPTED THIS 13th DAY OF NOVEMBER, 2023

Clerk

Mayor

Clerk - Certified a true copy of Bylaw No. 666

SCHEDULE "A"

ATTACHED TO AND FORMING PART OF THE VILLAGE OF MASSET BYLAW NO. 666
SEWER RATES APPLICABLE TO CONSUMERS OF THE VILLAGE OF MASSET

1. MULTI-PURPOSE BUILDING

Any building which contains more than one of the classifications listed hereunder will be deemed a multipurpose building and will be charged for each such classification.

2. RESIDENTIAL

Effective 01 January 2024:

- (a) Rate for residential users over the age of 65 shall be \$13.50 per month.
- (b) Rate for single family units shall be \$16.50 per month.
- (c) Rates for duplexes, apartments, etc. shall be \$16.50 per month per rental unit.

Effective 01 January 2025:

- (a) Rate for residential users over the age of 65 shall be \$13.75 per month.
- (b) Rate for single family units shall be \$16.85 per month.
- (c) Rates for duplexes, apartments, etc. shall be \$16.85 per month per rental unit.

Effective 01 January 2026:

- (a) Rate for residential users over the age of 65 shall be \$14.00 per month.
- (b) Rate for single family units shall be \$17.25 per month.
- (c) Rates for duplexes, apartments, etc. shall be \$17.25 per month per rental unit.

Effective 01 January 2027:

- (a) Rate for residential users over the age of 65 shall be \$14.25 per month.
- (b) Rate for single family units shall be \$17.50 per month.
- (c) Rates for duplexes, apartments, etc. shall be \$17.50 per month per rental unit.

Effective 01 January 2028:

- (a) Rate for residential users over the age of 65 shall be \$14.50 per month.
- (b) Rate for single family units shall be \$17.85 per month.
- (c) Rates for duplexes, apartments, etc. shall be \$17.85 per month per rental unit.

3. COMMERCIAL AND INDUSTRIAL

Effective 01 January 2024:

Commercial and industrial outlets will be charged a fixed rate of \$29.00 per month. Commercial users will also be charged an additional \$2.90 per 4,546 litres of water consumed (based on water meter readings) in excess of 4,546 litres per month. These charges are in addition to the fixed monthly rate.

Effective 01 January 2025:

Commercial and industrial outlets will be charged a fixed rate of \$29.50 per month. Commercial users will also be charged an additional \$2.95 per 4,546 litres of water consumed (based on water meter readings) in excess of 4,546 litres per month. These charges are in addition to the fixed monthly rate.

Effective 01 January 2026:

Commercial and industrial outlets will be charged a fixed rate of \$30.50 per month. Commercial users will also be charged an additional \$3.05 per 4,546 litres of water consumed (based on water meter readings) in excess of 4,546 litres per month. These charges are in addition to the fixed monthly rate.

Effective 01 January 2027:

Commercial and industrial outlets will be charged a fixed rate of \$31.00 per month. Commercial users will also be charged an additional \$3.10 per 4,546 litres of water consumed (based on water meter readings) in excess of 4,546 litres per month. These charges are in addition to the fixed monthly rate.

Effective 01 January 2028:

Commercial and industrial outlets will be charged a fixed rate of \$31.50 per month. Commercial users will also be charged an additional \$3.15 per 4,546 litres of water consumed (based on water meter readings) in excess of 4,546 litres per month. These charges are in addition to the fixed monthly rate.



Niislaa Naay Healing House Society
P.O.Box 176, Old Massett, HAIDA GWAII V0T 1M0
Tel: 250-626-3911 FAX: 250-626-3357

Village of Masset

We are getting ready to host the annual Old Massett Pumpkin Patch. We are inviting kids from all of the greater Masset area. We have set our event to be held at Kwiiyaans Community Hall
October 28th at 2:00-4:00pm

Our letter has been distributed out to all local businesses in hopes of receiving donations and/or an activity booth set up by your business for the event. We were hoping that you would be able to provide around 50 pumpkins and pumpkin carving kits for a carving station.

Haw'aa, this event would not have been the success that it was without the many volunteers from the local businesses and community member.

If you have any questions regarding what we need for the event, please contact me.

Thank you for your support!

Toni-Lynn Davidson
Youth Coordinator
250-626-9119
Tonilynn.davidson@haidahealth.ca



September 14, 2023

The Village of Masset

PO Box 68 - 1686 Main Street

Masset, BC V0T 1M0

Attn: Mr. Joshua Humphries, CAO

Re: OVMC Northern Health Hospital Heat Project

Dear Josh:

As promised during our last call, this letter is intended to provide an overview of the project between OVMC and Northern Health, and to request a right-of-way across Village of Masset Property. As you know, OVMC approached Northern Health some time ago with a plan to replace the current hot water heating system - fired by BC Hydro's diesel generation system - with a renewable biomass energy system. OVMC operates a biomass energy system on the OMVC Reserve to heat several of its own buildings and there are many similar biomass energy systems operating across the Province.

Ainsworth Energy has been assisting OMVC and Northern Health with the design, procurement, and construction of the facility. As of now, the bulk of the engineering has been completed and most of the financing has been arranged. Ainsworth Energy is also negotiating an Energy Supply Agreement between OMVC and Northern Health.

As discussed, the plant is located on the north side of the Village property that is adjacent and contiguous to the hospital site. For the proposed project location to serve the hospital, we are requesting a right-of-way through Village property for piping that circulates hot water between the biomass energy system and the hospital. We have attached a rough sketch drawing showing locational details. Our present timetable would see construction begin in the next 3 to 6 months.

We are flexible as to the final location and will conform to any trench specifications such as depth and composition so as not to interfere with future services or plans contemplated on the property. As previously mentioned, there will be excess thermal energy from the biomass energy system that could be used by the Village of Masset for future projects on the property.

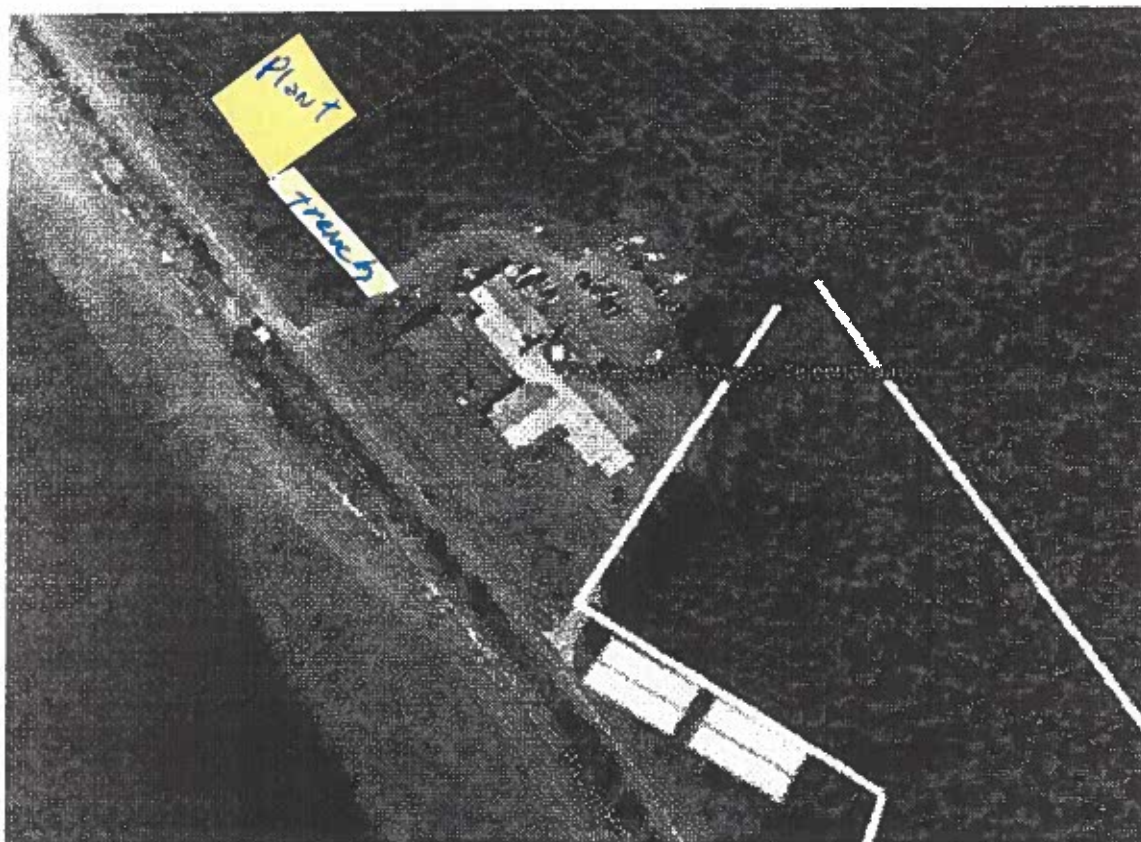
We understand that you will discuss this with your engineering staff and with Village Council. We are available at any time to answer questions and look forward to hearing from you at your earliest convenience.

Yours truly,

A handwritten signature in blue ink, appearing to read "Michael Ainsworth".

Michael Ainsworth
President

MA/td





Village of Masset

wings . waves . wilderness www.massetbc.com
PO Box 68 (1686 Main Street) Masset, BC VoT 1Mo
Phone (250) 626-3995 Fax (250) 626-3968

October 19, 2023

Union of BC Municipalities
525 Government Street
Victoria BC
V8V 0A8

Re: MVFD Breathing Equipment Upgrade

Moved by Councillor Carty, seconded by Councillor Johnston, that the Village of Masset Council supports an application for a grant of \$30,000 from the Union of B.C. Municipalities' Volunteer and Composite Fire Departments Equipment and Training program to help fund the purchase of new breathing equipment for the Masset Volunteer Fire Department.

CARRIED

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Humphries', with a long, sweeping flourish extending to the right.

Joshua Humphries
CAO

DELKATLA SPIT CONCEPT PLAN



LEGEND

- | | | | |
|-----------------------------|---|---|------------------------------------|
| 1 GRANULAR MULTI-USE PATH | 6 BOAT AND TRAILER PARKING | 11 FLOATING BOARDWALK | 15 REFURBISH EXISTING SIGN |
| 2 CROSSING IMPROVEMENTS | 7 OVERFLOW TRAILER PARKING (PARALLEL STALLS) | 12 SMALL COVERED SEATING AREA | 16 SHORELINE RESTORATION (TYPICAL) |
| 3 MODULAR TERMINAL BUILDING | 8 FENCE TO DELINEATE PARKING AREA | 13 GATHERING SPACE WITH PUBLIC ART | EXISTING TREES (TYPICAL) |
| 4 COVERED WAITING AREA | 9 SMALL BOAT LAUNCH (KAYAKS, ETC.) | 14 SIGNAGE AND PUBLIC ART:
• WAYFINDING/DIRECTIONAL SIGNAGE
• INTERPRETIVE SIGNAGE
• ART INSTALLATIONS | PROPOSED TREES (TYPICAL) |
| 5 RECONFIGURED PARKING AREA | 10 COVERED SEATING AREA AND WOOD TERRACE TO WATER | | |



**Village of Masset
Delkatla Spit - Class D Cost Estimate**

File: 3995.0004.01
Date: 10/20/2023
Prepared By: JU/JM/TT

ITEM	unit	estimated quantity	unit rate	Total Cost
PRE-CONSTRUCTION ALLOWANCES				
Mobilization/Demobilization	LS	1	\$ 50,000.00	\$ 50,000
Environmental Permitting: Canadian Navigable Waters Act Notice and Application, Fisheries Allowance (Habitat Assessment)	allow	1	\$ 25,000.00	\$ 25,000
Tree Preservation	LS	1	\$ 10,000.00	\$ 10,000
<i>Subtotal Pre-Construction Allowances</i>				\$ 85,000
REMOVALS AND EARTHWORKS				
Removal and disposal of existing terminal building	LS	1	\$ 60,000.00	\$ 60,000
Clearing and Grubbing	m ²	1300	\$ 30.00	\$ 39,000
<i>Subtotal Removals and Earthworks</i>				\$ 99,000
SITE CIRCULATION				
<i>Trails</i>				
Granular Pedestrian Surface - 100mm crush rock surface	m ²	1300	\$ 150.00	\$ 195,000
Trail boulevard restoration (seed & soil)	m ²	325	\$ 40.00	\$ 13,000
Concrete curb along entry road	lm	120	\$ 200.00	\$ 24,000
<i>Subtotal Trails</i>				\$ 232,000
<i>Parking</i>				
Minor regrading and repairs to existing granular surface	allow	1	\$ 10,000.00	\$ 10,000
Pre-cast concrete wheel stops	ea	60	\$ 700.00	\$ 42,000
Split Rail Fence to Delineate Parking	lm	200	\$ 200.00	\$ 40,000
<i>Subtotal</i>				\$ 92,000
BUILDINGS AND STRUCTURES				
<i>Modular Terminal Building</i>				
Supply and install modular terminal building	LS	1	\$ 250,000.00	\$ 250,000
Granular pad for modular building	m ²	130	\$ 100.00	\$ 13,000
Electrical Service	LS	1	\$ 15,000.00	\$ 15,000
Water Service Connection - 50mm diameter c/w curb stop - existing service to building	LS	1	\$ 30,000.00	\$ 30,000
Sanitary Service Connection - 100mm diameter - existing service to building	ea	1	\$ 30,000.00	\$ 30,000
<i>Subtotal Modular Terminal Building</i>				\$ 338,000
<i>Covered Structures</i>				
Granular pads for viewing structures	m ²	120	\$ 100.00	\$ 12,000
Supply and install large covered structures	ea	3	\$ 20,000.00	\$ 60,000
Supply and install small covered structures	ea	4	\$ 10,000.00	\$ 40,000
<i>Subtotal Covered Structures</i>				\$ 112,000

SITE FURNISHINGS AND INTERPRETATION				
<i>Signage and Public Art</i>				
Refurbish existing entry signage	allow	1	\$ 5,000.00	\$ 5,000
Trail wayfinding and interpretive signage	allow	1	\$ 25,000.00	\$ 25,000
<i>Subtotal Signage and Public Art</i>				\$ 30,000
<i>Site Furnishings</i>				
Picnic Tables on concrete pads	ea	2	\$ 7,000.00	\$ 14,000
Picnic Tables no concrete pads	ea	3	\$ 4,000.00	\$ 12,000
Waste Receptacles on concrete pad	ea	3	\$ 5,000.00	\$ 15,000
Park Bench on concrete pad	ea	6	\$ 5,700.00	\$ 34,200
Bicycle Racks on concrete pad (3 racks per pad)	ea	2	\$ 6,500.00	\$ 13,000
<i>Subtotal Site Furnishings</i>				\$ 88,200
PLANTING AND LANDSCAPING				
<i>Planting and Landscaping</i>				
Trees - 60mm caliper	ea	15	\$ 1,500.00	\$ 22,500
Shoreline landscape restoration and enhancement	m ²	1250	\$ 200.00	\$ 250,000
<i>Subtotal Planting and Landscaping</i>				\$ 272,500
SUBTOTAL				\$ 1,349,000
Contingency 40%				\$ 539,600
TOTAL				\$ 1,889,000

OPTIONAL/FUTURE ITEMS				
<i>Site Circulation</i>				
Pave existing parking area and access road - 75 mm asphalt on existing base	m ²	4800	\$ 80.00	\$ 384,000
Permanent Pavement Markings	LS	1	\$ 5,000.00	\$ 5,000
Pedestrian boardwalk (including safety railing)	m ²	140	\$ 2,500.00	\$ 350,000
Terraced wood seating	m ²	100	\$ 2,500.00	\$ 250,000
Yellowhead Highway Crossing Improvements - Pedestrian-Actuated Crossing (subject to discussions with MoTI)	allow	1	\$ 95,000.00	\$ 95,000
<i>Site Furnishings and Interpretation</i>				
Site Lighting	allow	1	\$ 230,000.00	\$ 230,000
Public art features - sculptures/work by local artists	allow	1	\$ 50,000.00	\$ 50,000
<i>Planting and Landscaping</i>				
Shoreline landscape restoration and enhancement	m ²	1250	\$ 200.00	\$ 250,000
SUBTOTAL OPTIONAL/FUTURE ITEMS				\$ 1,614,000
Contingency 40%				\$ 645,600
TOTAL OPTIONAL/FUTURE ITEMS				\$ 2,260,000
TOTAL INCLUDING OPTIONAL/FUTURE ITEMS				\$ 4,149,000

COST ESTIMATE NOTES

Estimate does not include any irrigation works

Estimate includes landscape shoreline restoration for north shoreline as indicated on plan. Additional restoration shown on plan to be completed as part of future works.

Estimate does not include any improvements to existing access road or marina area parking

PROPOSAL

Date: October 18, 2023
To: Joshua Humphries, CAO
Cc: Jack DeSante
From: Andrew Cuthbert RPP, MCIP
File: 3995.0000.00
Subject: Village of Masset Active Transportation Plan Workplan

INTRODUCTION

Urban Systems is happy to provide this work program for the Village of Masset Active Transportation Network Plan. This project will help the Village advance its active transportation policy and service delivery for Masset residents. In 2022, the Village completed the Main Street Masset Park to Pier Project (PIBC Honourable Mention for Planning Practice 2023), which detailed clear steps to revitalize the commercial core of Masset. Since the Plan was adopted, the Village has been working towards implementing many of its recommendations, including the reconstruction of a public pier to include more pedestrian space. A key finding and recommendation from the Main Street Masset planning process was that active transportation connections of all kinds need to be improved. Despite having a compact footprint, the Village has many areas without sidewalks. There are also no cycling facilities present in the Village.

The potential positive impact on the community and those beyond the Village's boundaries is immense. Masset is an important service centre for the neighbouring First Nation community of Old Masset and for residents of the surrounding Regional District.

Urban Systems has prepared the following work plan for an Active Transportation Plan to help the Village plan for the future development of active transportation facilities in Masset. The policy updates will also bolster the Village's application to future funding programs. Key elements of this planning process include:

1. The creation of a network map that illustrates key routes for walking and cycling in the community, including suggested facility types. This map will also be created with the intention of including it in the OCP to help identify future upgrades in the community.
2. Meaningful opportunities for public engagement and interviews with key stakeholders and user groups in the community.
3. Recommendations on amenities that will encourage walking and cycling.
4. Accessibility improvements for those with reduced mobility.
5. Trail and pathway connections that help promote access to key recreation areas both in settled areas and on the periphery.
6. A straightforward implementation framework that details priority routes and upgrades, and timelines.
7. A strategy for funding future upgrades and programming.
8. Preliminary Design of one (1) key active transportation project to support future capital grant applications.

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WORK PLAN

1.0 PHASE 1 PROJECT LAUNCH

Phase 1 marks the beginning of the process, where we will confirm goals, direction, and timelines for project deliverables. We will also confirm engagement methods and collect/review relevant background information.

1.1. START UP MEETING

This initial virtual project start-up meeting is to confirm project objectives, desired outcomes, budget, schedule, and communication channels and introduce project team members. We will also discuss deliverables, background plans, policies, and studies; available data; and the timing of community engagement activities, including identifying stakeholders and lessons learned from previous projects.

Deliverable

We will prepare an agenda prior to this meeting and all future meetings and circulate meeting notes within one week.

1.2. COLLECT AND REVIEW OF KEY DOCUMENTS AND DATA

We will collect available GIS and/or CAD base mapping to be used throughout the Active Transportation Plan development. This will include (where available) cadastral, zoning, OCP, orthophotos, and inventories of transportation information, including road network (including classification, width, on-street parking, and intersection controls), sidewalks, crosswalks, on-street bicycle facilities, and off-street pathways and trails, and bus routes and bus stops, in the community.

In this task, we will also review existing data specific to mode share and travel patterns, based on available data from the Village (if available) and Statistics Canada Census data. We will also obtain any available traffic count data, including intersection turning movement counts, traffic volume counts, pedestrian and bicycle counts. We will also request to obtain collision data from the Insurance Corporation of British Columbia (ICBC) for the previous five years.

There are also several existing Village plans, policies, and studies that will inform the development of the Active Transportation Plan, including, but not limited to:

- Main Street Masset Park to Pier Plan
- Move, Commute, Connect, BC's Active Transportation Strategy
- Village of Masset OCP
- Plans created by local clubs and user groups
- TAC Geometric Design Guide
- B.C. Active Transportation Design Guide
- Recreation Sites and Trails BC documents and guidelines
- Destination BC statistics and resources

1.3. PROJECT MANAGEMENT AND COORDINATION

Regular, ongoing communication is critical to any project's success, but it is essential for projects such as this with multiple phases and different moving pieces. Our approach to project management includes regularly scheduled monthly meetings between our Project Manager and the Villages's Project Lead, including a detailed and regularly updated list identifying deliverables and roles/responsibilities for the consulting team and Village staff to ensure the project stays on track.

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2.0 PHASE 2 PRELIMINARY INVESTIGATION

In this Phase, we will explore the opportunities for improving the community's trail and active transportation networks. We will conduct preliminary mapping of trails and sidewalks to present at open houses. We will also have our first contact with the community and stakeholder groups, where we hope to gain valuable insight into the Plan.

2.1. PRELIMINARY MAPPING

We will conduct an inventory of the Village's existing cycling, walking and trail facilities, policies, and programs, including the following activities:

- Interview staff for their experience in maintaining the existing road, sidewalk, and trail network within the municipality and known areas that need improvement.
- Review and summarize cycling travel patterns through a review of current and historic Statistics Canada Census data.
- Develop a GIS inventory of the existing and proposed bicycle, sidewalk, and trail network (based on available data).
- Identify gaps in the existing network and desired connections between residential areas, business areas, and regional trail systems.
- Identify barriers, including water features, major thoroughfares, and steep slopes.
- Identify and assess existing linkages from surrounding communities and the region.
- Identify key destinations and areas for enhanced bicycle parking.
- Review collision data over the past five years based on data to identify collision "hot spots" that could be dangerous to pedestrians and cyclists.
- Identify key land ownership and jurisdictional overlaps (Crown land, ROWs, etc.) that may inform pathway design.

2.2. COMMUNITY ACTIVE TRANSPORTATION SURVEY

We will develop an online survey using Survey Monkey to identify issues, opportunities, and community priorities of the cycling and trail network. This survey will collect input to help inform the summary of the existing conditions on travel patterns and key issues, opportunities, and community priorities regarding cycling and trail use. Once live, we will work with you to promote participation in the survey by preparing content for the Village's social media channels and leveraging stakeholders as project champions.

Deliverables

Community Survey and online engagement materials.

2.3. SITE VISIT AND COMMUNITY TOUR

The first round of community engagement is planned to be in person in Masset. During this trip, we will participate in a community tour led by staff to learn more about the layout, desired destinations, and context for active transportation as it exists today.

2.4. COMMUNITY OPEN HOUSE ENGAGEMENT

We anticipate that the launch of the Active Transportation Plan process and the first round of engagement will likely take place in person and include maps, poster boards and other information for residents and stakeholders to absorb. We will conduct a brief presentation on the project and the benefits of active transportation and open the discussion to questions. We anticipate that the open house will be two hours and held at a time most convenient for Village residents as guided by staff.

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Deliverables

Community meeting.

2.5. DOCUMENTING CHALLENGES AND KEY OPPORTUNITIES

We will prepare a summary memo of the existing conditions for cycling and trails in Masset based on a technical review and feedback from staff and residents.

Deliverables

Memo outlining key challenges and opportunities, document summaries and data. This memo will be incorporated into the draft and final Plan.

3.0 PHASE 3 DEVELOP DRAFT PLAN AND CONFIRMING DIRECTION

This Phase will confirm what we heard from the initial round of engagement and generate the draft networks and Active Transportation Plan. In this Phase, we will also connect with the community to present the draft plan and receive any other ideas missed earlier on. This will also be an opportunity to talk through any opportunities and challenges encountered during the technical analysis and network development.

3.1. WRITE DRAFT PLAN

We will prepare an easy-to-read Active Transportation Plan that consolidates all the work and recommendations identified. The draft plan will include:

- Network planning and design principles.
- Proposed cycling, pedestrian, and trail network mapping
- Policy, program, and procedure recommendations.
- Design Guidelines for Cycling Infrastructure (from the TAC Geometric Design Guide and the B.C. Active Transportation Design Guide); and
- Guidance on recreation and tourism implications and integrations for the new network.

Deliverables

The draft plan, including mapping and engagement feedback.

3.2. FEEDBACK FORM FOR DRAFT PLANS

We will develop a brief feedback form that people can fill out to share their opinions on the draft plan. We anticipate that the Village will make the draft plan available on their website and office for public comment ahead of time. We will again use Survey Monkey to deliver the feedback form. Once live, we will work with you to promote participation in the survey by preparing content for the Village's social media channels and leveraging stakeholders as project champions.

Deliverables

Feedback Form

4.0 PHASE 4 IMPLEMENTATION AND REPORTING

This Phase of the planning process will summarize the feedback received in Phase 3 and develop a realistic implementation strategy that includes timelines, cost estimates and funding sources.

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In this final Phase, we will review and refine the draft plan and proposed policies into a revised final draft plan. This Phase will also include presenting the final Plan to the council for adoption and a summary meeting with staff.

4.1. COST ESTIMATES

We will develop order of magnitude Class 'D' cost estimates based on current construction pricing in Masset and our experience in other communities for all proposed projects. These cost estimates can be used for general planning purposes for the infrastructure projects and recommendations included in the Active Transportation Plan.

4.2. FUNDING STRATEGIES

Implementation of the Active Transportation Plan will require commitments of the Village's resources and other agencies and the private sector. This task will recommend changes to the Village's budgeting priorities over the short-term and long-term and will identify any potential external funding sources, such as grant programs, which can be used to help implement projects.

4.3. IMPLEMENTATION STRATEGY

The Village must have a clear list of priority capital projects and policy strategies that are prioritized for implementation. Based on the priorities identified throughout the planning process, we will refine and confirm the implementation strategy and identify projects for short-term, medium-term, and long-term implementation. This process will identify where the Village can work with partners and stakeholders to implement the Plan and consider how the projects in each time frame fit into the Village's capital budget.

The Implementation plan will also identify key partners and proposed roles for key tasks. The evolution of the Masset Active Transportation Network will require the to collaborate with several stakeholder groups and government agencies. Proposed roles and responsibilities for key implementation tasks will be identified in this Plan.

4.4. FINAL ACTIVE TRANSPORTATION PLAN

We will prepare the final draft of the Plan that consolidates all the work and recommendations identified. The final document will include the proposed active transportation networks, policy and procedure recommendations, cost estimates, and implementation strategy. The final Plan will also include a summary of all engagement and feedback conducted and received throughout the process. We will incorporate one round of revisions provided by Village staff to finalize the document.

Deliverables

Final plan document with all mapping, engagement results, cost estimates, funding strategies and implementation plan.

4.5. COUNCIL PRESENTATION

We will present the final Active Transportation Plan to Council. This presentation will summarize the Plan's components and describe the implementation strategy, cost estimates, and funding sources.

Deliverables

Presentation to council at a regularly scheduled meeting (virtual)

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4.6. CONCEPTUAL DESIGN FOR PRIORITY PROJECTS

Many capital grant applications require design drawings as part of their submissions. To ensure that the Village is ready for this next step in the funding and implementation process, we will develop conceptual designs and "Class C" cost estimates for one (1) priority projects. This project will be identified through the engagement and planning activities carried out through the planning process. Each design process will include the following steps:

4.6.1. Prepare Base Plans

Develop 1:500 scale base plans with data provided from Village of Masset staff. We have assumed the base plans will include aerial photography, cadastral, curb and gutter (if applicable), and utility data with all information provided by the Village.

4.6.2. Prepare Concept Design

In this task, we will prepare both plan view and typical cross-sections for the proposed multi-use pathway. The plan view drawing will indicate the alignment of the pathway, type of separation from the roadway, and key signage and pavement markings. These designs will serve as the basis for the cost estimate.

4.6.3. Design Review Meeting

We will host a virtual design review meeting to walk through the facility design and identify any final changes before our final submission.

4.6.4. Design Revisions and Cost Estimate

We finalize our design based on the feedback received during the design review meeting and complete a 'Class C' cost estimate in the format required for the grant application.

4.7. PROJECT SUMMARY MEETING

To bring the planning process to a close, we will hold a project summary meeting to go over the Plan and debrief on the process. We can also discuss the next steps from the implementation plan and strategies for funding program applications at this meeting.

Deliverables

Debrief meeting with Village and Urban Systems project team.

5.0 TEAM

We have assembled a team of leading professionals to complete this project which includes professionals from our active transportation practice. Urban Systems' active transportation practice is award-winning across all western Canada and is widely considered a leader in planning and implementing active transportation projects.

ANDREW CUTHBERT RPP, MCIP

Project Lead, Trail Planning and Active Transportation

Andrew will lead this assignment. He works with communities throughout B.C. on parks and recreation, transportation, and economic development projects. He is especially interested in helping communities to leverage their existing natural assets to improve recreation and tourism. Andrew is an experienced small town planner and led the Houston Downtown Beautification Planning project, which earned a Gold Award for Excellence in Planning Practice from the Planning Institute of BC in 2019. Andrew has also worked with several communities to help bolster their active transportation networks by building

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on their recreation assets. For example, he has experience facilitating conversations between recreational user groups to come to agreements on shared use of natural areas with key successes in the District of Summerland and District of 100 Mile House. He has also conducted several park asset management inventories and analyses to help municipalities understand the replacement value and condition of their parks and trails. Before joining Urban Systems, Andrew worked in environmental consulting and for the provincial government doing geographic data science. He completed his Master of Planning degree at the University of Calgary with a focus on environmental planning.

Andrew will lead all aspects of this project and be the key point of contact throughout the process.

JACK DESANTE M.PL, BA**Planning Support**

Jack is a multi-disciplinary planner with a passionate interest in active transportation and the development of complete communities. Since joining Urban Systems in 2022, Jack has provided support on provincial, regional, and local government planning initiatives and Indigenous planning projects. Jack consistently provides high-quality best practice research and analysis, community engagement support, and innovative policy writing. Recently, Jack has played a key role in ensuring social equity, universal design principles, and winter city considerations were integrated in an Active Transportation Underpass Feasibility Study in Whitehorse, Yukon. In 2022, Jack supported the NCRD's Active Transportation Policy Update to the Rural Graham Island OCP by conducting interviews with local government partners and community organizations, best practice research, and policy writing. Prior to beginning his career in planning, Jack worked in the active transportation industry as an Operational Specialist for U-Bicycle, a former Victoria based Bike-Share company.

Jack will provide planning and engagement support on this project.

DEVON JENNINGS LANDER BA, MGMT**Graphics and Engagement**

Devon works on a variety of projects with local governments across B.C., with a special interest in transportation and public engagement. Since joining Urban Systems in 2018, she has focused on supporting the transportation practice area with their project coordination, engagement, and graphic needs. Devon's experience includes preparing dynamic visual materials for public engagement, documenting and reporting public and stakeholder input, as well as coordinating projects to ensure deliverables are completed on time and on budget. Recently, Devon has been coordinating all communication and engagement for the City of Surrey's Safe Routes to School program and the City of North Vancouver's Active and Safe Routes to School program, working directly with the school administrators, facilitating information sessions and activities with school administration, students, and parents. Devon is an effective communicator and coordinator with a demonstrated ability to work with diverse group and stakeholders. She is passionate about creating solutions that make our cities and communities more accessible places to live, work, and play. Devon holds an undergraduate degree in Management from Dalhousie University with focuses in marketing and leadership within organizations.

Devon will provide critical support to engagement coordination and material preparation.

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**Andrew Baigent MCIP, RPP**

Client Lead, Senior Advisor

Andrew Baigent grew up in Masset and is a professional planner who brings a wealth of experience and personal enthusiasm for the region. Andrew has a keen interest in land development projects, urban design, and land economics, and has led our Planning Practice in Vancouver since 2003. Andrew has extensive experience working with municipal planning departments and has made formal presentations to councils regarding strategic planning policy, urban densification, and incentive programs. Andrew has also facilitated public meetings, focus groups and workshops in the Village of Masset and the north coast of BC.

Andrew works closely with both private and public sector clients to identify unique development opportunities designed to support, and complement, transit infrastructure. Relevant project experience includes the Main Street Masset Park to Pier project, Masset Seaplane Terminal revitalization and more.

Andrew be a key advisor and source of local context information.

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**6.0 BUDGET**

Our estimated budget to complete the Active Transportation Plan is \$70,000, including disbursements but exclusive of GST. We propose an eight-month planning process that would begin as soon as the Village is ready. We are flexible to adjust the proposed schedule to meet the needs of the Village. Our proposed schedule for project completion is outlined below.

Village of Masset Active Transportation Plan	TOTAL
Phase 1 - Project Launch	
Task 1.1 – Start Up Meeting	\$1,600
Task 1.2 – Collect and Review of Key Documents and Data	\$1,500
Task 1.3 – Project Management and Coordination	\$2,300
Phase Subtotal	\$5,400
Phase 2 - Preliminary Investigation	
Task 2.1 – Preliminary Mapping	\$4,900
Task 2.2 – Community Active Transportation Survey	\$2,300
Task 2.3 – Site Visit and Community Tour	\$8,000
Task 2.4 – Community Open House Engagement (In Person)	\$14,700
Task 2.5 – Documenting Challenges and Key Opportunities	\$4,300
Phase Subtotal	\$34,300
Phase 3 - Developing Draft Plan and Confirming Direction	
Task 3.1 – Develop Draft Plan	\$9,400
Task 3.3 – Feedback Form for Draft Plans	\$1,000
Phase Subtotal	\$10,300
Phase 4 - Implementation and Reporting	
Task 4.1 – Cost Estimates	\$2,400
Task 4.2 – Funding Strategies	\$900
Task 4.3 – Implementation Strategy	\$2,100
Task 4.4 – Final Trail and Active Transportation Plan	\$4,900
Task 4.4 – Council Presentation (Virtual)	\$1,500
Task 4.5 - Concept Design for Priority Projects	\$900
4.5.1 Prepare Base Plans	\$1,800
4.5.2 Prepare Concept Design	\$2,400
4.5.3 Design Review Meeting	\$900
4.5.4 Design Revisions and Cost Estimate	\$2,100
Phase Subtotal	\$20,000
SUB TOTAL	\$70,000
GST	\$3,500
TOTAL	\$73,500

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7.0 CLOSING

We are excited about the opportunity to assist the Village of Masset in completing an Active Transportation Plan. We believe the project will help carry the momentum generated by the recently completed active transportation policy work and be useful in demonstrating the case for additional grant funding. Urban Systems estimates a total budget of \$70,000 for this project.

If you have any questions about any aspect of the work plan, please do not hesitate to contact me.

URBAN SYSTEMS LTD.

A handwritten signature in black ink that reads "A. Cuthbert".

Andrew Cuthbert RPP, MCIP
Planner

Call for Artists: Village of Masset Office Mural Project

Project Overview:

The Village of Masset is seeking professional artists interested in creating a vibrant mural within our Village Office. We invite artists to submit expressions of interest (EOI) for consideration by our selection jury.

Project Description:

The selected artist will have the opportunity to contribute to the beautification of the Village Office by creating a mural that captures the essence and spirit of the Village of Masset. This mural should resonate with the community, reflecting our culture, heritage, and natural surroundings.

Project Goals:

- Celebrate and honor the Indigenous history and traditions of the area.
- Telling a visual story of the village's historical milestones, such as its founding, significant events, or key figures who have shaped Masset's history.
- Reflect the strong sense of community and local pride in Masset, fostering a shared identity among residents and visitors.
- Highlight the area's unique beauty including its coastal landscapes and wildlife.
- Inspire viewers to learn more about Masset's history, culture, and environment.
- Encourage the involvement of local artists or community members to promote community engagement and artistic expression.
- Beautify the village office and the surrounding area with a visually appealing mural that adds to the overall ambiance of Masset.
- Attracts tourists and visitors, contributing to the local economy by increasing tourism interest in Masset.
- Create an inclusive and welcoming space for all visitors and employees.

Scope of Work:

The scope of work includes:

- Submitting an expression of interest (EOI) detailing your interest in the project.

- The selected artist will work closely with the Village of Masset to develop the mural concept.
- Completion of the mural within a specified timeline.

Eligibility:

Professional artists with experience in public art are encouraged to submit an expression of interest.

Expression of Interest (EOI) Submission:

Interested artists should provide the following:

- A brief statement of interest outlining why you are interested in this project.
- Your artistic resume or portfolio highlighting relevant experience.
- Images of previous mural work if available.

Timeline:

- EOI Submission Deadline: [Insert Deadline Date]
- Jury Selection: [Insert Selection Date]
- Mural Project Commencement: [Insert Project Start Date]

Selection Process:

Expressions of interest will be reviewed by a selection jury, and the selected artist will be chosen based on the strength of their submission and alignment with the project goals.

How to Submit Expressions of Interest:

Please email your expressions of interest and any relevant attachments to [Insert Email Address] with the subject line "Village of Masset Mural EOI - [Your Name]."

We look forward to receiving your expressions of interest and collaborating with a talented artist to bring this mural project to life in the Village of Masset.

Call for Jury: Village of Masset

A. Introduction:

The Village of Masset invites members of the community to serve as jury members for the selection of an artist or artist team for the projects around the village. These projects aim to enhance the visual appeal of our community and celebrate our rich history, culture, and natural surroundings.

B. Jury Composition:

The jury will consist of 5 members, including 2 councillors from the Village of Masset and 3 members of the public with a demonstrated interest and knowledge in art, public art, or community enhancement projects.

C. Role of the Jury:

The primary responsibility of the jury is to assess artist proposals and select the most suitable artist or artist team to execute the projects. The jury's evaluations will be based on specific criteria outlined below.

D. Criteria for Jury Selection & Scoring System:

Applicants will be selected based on the following criteria:

- 1. Knowledge or Experience in Public Art:** Jury members should have a demonstrated background or experience in public art, mural painting, or related artistic fields. This expertise will enable them to evaluate artist proposals effectively.
- 2. Diversity:** The selection of jury members should reflect the diversity of the Masset community in terms of age, gender, and perspectives, ensuring a well-rounded and inclusive panel.
- 3. Artistic Appreciation:** Jury members should possess a genuine appreciation for art and an ability to assess artistic concepts and creativity objectively.
- 4. Understanding of Masset's History and Culture:** An understanding of Masset's history, culture, and heritage is essential, as the mural project aims to celebrate and reflect these aspects.
- 5. Availability and Commitment:** Jury members should be available and willing to commit the necessary time to review artist proposals, attend jury meetings, and actively participate in the artist selection process.

E. Application Process:

To apply for a position on the jury, please submit the following information:

- Your name and contact details.
- A brief statement explaining your interest in serving on the jury.
- A summary of your knowledge or experience in art, public art, or community enhancement projects.

Please send your applications to [Insert Application Email Address] by [Insert Application Deadline].

F. Selection Process:

The Village Council & the CAO will review all applications and select the 3 applicants with the highest scores to join the jury. The goal is to ensure the formation of a diverse and knowledgeable panel that aligns with the project's vision and values.

If the Village Council and the CAO does not receive the desired number of qualified jury applicants from within the community, the CAO and other council members on the jury committee reserve the right to appoint external jurors from outside the community who meet the established selection criteria. This ensures that the artist selection process remains impartial and competent, prioritizing the project's success and the community's interests.

G. Time Commitment:

Jury members are expected to attend jury meetings and participate in the artist selection process. Meetings will be scheduled based on the availability of the selected jury members.

We look forward to assembling a jury that will play a pivotal role in selecting an artist who will create a mural that reflects the essence of the Village of Masset and adds to its visual charm.

Thank you for your interest in enhancing the artistic landscape of Masset.