

**A G E N D A**  
**for**

**REGULAR COUNCIL MEETING**  
**October 27, 2025**

**COUNCIL CHAMBERS 7:00 PM**

**CALL TO ORDER**

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

**ADOPTION OF AGENDA**

**COUNCIL MEETING MINUTES**

**Council Meeting Minutes October 15, 2025**

**VERBAL REPORTS OF COUNCIL/CAO/CFO**

**NEW BUSINESS**

**NB-1 Masset Airport SMS Quarterly Report**

**NB-2 2026-2027 Bridging Communities Internship Program**

**NB-3 Masset Pier Renewal Project**

**NB-4 2026 Business Façade Improvement Program**

**NB-5 2025 Winter Holidays budget**

**PUBLIC QUESTION PERIOD**

**ADJOURNMENT**

Village of Masset Regular Council Meeting of October 15, 2025

Minutes of the Regular Council Meeting held October 15, 2025 in the Council Chambers.

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

**CALL TO ORDER**

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

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

**ADOPTION OF AGENDA**

Moved by Councillor Johnston, seconded by Councillor Currie to adopt the agenda with the addition of NB-5 Derelict Vehicles and NB-6 Doctor Retention.

CARRIED

**COUNCIL MEETING MINUTES**

**Council Meeting Minutes September 8, 2025**

Moved by Councillor Johnston, seconded by Councillor Currie that the September 8, 2025 Council meeting minutes be adopted as presented.

CARRIED

**Special Council Meeting Minutes September 12, 2025**

Moved by Councillor Johnston, seconded by Councillor Currie that the September 12, 2025 Special Council meeting minutes be adopted as presented.

CARRIED

**MINUTES AND REPORTS OF OTHER ORGANIZATIONS**

**NCRD Board Highlights September 2025**

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

CARRIED

**PETITIONS AND DELEGATES**

**Haida Gwaii Food Strategy – Shelley Crack**

Shelley Crack gave council an overview of the various food providers in Masset. She asked for councils and staff input as to whether there were any areas of concern or suggestions of what could be added or improved to the Food Strategy.

Some suggestions included more cattle/pigs, etc., to provide more affordable food for residents; renovations of the soup kitchen; composting; and fruit trees.

She is working on a Food Strategy and will bring it back for council to review at a future date.

**VERBAL REPORTS OF COUNCIL/CAO/CFO**

Councillor Johnston attended the UBCM conference.

Councillor Currie participated in the UBCM conference, the school opening and a Community Futures meeting.

Councillor Carty participated in the school opening.

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

CARRIED

**NEW BUSINESS**

**NB-1 REDIP Park to Pier**

The Village of Masset (VOM) will be applying for 80% of funding up to \$400,000.00 and can also apply to NDIT. The VOM contribution could range from \$12,000.00 to \$85,000 and could include in-kind contributions. Observation binoculars are part of the plan, but we may be able to get some from Tow Hill. The gateway feature is \$230,000.00. It needs engineering work done before applying, but VOM is getting a second opinion. The grant application is due October 31<sup>st</sup>. The plan is also to delete the hammocks.

There will be more updates at the next Council meeting.

**NB-2 UBCM Volunteer and Composite Fire Departments Grant**

The budget for a jet siphon and portable fire pump is \$29,823.00.

Anti-scratch bags, cordless grease gun and a backboard can get funded elsewhere.

Moved by Councillor Currie, seconded by Councillor Johnston that the Village of Masset Council supports applying for up to \$30,000 from the Union of B.C. Municipalities' 2025 Volunteer and Composite Fire Departments Equipment and Training Program, and agrees to have staff provide overall grant management.

CARRIED

**NB-3 Old Library Haunted House**

Moved by Councillor Currie, seconded by Councillor Johnston that the haunted house at the old library be approved.

CARRIED

**NB-4 NDIT Façade Application Masset Legion**

Moved by Councillor Johnston, seconded by Councillor Currie that the NDI Trust Façade application from the Legion be approved.

CARRIED

**NB-5 Derelict Vehicles**

The issue of derelict vehicles will be brought to the next Protocol Table meeting.

**NB-6 Doctor Retention**

There is a Rural and Remote Conference for Family Medicine in Quebec City to recruit doctors. CAO Humphries will meet with Northern Health on October 31st and discuss it with them then.

**PUBLIC QUESTION PERIOD**

**ADJOURNMENT TO CLOSED MEETING**

Moved by Councillor Johnston the meeting be adjourned at 8:12 pm.

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Recording Secretary

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Mayor

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Certified Correct, Administrator

2025  
QUARTER 3  
SMS QUARTERLY REPORT

Masset Municipal Airport



***Village of Masset***

*wings waves wilderness* [www.massetbc.com](http://www.massetbc.com)



**Attendees:** Josh Humphries, Accountable Executive  
Priscilla Pereira, Project Lead- Airport Safety Programs  
Gary Suha, Airport Manager

**Date:** October 20, 2025

**Subject:** Q3 SMS Progress Report for 2025  
Masset Municipal Airport

**Attn:** Josh Humphries,

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

- Objectives and Goals
- Audit Findings – N/A
- Hazard Identification Risk Assessments -N/A
- Daily Airport Inspection Reports (DAIRs)
- SMS Bird & Wildlife
- SMS Hazards
- SMS Task Calendar

A large, light blue, semi-transparent graphic of the letters 'SMS' is centered on the page. The letters are enclosed within a faint, light blue square frame with rounded corners. The background behind the text is a light blue gradient with a faint, stylized airport terminal building silhouette.



## Objectives and Goals

Objectives and Goals are developed as part of the SMS continuous improvement process.

APM has made significant progress in achieving the majority of the objective and goals and remains on track to complete the remainder with the established due date

Status:	Airport Code:	O&G ID:	Objective:	Goal:	Goal Requirements:	Due Date:	Completion Date:	Assigned To:	Actions Taken:
Completed On Time	CZMT	O&G19-CZMT	REDUCTION IN THE OCCURENCE OF FOREIGN OBJECT DEBRIS (FOD)	Create and implement a FOD reporting program	Standardized approach to FOD reduction.	12/31/25	07/01/25	Gary Suha	APM created program with bar code APM to provide additional information.
Inactive	CZMT	O&G20-CZMT	OCCURENCE OF FOREIGN OBJECT DEBRIS (FOD)	Increase FOD patrols	Increased oversight to reduce potential hazards from FOD	12/31/25		Gary Suha	
Inactive	CZMT	O&G21-CZMT	REDUCTION IN THE OCCURENCE OF FOREIGN OBJECT DEBRIS (FOD)	Implement a BI Annually airport community FOD walk	Increased FOD detection and removal	12/31/25		Gary Suha	
Completed On Time	CZMT	O&G22-CZMT	Preventive Maintenance Manual Implementation	Ensure training and PM documentation is complete	Ensure preventive maintenance schedule is completed	12/31/25	08/30/25	Gary Suha	
Completed On Time	CZMT	O&G17-CZMT	Preventive Maintenance Manual Implementation	Train staff on the contents of the PM Manual	Ensure preventive maintenance is being completed as per the manual	12/31/25	08/30/25	Gary Suha	
Completed On Time	CZMT	O&G18-CZMT	Preventive Maintenance Manual Implementation	Implement PM manual and schedule	Airfield elements are compliant and operational	12/31/25	08/30/25	Gary Suha	

## Daily Airport Inspection Reports (DAIRs)

Subject to Section 2.5 of TP312 which related to the Condition of the Movement Area and Related Facilities, an airport inspection is to be conducted daily to evaluate these conditions and to fulfill the obligations listed in the Airport Operations Manual (AOM).

### Comparative Analysis

Quarter	2024			2025		
	Required	Number Filed	Performance	Required	Number Filed	Performance
#3	92	89	97%	92	91	99%
DAIRs Missed	July 29&30,2024   August 8,2025			July 9,2025		

Hazard ID filed for missing 2024 DAIRs: CZMT\_27795 | CZMT\_27796 | CZMT\_27798

Hazard ID filed for missing 2025 DAIR: CZMT\_31946

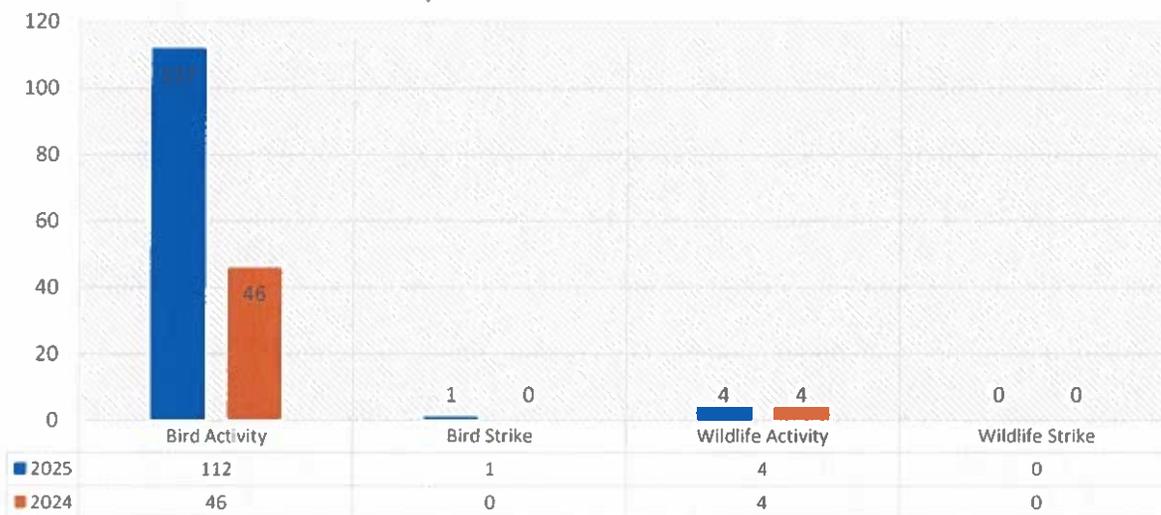


## Bird & Wildlife

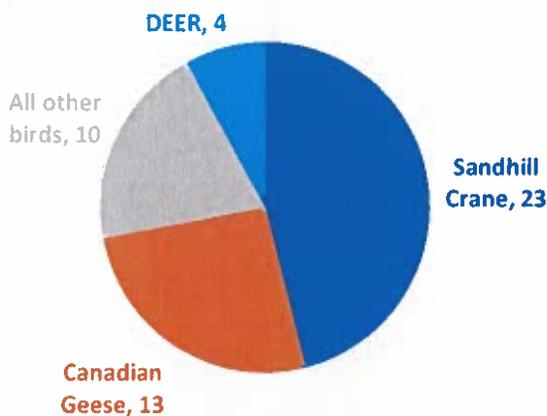
As part of SMS, bird and wildlife occurrences are tracked and attended to with great diligence. This is to provide management with the necessary information to make informed decisions on whether to accept or mitigate the risk by accepting the current risk control strategies or implement new methods to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

During the Q3 of 2025, an increase in bird activity. APM has implemented a proactive approach to wildlife awareness by enhancing monitoring efforts and enforcing control measures prior to aircraft landing and takeoff. A NOTAM was issued advising "EXTV Bird activity MAY-NOV, Sandhill crane activity JUNE-SEPT. Deer continue to be observed on the airfield, and further assessment into how they are gaining access needs to be conducted.

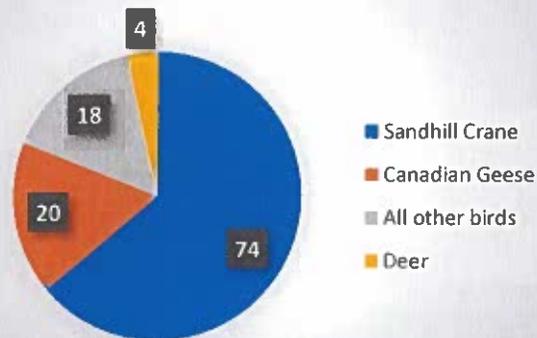
Q3 2024/2025 Bird and Wildlife Data



Q3-2024 BY SPECIE



Q3-2025 BY SPECIE



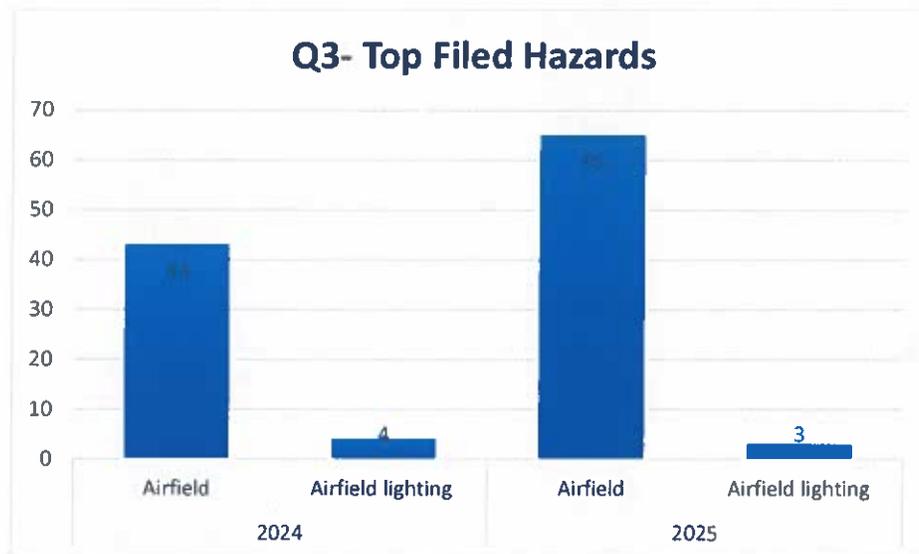


## SMS Hazards

As hazards are identified, they are reported and classified into their respective category based on information that has been provided. This in turn, drives the SMS metrics to analyze possible trends and to act accordingly to minimize, mitigate, or eliminate the hazards.

While SMS does track a comprehensive list of hazard related categories, the following list of categories are the top hazards that were identified for this quarter in comparison with the previous year:

### Comparative Analysis



2024		2025	
Hazard Category	Q3	Hazard Category	Q3
Airfield	35- FOD Geese excrements 5- RWY ponding of water/Tall vegetation 2-Apron 1-OLS	Airfield	59- FOD Geese excrements 5- RWY ponding of water/Tall vegetation 1-Power Failure
Airfield Lighting	4- Runway Edge Lights	Airfield Lighting	2-Mandatory Signs 1-Runway Edge light

**Hazard filed CZMT 31559** - There will be drainage work included as part of the 2026 rehabilitation project . Root Cause, Contributing factors, Short and long term actions required to complete hazard corrective actions. Although the issue may currently have “No operational impact as puddles tend to dry out fast and they are mainly on the edge of the runway”, it still presents potential safety issue such as hydroplaning and gradual pavement degradation. Under conditions of significant rainfall with cooler temperatures, water may take longer to evaporate, increasing the associated risks. Further discussion is recommended to fully assess and mitigate this hazard



## Safety Management System

### SMS Task Calendar

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

Status:	Year:	Airport Code:	Task to be Completed:	Period:	Due Date:	Completion Date:	Assigned To:
↓	↓	↓			↓		
Completed On Time	2025	CZMT	Training Matrix Update 107.03 (d)	Annually	08/31/25	08/13/25	A airportmanager@c
Completed On Time	2025	CZMT	Emergency Communication Equipment Testing 302.203 (1)(q)(i)	Monthly	07/31/25	07/31/25	A airportmanager@c
Completed On Time	2025	CZMT	Quarterly Report to AE 302.502 (g)	Quarterly	07/31/25	07/09/25	PP Priscilla Pereira
Completed On Time	2025	CZMT	Safety Promotion 302.502 (h)	Quarterly	07/31/25	07/11/25	priscilla pereira
Completed Late	2025	CZMT	CFS / CAP Review 302.07 (1)(c)	55 Days	08/07/25	08/13/25	A airportmanager@c
Completed On Time	2025	CZMT	Calibrate Friction Testing Equipment 322.416 (5)	Annually	08/31/25	05/30/25	A airportmanager@c
Completed On Time	2025	CZMT	Emergency Communication Equipment Testing 302.203 (1)(q)(i)	Monthly	08/31/25	08/13/25	A airportmanager@c
Completed On Time	2025	CZMT	Monthly SMS Meeting 302.502 (a)(v)	Monthly	08/31/25	08/25/25	PP Priscilla Pereira
Completed On Time	2025	CZMT	Winter Maintenance Plan Review 302.410 (2)	Annually	08/31/25	08/25/25	A airportmanager@c
Completed On Time	2025	CZMT	Emergency Communication Equipment Testing 302.203 (1)(q)(i)	Monthly	09/30/25	09/30/25	A airportmanager@c
Completed On Time	2025	CZMT	Emergency Plan Test Notification to TC – 302.208 (7)	Annually	09/30/25	08/27/25	A airportmanager@c
Completed On Time	2025	CZMT	Monthly SMS Meeting 302.502 (a)(v)	Monthly	09/30/25	09/29/25	PP Priscilla Pereira

**ZMT continues to maintain 100% compliance, Great collaboration between APM and WASCO!**





## Acknowledgment Signatures

**Josh Humphries**

ZMT Airport  
Accountable Executive

Gary Suha

Digitally signed by Gary  
Suha  
Date: 2025.10.20  
11:46:11 -07'00'

**Gary Suha**

ZMT Airport  
Airport Manager

**Priscilla Pereira**

WASCO  
Airport  
Safety  
Coordinator-  
Project Lead

End of Meeting comment/notes:

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File number: 2025-10-04

**MEETING DATE:** 2025-10-27

**AUTHOR:** Andrew Hudson, Grant writer

**SUBJECT:** 2026-2027 Bridging Communities Internship Program

### **PURPOSE**

To seek council support for a joint application by the Village of Masset and Old Massett Village Council for a \$50,000 NDIT grant towards a shared internship program that will run from May 2026 to May 2027.

### **BACKGROUND**

The Northern Development Initiative Trust (NDIT) Local and First Nation Government Internship program offers a grant of \$45,000 toward the salary of a year-long internship position.

The intern must receive a base salary of at least \$55,000 and 10 days of vacation (or 4% vacation pay). Host governments must contribute at least \$10,000 towards the salary and pay mandatory employment-related costs such as CPP and EI. Hosts may offer additional benefits.

Hosts must budget at least \$7,500 for professional development that includes the Municipal Administration Training Institute's Foundations course — \$5,000 of the training costs will be repaid by NDIT. Finally, NDIT also offers a housing allowance of up to \$10,000 to cap the intern's monthly rent at no more than \$1,000.

Grant applications are due Dec. 15. Internship candidates have until Feb. 15 to apply. A pool of candidates will be selected in March after panel interviews with NDIT staff and all participating local and First Nation governments in northwest B.C. Last year, the program funded interns in 11 local and First Nations governments.

### **KEY PROJECT CONSIDERATIONS**

- Host governments must designate a senior staff member to act as a mentor throughout the internship, plus an alternate in case the primary mentor has a prolonged absence.
- The intern will work 20 hours per week in Masset, and 20 hours a week in Old Massett
- The intern will be tasked in both communities with administrative support, tourism marketing, community needs assessments, and organizing events

### **RECOMMENDATION**

That the Village of Masset council supports a joint application with Old Massett Village Council to the NDIT's 2026 Local Government Internship program for a grant of up to \$50,000 to host a shared intern from May 2026 to May 2027.

## PROPOSED WORK PLAN (VILLAGE OF MASSET)

While working in the Village of Masset, the intern will be mentored by Chief Administrative Officer Joshua Humphries or Chief Financial Officer Jo-Ann Brown. As the successful candidate becomes more familiar with their new work environment and completes the MATI Foundations course, they will be given opportunities to take on responsibilities that include special projects. Assignment of duties will be done in consultation with the intern to ensure they are comfortable with the tasks and will benefit from the experience provided.

Date	Topic	Activities
May 2026	Familiarization	<ul style="list-style-type: none"> <li>• Participate in NDIT training</li> <li>• Introductions to village staff</li> <li>• Spend a few days in each village department</li> <li>• Join council and management meetings, including meetings between Masset and Old Massett staff and elected leaders</li> </ul>
Summer 2026	Training	<ul style="list-style-type: none"> <li>• MATI Foundations course</li> </ul>
	Administration and Planning	<ul style="list-style-type: none"> <li>• Work with staff on processing property taxes</li> <li>• Work with staff on policy and bylaws</li> <li>• Exposure to airport and visitor centre operations</li> <li>• Connect with community groups, parks and recreation committee meetings</li> <li>• Assist with village communications, including tourism marketing</li> </ul>
Fall 2026	Finance and Economic Development	<ul style="list-style-type: none"> <li>• Assist with 2027 budget and financial plan, including calculating tax rates</li> <li>• Assist with Climate Action reporting</li> <li>• Assist with economic development projects</li> </ul>
Winter 2027	Specialized Learning Experience	<ul style="list-style-type: none"> <li>• Assist with economic development projects</li> </ul>
Spring 2027	Events Planning and Administration	<ul style="list-style-type: none"> <li>• Assist with planning Harbour Day 2027</li> <li>• Complete or hand-off outstanding projects</li> </ul>

## **PROPOSED JOB DESCRIPTION — 2026-2027 BRIDGING COMMUNITIES INTERN**

### **SUMMARY**

Mentored by the chief administrative officers of the Village of Masset and Old Massett Village Council, the 2026-2027 Bridging Communities Intern will work 40 hours per week from May 2026 to May 2027, dividing their time equally between both communities.

The successful candidate will gain exposure to key aspects of municipal and First Nations government management, including administrative, finance, policy, and community engagement work.

### **KEY RESPONSIBILITIES**

- Assisting in the design and implementation of tourism marketing strategies.
- Supporting the organization of cultural events and activities.
- Conducting community needs assessments through surveys and direct engagement.
- Providing administrative support, including document preparation, data entry, and correspondence management in both offices.
- Collaborating with community stakeholders to gather insights and feedback.
- May be assigned other duties as required

### **QUALIFICATIONS**

- Completion of post-secondary education in public administration, finance, political science, business, or a related field

### **PREFERRED**

- Strong communication and interpersonal skills
- A background in community development, tourism, or cultural studies
- Familiarity with First Nations issues and cultural sensitivity
- Proficiency in office software and administrative tasks
- The ability to work independently and as part of a team



## REPORT TO COUNCIL

File number: 2025-10-05

**MEETING DATE:** 2025-10-27

**AUTHORS:** Andrew Hudson, grant writer

**SUBJECT:** Masset Pier Renewal Project

### PURPOSE

To seek council support for a funding application of \$101,935 from the B.C. Rural Economic Diversification and Infrastructure Program (REDIP) towards a major upgrade of the Masset pier.

### BACKGROUND

On Oct. 8, council reviewed the proposed Masset Pier Renewal project, which will include installing new outdoor seating, wastebins with decorative wraps, public binoculars, strip lighting, as well as repainting the existing railings and staining the existing wooden seats along the new pedestrian boardwalk on the Masset pier.

Council advised staff to remove hammocks from the proposed project works, and to remove the gateway arch if engineering work for the gateway is ineligible for REDIP funding.

REDIP staff and the North Coast manager of B.C.'s regional economic development office have since confirmed that no amount of engineering work is eligible for REDIP Implementation funding. They recommended deferring the gateway for a future intake of the REDIP program once the engineering work is done.

### KEY PROJECT CONSIDERATIONS

- The REDIP grant offers up to 80% project funding, taxes excluded
- Given a revised project cost of \$127,419, the Village of Masset would be required to contribute \$25,483, of which \$15,483 would be cash and \$10,000 in-kind
- The Village could apply for an NDI Community Places grant that, if awarded, could fully cover the required cash contribution.

### RECOMMENDATION

That the Village of Masset council supports applying for a REDIP Implementation grant of up to \$101,935 to help fund the Masset Pier Renewal Project.

### ATTACHMENTS

- Revised project budget (hammock seating and gateway feature removed)

## Masset Pier Renewal Project

Village of Masset

23-Oct-25

Income	Type	Notes	Amount	
2025-26 REDIP Implementation grant	Grant	Up to \$400,000 in 80% funding	\$ 101,935.20	
Village of Masset cash contribution	Cash reserve	Must cover 7% PST	\$ 15,483.80	
Village of Masset in-kind contribution	In-kind labour	Up to 10% of total project costs	\$ 10,000.00	
<b>Total income</b>			<b>\$ 127,419.00</b>	
Expense	Unit	Quantity	Unit price	Item total
Repainting guardrails, staining of mass-timber benches, installation of observation binoculars	Each	1	\$ 10,000.00	\$ 10,000.00
Mass-timber seating cubes	Each	4	\$ 1,600.00	\$ 6,400.00
Fisher chairs	Each	3	\$ 4,000.00	\$ 12,000.00
Lounger chairs	Each	3	\$ 4,500.00	\$ 13,500.00
Corner wastebins with decorative wraps	Each	2	\$ 4,500.00	\$ 9,000.00
Strip lighting along the boardwalk	Lump sum	1	\$ 50,000.00	\$ 50,000.00
Observation binoculars (donated by BC Parks/CHN)	Each	2	\$ -	\$ -
Project management	1	1	\$ 26,519.00	\$ 26,519.00
<b>Total expenses</b>				<b>\$ 127,419.00</b>
<b>Difference</b>		0.00		



## REPORT TO COUNCIL

File number: 2025-10-06

**MEETING DATE:** 2025-10-27

**AUTHORS:** Andrew Hudson, grant writer (Village of Masset)

**SUBJECT:** 2026 Business Façade Improvement Program

To seek council support for an NDIT grant application of up to \$20,000 to fund the Village of Masset's 2026 Business Façade Improvement Program.

### BACKGROUND

The Northern Development Initiative Trust (NDIT) provides annual funding of up to \$20,000 for local governments to offer Business Façade Improvement grants. The Village of Masset uses the funds to offer matching grants of up to \$5,000 to local businesses for improving their signs and storefronts.

In 2024 and in 2025, the Village of Masset was awarded only \$10,000 from the program due to lower uptake in previous years. Since the Village has awarded at least half its annual funding for two years running, for 2026 the village can now apply for the program maximum of \$20,000.

### KEY PROJECT CONSIDERATIONS

- In 2025, three businesses successfully applied for a total of \$10,700 in matching grants for façade upgrades. The deadline for those businesses to report on spending is Dec. 15. As of Oct. 24, the three businesses are on track to actually spend about \$7,500.
- Guidelines for businesses applying to the program include some fixed criteria set out by NDIT, but the village can customize other guidelines as needed. The draft 2026 guidelines do not include any significant changes, and are attached below.

### RECOMMENDATION

That the Village of Masset council supports an application to the 2026 NDIT Business Façade Improvement Program for up to \$20,000.



# Village of Masset Business Façade Improvement Program 2026 Guidelines

## Program Purpose and Goals

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

The program will contribute towards the following goals:

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

Funding for the 2026 Village of Masset Business Façade Improvement program is provided by Northern Development Initiative Trust.

## The Program

These program guidelines are intended to maximize the program benefit for improving aesthetics of commercial areas.

### Façades

The Village of Masset will provide a 50% reimbursement grant of up to \$5,000 per building to improve the façades of local businesses and non-profits, including home-based businesses that have a commercial storefront.

Façade projects must have a minimum total cost of \$1,000.

Applications will be accepted starting **17 February 2026** and will be considered on a first-come, first-serve basis. The application deadline is **17 October 2026**.

### Wayfinding signage

The Village of Masset will provide a 50% reimbursement grant of up to \$500 to install wayfinding signage for home-based businesses without a commercial storefront.

There is no minimum total cost for wayfinding signage projects.

Applicants must ensure they meet community signage bylaws.

Applications will be accepted starting **17 February 2026** and will be considered on a first-come, first-serve basis. The application deadline is **17 October 2026**.

## Eligible Areas

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

### **Eligible Applicants**

- You must be either the property owner or the business owner.
- If the business owner applies, the property owner must approve the application in writing and confirm that the business owner will pay for all the improvements.
- In the case of a joint project between multiple businesses in the same building, each business must submit a separate application for grant funding with a cover letter that explains the nature of the partnership.
- New businesses may apply for the grant, so long as they can demonstrate they will be open and operating for at least two months of the calendar year in which they receive funding.
- Home based businesses without a commercial storefront (eligible for wayfinding signage only)
- Non-profit and enterprising non-profit organizations (tenants) are eligible.
- Home-based businesses that have a commercial storefront are eligible.
- Home-based businesses with no commercial storefront are eligible for wayfinding signage only.
- Property taxes pertaining to the property must be fully paid and current.
- The subject property must have no outstanding permits or stop-work orders.
- All projects must comply with applicable Village of Masset bylaws.
- Successful applicants can re-apply to the program in future years.

### **Ineligible Applicants**

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

### **Eligible Façade Improvements**

Eligible improvements may consist of but are not limited to:

- Exterior lighting (new but not replacement)
- Exterior architectural features
- Exterior surfaces and details (decorative details, moldings, trims etc.)
- Windows (only if part of larger enhancements, no stand-alone window replacement)
- New siding
- Façade painting
- Entrances and doorways (only if part of larger enhancements, no stand-alone entrance/doorway replacement)
- Awnings

- Signage (affixed to the building)
- Wayfinding signage (sign located on the business property i.e. at the bottom of a driveway).
  - Signs are eligible for 50% to a maximum of \$500 and must adhere to any signage bylaws and regulations
- Accessibility improvements (ramps, wider doors etc.) to the outside of the building only
- Fixed patio infrastructure, including upgrades to existing patios, for businesses that can justify use and/or improved customer experience because of the addition.

### **Ineligible Façade Improvements**

The following improvements are ineligible:

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

### **Eligible Costs/Expenses**

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

### **Ineligible Costs/Expenses**

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

## Design Guidelines

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

Grants will be awarded on a first come first served basis approved by Council.

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

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

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

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

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

The 2026 design guidelines can be found on the village website, or by request at the village office.

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

## Business Application Process

### *Storefronts*

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

### *Home-based businesses*

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

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

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

### **Note on timelines**

The application period will begin **17 February 2026**, and applications will be reviewed on a first-come, first-serve basis. Eligible applications must be approved by the village council before any work begins. Approved projects should be completed by **15 December 2026**, as indicated in the letter of understanding.

Once approved, new businesses must demonstrate by 15 December 2026 that they have been open and operating for at least two months of 2026. Proof of operational status can be shown with a grand opening flyer, dated sales receipts, or other form of documentation acceptable to the village.

### **Evaluation/Selection Process**

Evaluation of projects will be based on the following criteria:

1. Applications will be evaluated on a “first come, first served” basis.
2. Property taxes are current and paid up to date.
3. Building age and condition (i.e., buildings in poor condition have a greater likelihood of approval).
4. Property complies with all applicable Village of Masset bylaws.
5. Impact on streetscape.
6. Quality of the design.

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

### **Appeal process**

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

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

### **Program marketing plan**

The 2026 Village of Masset Façade Program will be advertised on the Village of Masset website, Facebook page, and in the village newsletter as well as by in-person business visits by village staff.



## REPORT TO COUNCIL

File number: 2025-10-07

**MEETING DATE:** 2025-10-27

**AUTHORS:** Andrew Hudson, grant writer

**SUBJECT:** 2025 Winter Holidays budget

To seek council support for a 2025 Masset Winter Holidays budget of \$12,875, to be supported by a \$12,000 grant from the Gwaii Trust Society.

### **BACKGROUND**

The Gwaii Trust Society awards \$12,000 in annual, non-competitive grant funding to each Haida Gwaii community for winter holidays gifts and events. The deadline for the village to submit its budget for the grant is Dec. 1.

### **KEY PROJECT CONSIDERATIONS**

- Following the 2024 Winter Holidays program, this year's budget includes the purchase of 325 \$25 gift cards for Haida Gwaii Co-op, Home Hardware, and Fields. The gift cards will be available at the village office for households in Masset and Tow Hill.
- The budget also includes a \$500 donation to support the Masset Seniors Association's Christmas dinner, and a \$1,000 donation to the Christmas Tree Party at Nislaa Naay

### **RECOMMENDATION**

That the Village of Masset council review the proposed budget for the 2025 Masset Winter Holidays program.