

A G E N D A
for

REGULAR COUNCIL MEETING
September 9, 2024

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

August 19, 2024, Council Meeting Minutes

July 11, 2024 Parks and Recreation Committee Meeting Minutes

MINUTES AND REPORTS OF OTHER ORGANIZATIONS

NCRD Board Highlights August 2024

PETITIONS AND DELEGATES

VIRL Ben Hymen New Library Update

CORRESPONDENCE

Minister of Fisheries and Oceans

VERBAL REPORTS OF COUNCIL/CAO/CFO

NEW BUSINESS

NB-1 2023 Annual Report

NB-2 WASCO SMS Quarterly Report

NB-3 NDI Trust Business Façade Improvement Program 2024 Second Intake

NB-4 Haida Gwaii Renewable Energy Symposium

NB-5 Info Centre and Economic Development Building Heating Replacement

PUBLIC QUESTION PERIOD

ADJOURNMENT

Village of Masset Regular Council Meeting of August 19, 2024

Minutes of the Regular Council Meeting held August 19, 2024 in the Council Chambers.

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

CALL TO ORDER

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

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

ADOPTION OF AGENDA

Moved by Councillor Pages, seconded by Councillor Johnston to adopt the agenda as amended with the addition of NB-7 Legion letter of support.

CARRIED

COUNCIL MEETING MINUTES

Council Meeting Minutes July 8, 2024

Moved by Councillor Johnston, seconded by Councillor Pages that the July 8, 2024 Council meeting minutes be adopted as presented.

CARRIED

CORRESPONDENCE

**C-1 NDIT 2024 Economic Development Capacity Building Project No. 9177 20
MIEDS Operational Funding**

Moved by Councillor Pages, seconded by Councillor Currie that the correspondence from NDIT regarding MIEDS operational funding be received.

CARRIED

C-2 NCLGA

Moved by Councillor Pages, seconded by Councillor Currie that the correspondence from NCLGA be received.

CARRIED

VERBAL REPORTS OF COUNCIL/CAO/CFO

Councillor Pages attended a Northwest Regional Hospital meeting and a North Coast Regional District meeting.

Councillor Carty attended a Haida Title Treaty meeting, a Special Council meeting and a Parks and Recreation meeting.

CAO Humphries reported that the Voyent Alert is active and updated Council on the UBCM meeting schedule.

Mayor Disney had last minute interviews with Global TV and CBC regarding hospital closures, joined the Fire Department and is working for HGSCP.

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

CARRIED

NEW BUSINESS

NB-1 Delkatla Seaplane Spit

Urban Systems has prepared the draft concept design. CAO Joshua Humphries recommended that the draft concept design be reviewed by the Parks & Recreation Committee. It was suggested that the project be broken down into phases as it will be a multi-year project to secure the funding needed.

Moved by Councillor Pages, seconded by Councillor Carty that the Sea Plane Spit design brief and draft concept and cost estimate be received.

CARRIED

NB-2 Local Government Climate Action Program

Funding provided will be approximately \$45,000.00 and CAO Joshua Humphries recommended that the heating source in the former PEP building be replaced with heat pumps and approximately \$3,000.00 to go towards the Asset Management Plan.

Moved by Councillor Pages, seconded by Councillor Currie that staff submit the application to the program.

CARRIED

NB-3 Masset Arts Society

Moved by Councillor Johnston, seconded by Councillor Currie that the Village of Masset Council supports an application by the Masset Arts Society for the BC Gaming Commission Capital Grant for exterior improvements to the Masset Playhouse.

CARRIED

NB-4 HG Rec Agate Man

Agate Man would like the use of the fire hall and kitchen for their race this year and have requested a \$200.00 stipend be forwarded to the fire department for its use.

Moved by Councillor Pages, seconded by Councillor Carty that the Agate Man Triathlon be allowed to use the fire hall and provide \$200.00 to the Masset Fire Department in return.

CARRIED

NB-5 AP Cheque Listing July 1st – 31st 2024

Moved by Councillor Pages, seconded by Councillor Johnston that the cheque listing for July 1st to July 31st, 2024 be approved.

CARRIED

NB-7 Legion Letter of Support

Moved by Councillor Johnston, seconded by Councillor Currie that the Village of Masset Council supports an application by the Masset Legion Branch 244 for the New Horizons Grant for kitchen renovations and equipment upgrades.

CARRIED

ADJOURNMENT TO CLOSED MEETING

Moved to closed meeting 7:36 pm.

Back to regular meeting 7:41 pm.

NB-6 Destination Development Fund DDF105 Masset Pier Improvements

Moved by Councillor Pages, seconded by Councillor Johnston that the Village of Masset proceed with recommendation #2 which is that the construction contract be directly rewarded to Broadwater Industries Ltd. Based on their provided quote, which is within the current budget.

CARRIED

PUBLIC QUESTION PERIOD

- Q. What alternatives are there for Northern Health Authority?
- A. Niisla Naay might be able to step in where there are some gaps and other organizations that sit on the Healthcare Committees.
- Q. What signs are there about the Seaplane Base terminal that it has to be torn down?
- A. The roof is leaking, and the washrooms need replacing.
- Q. Is the plan to replace the heating system in the old PEP building next door to the VOM office?
- A. Yes.

ADJOURNMENT TO CLOSED MEETING

Moved by Councillor Pages the meeting be adjourned at 7:49 pm.

Recording Secretary

Mayor

Certified Correct, Administrator

Parks and Recreation Committee

11 July 2024

Council Chambers

Attendees:

Terry Carty
Maryanne Wettlaufer

Joshua Humphries
Jenny Nelson

Terry Wallace
Diana Grosse

Absent:

Jim Currie

CALL TO ORDER

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

The meeting was called to order by Terry Carty at 1401

AGENDA:

Terry Carty Added, Discussion of Committee priorities, to New Business #6

It was moved by Maryanne Wettlaufer and seconded by Terry Wallace, to accept the agenda with one (1) addition.

CARRIED

MINUTES:

No minutes to review.

REPORTS:

No reports to review.

NEW BUSINESS:

1. Masset Delkatla spit concept plan (update committee)

Discussions were had regarding the proposed plans from Urban Systems, based on the original concept plan. Urban Systems has provided an updated plan formed from the public engagement open house, May 30, 2024. The Committee shared concerns regarding parking, accessibility as well as the boat launching difficulties. Josh Humphries suggested having a delegate from Urban Systems attend an upcoming P&R Committee meeting.

It was moved by Jenny Nelson and seconded by Terry Wallace to table this item to a future meeting when more information is available.

CARRIED

2. Active Transportation Plan (Engagement Framework)

The Committee spoke to access to the beach beside the Main St. dock, currently in development. Josh Humphries shared that he believes that access down to the beach is a part of the current plan. The Committee discussed the potential location for new paths, maintenance of the existing paths as well as engaging with Old Massett Village to focus on accessibility for locals as well as tourists. It was suggested to collect information from locals on what informal paths they are using currently and then possibly be able to do minor maintenance to them.

3. Skate Park Project (update committee)

The Committee were able to see the rough design plans, Terry Wallace stated that they are making some changes and then will put forth a 3D version. Once this is completed, the search for funding and public engagement will begin.

4. Golf Course

It was clarified that the Golf Course land does not belong to the Village of Masset. The Committee would like to hear from a delegate of what issues they are currently facing, to ascertain if the Village of Masset would be able to assist in anyway. Terry Carty queried why the Dixon Entrance Golf & Country Club Society, has not tried accessing Gwaii Trust funding.

5. Circle Parks/Kids Equipment (discussion and recommendations)

Discussions were had regarding the current state of the equipment in each housing circle. Unfortunately, the equipment is no longer compliant with safety standards and is derelict. Therefore, must be removed. It was suggested by Maryanne Wettlaufer to focus on building a centralized children’s park, to be built near the proposed skate park and future Community Hub area (old military barracks). Terry Carty and Jenny Nelson suggested making improvements to the existing children’s park located on Collison Ave. and Millard Rd.

It was moved by Maryanne Wettlaufer and seconded by Jenny Nelson to proceed with the planned removal of all the old and derelict equipment in the circles of Alder, Balsam, Cedar, Dogwood, Elm, Fir Maple, Pine and Spruce Crescents.

CARRIED

6. Discussion of Committee Business

The committee discussed some of the priorities that they would like to see addressed in these meetings.

- Beach/Town cleanup
- Outdoor basketball court
- Roller Rink
- Walls along barracks path

Next meeting: 14Aug2024 @ 2:00pm

ADJOURNMENT

It was moved by Terry Carty to adjourn the meeting at 4:00pm

CARRIED

Chair

Certified Correct, Administrator



Board Highlights

August 2024

Board Business:

1. The Board resolved to send a letter to advocate to the Ministry of Transportation and Infrastructure that it consider paving of gravel roads established through subdivision on Haida Gwaii.
2. The Board resolved to provide a letter of support for Lax Kw'alaams Fisheries' proposal for its Clean Coast, Clean Waters Shoreline Cleanup project.
3. The North Coast Regional District and the Union of BC Municipalities signed the 2024-2034 Canada Community-Building Fund Agreement.
4. The Board resolved to meet with the Ministry of Indigenous Relations and Reconciliation at the 2024 Union of BC Municipalities Convention.
5. The Board resolved to direct staff to make application to the second intake of the Canada Mortgage and Housing Corporation's Housing Accelerator Fund.
6. The Board approved staff to sign and enter into a Memorandum of Understanding with the City of Prince Rupert and the District of Port Edward for the development of a shared Emergency Indigenous Communications Protocol and an Indigenous Cultural Safety Program.

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

Minister of
Fisheries, Oceans
and the Canadian Coast Guard



Ministre des
Pêches, des Océans
et de la Garde côtière canadienne

AUG 21 2024

August 8, 2024

Her Worship Sheri Disney
Mayor of the Village of Masset
PO Box 68
1686 Main Street
Masset BC V0T 1M0

Dear Mayor Disney,

Thank you for your correspondence of January 25, 2024, regarding your request for an exclusion zone to protect your community's access to important digital infrastructure via a fibre optic line.

I acknowledge and share your concerns about the viability of this important infrastructure. Fisheries and Oceans Canada's (DFO) responsibility related to undersea cables is limited to the charting of their location to notify and warn mariners of the presence of submarine cable infrastructure and to not conduct activities that might disturb the seafloor, such as anchoring or fishing in the vicinity. The Canadian Hydrographic Service has posted this cable's location on the NAVWARN site (<https://nis.ccg-gcc.gc.ca/public/rest/messages/en/message/NW-P-0518-23>), and Notice to Mariners have been issued for updates to paper charts, and relevant Canadian sailing directions (waves-vagues.dfo-mpo.gc.ca/library-bibliotheque/chs-shc-PAC206-eng-202401-41223135.pdf) have been updated.

DFO will continue to work with cable operators to distribute information to the fishing industry through advisory processes to increase industry awareness of these vital projects. I have also forwarded your letter to the Honourable Pablo Rodriguez, Minister of Transport, who will reach out with more information on the creation of exclusion zones.

Thank you for writing.

Yours sincerely,

The Honourable Diane Lebouthillier, P.C., M.P.

c.c. The Honourable Pablo Rodriguez, P.C., M.P.
Minister of Transport

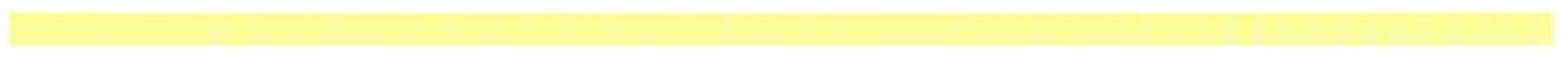
Canada

0570-01-00



Annual Report

For The Year Ending December 31, 2023



2023 Financial Report

This report outlines the revenue and expenditures for the year ending December 31, 2023.

Revenues

Revenues generated in 2023 totaled \$6,937,875 and include the following categories:

- 1. Property taxes and Grants In Lieu** **\$ 1,130,977**
Property taxes represent approximately 17% of the total revenues for the village budget in 2023. This category also includes the grants in lieu from the federal government, BC Hydro, BCBC and Canada Post.
- 2. User fees for utilities** **\$ 496,052**
Includes water and sewer user fees as well as garbage fees which are collected for the North Coast Regional District.
- 3. Sale of goods, services** **\$ 2,518,336**
Airport revenue, licensing and permits, rentals and leases, and miscellaneous revenue are recorded in this category. The airport was operating at full capacity in 2023 with Pacific Coastal and medivac flights operating throughout the year. Lodge flights and Helijet were in full operation from May to September 2023.
- 4. Provincial Transfers** **\$ 394,000**
The provincial transfers include a Small Community Grant from the provincial government. The intended use of this funding is to contribute to the operating and administration costs of the municipality with the target being to keep any increases in property tax and service rates to a minimum. In 2023, there was no increase to the property tax mill rates or water/sewer rates but North Coast Regional District increased garbage fees January 01, 2023 by \$4.00 per month.
- 5. Other Grants** **\$ 1,558,559**
Grants for 2023 included funding from the Gwaii Trust Community Events and Winter Holidays Program for the Village of Masset Community Holiday Events and with donations being made to Old Masset's Christmas function that community members from Masset, Old Massett and Tow Hill attended. Funding was received from the Northern Development Initiative for the Business Façade Improvement Program and for the Village of Masset's grant writer. Projects and capital expenditures for 2023 include:
 - a) Airport Runway Rehabilitation Project
 - b) Marwell Road Drainage
 - c) Completion of the Seaplane Base Landing & Boat Launch Project
 - d) Continuation of the Water Treatment Plant upgrades project
 - e) Planning and tender for the Park to Pier project
 - f) Completion of the Water Safety Upgrades Project
 - g) Seaplane Site Planning
 - h) Fire Department Equipment Purchase
 - i) Park Drive Lift Station Repairs

- | | | |
|-----------|--------------------------------------|-------------------|
| 6. | <i>Interest and penalties</i> | \$ 451,088 |
| 7. | <i>Other</i> | \$ 388,863 |
- Payments received from the Northern Health Authority for the repayments of the hospital loan with the Municipal Finance Authority.

Expenditures

Expenses for 2023 totaled \$5,571,240 and include:

- | | | |
|-----------|---|---------------------|
| 1. | <i>General Government</i> | \$ 1,074,863 |
| | Includes wages and benefits, council remuneration, municipal buildings operation & maintenance, building insurance, training and travel, election and wharf operating costs. | |
| 2. | <i>Utility Operations</i> | \$ 639,608 |
| | Includes expenses associated with the water plant and sewer system. The garbage expense relates to payments made to the North Coast Regional District for fees collected by the Village of Masset for NCRD. | |
| 3. | <i>Protective Services</i> | \$ 209,927 |
| | Fire department, emergency planning, animal control and inspection costs. | |
| 4. | <i>Transportation Services</i> | \$ 2,418,760 |
| | Includes expenses incurred for Masset's municipal airport and seaplane base operations, as well as expenses related to the Village of Masset's Public Works department. | |
| 5. | <i>Environmental Health</i> | \$ 173,067 |
| | Includes expenses incurred for the cemetery, beautification and town clean up, and the marina. | |
| 6. | <i>Recreation, Culture & Tourism</i> | \$ 168,609 |
| | Includes costs associated with the community hall, roller rink, RV Park, playgrounds, library and summer student jobs. | |
| 7. | <i>Debt Financing</i> | \$ (19,369) |
| | Hospital and water debentures. | |
| 8. | <i>Amortization</i> | \$ 863,024 |
| | Comprised of the amortization of the Village of Masset's tangible capital assets including roads, infrastructure and land. | |
| 9. | <i>Other</i> | \$ 42,751 |

The reporting format of financial statements has changed to better represent a government's financial position in terms of its assets and liabilities, its net debt, its accumulated surplus/deficit, tangible capital assets and other non-financial assets at the end of an accounting period. The fiscal year-end for the Village of Masset is December 31st.

The ending operating surplus for 2023 was \$1,366,635. This majority of the surplus is due to a number of projects that were being worked on or completed in 2023 and while the revenue is recorded on the financial statements, the expenses are capitalized and amortized over future years.

Reserves

In 2023, the following transfers to/from reserves were completed:

2023 transfers to reserves:

- \$ 6,300 - Marina Reserve
- \$ 180,366 - General Reserve
- \$ 10,000 - Land development reserve
- \$ 764,000 - Growing Communities Fund

Tax Exemptions

There were no tax exemptions approved for 2023.

2023 Annual Report

Report on 2023 Objectives

Recruitment and Retention

Recruitment activities continued through 2023 with the hiring of Andalib Olee as an intern. The Northern Development Initiative Trust Grant will fund his employment and subsidize his living expenses. This is a term position ending in May 2024.

BC Air Access Program (Temporary Lighting)

It was identified that the airport had no Temporary Emergency lighting available in the event of a brownout. Staff successfully applied for the BCAAP grant and received 85% of the eligible cost, or \$26,550.00, towards battery-powered LED lighting. This project was completed in 2023.

Masset Recreation Centre Renovation

In January, an application to the Economic Diversification and Infrastructure Program (REDIP) was made to renovate part of the former curling rink and upgrade it to a usable space. The total project was 972,863, and our request was 741,305. The Ministry declined the grant application.

Water Treatment Plant Upgrades

This project started in the fall of 2022 and is mainly an upgrade of electrical systems and controls. As has been the case in other sectors, electrical components continue to be subject to supply chain and shipping delays. As a result, the revised completion date is December 2023, completed in February 2024.

Concept Plan for Masset Seaplane Spit & Terminal Building

The village previously successfully received a Gwaii Trust Community Innovation Grant to prepare a high-level plan and cost estimate to redesign the surrounding area and improve vehicle traffic, structures, and public accessibility. Due to staff turnover, this project was not started in 2022 but completed in 2023, except for some public engagement in early 2024.

Solar Farm Project at the Airport

TII Yahda Energy approached the Village in 2021 with the conceptual idea of installing a 2 MW solar farm at the airport. With the village's support, the idea moved from conceptual to an actual project in 2022. The approval process has been long and involved many layers of Government. In the fall of 2023, with the project at the end of completion on the airside, the Village started an agreement with TII Yahda Energy for a 15-year lease, finalized in early 2024.

Once completed in 2023, the project will benefit the island significantly and help move us closer to reducing greenhouse gases as a community.

Additional Reporting Metrics

Treated Water Production

In 2023, approximately 210,000 m³ (210 million litres) of water was treated by the Water Plant, or an average of 575 m³ (575,000 litres) per day." This is down 16% from 2022 and more in line with our other recent historical usages.

In 2023, the airport generated 15.22 MWh & the public works shop generated 15.43 MWh. They have generated a combined total of 246MWh of energy over their lifetime.

2024 Objectives

Towed runway Sweeper (Application to Airports Capital Assistance Program)

The airport applied to Transport Canada through its Airport Capital Assistance Program for a new towed runway sweeper. This grant is 100 percent covered up to a maximum of 496,500.00 and will be put in the queue and should be known in late fall of 2024.

Airport Runaway Rehabilitation Project

Based on the asset management plan developed by Associated Engineering, it was identified that Masset Airport Runway, Taxiway, and Airside Drainage required Rehabilitation as they are approaching the end of operational life. To address the repairs, an application to the Transport

Canada Airport Capital Assistance Program was created and will be submitted in June 2024. Timelines for the work to start could range from 2026 to 2028.

Masset Covered Plaza

An application was submitted to the Gwaii Trust Society for a Major Contributions Grant to build a community-covered area as part of the Park & Pier Plan. Gwaii Trust Society awarded 104,885 towards the project, and the balance of the project funds are to come from the village's reserves. Work is to be completed in late 2024

Destination Development Fund (Pier)

After the completion of the "Park to Pier Project," the Village applied and was approved for the Destination Development Fund through the Ministry of Tourism to develop phase 1 of the Pier to Park Project revitalization, which will promote tourism in our community. The grant award was \$998,250.00. Some deliverables have changed for 2024, as the Shoreline landscaping, outdoor benches, and gateway are no longer part of Phase 1. Restoring the Pier viewing structure will be the focus. This project's target completion date is July 2025.

Emergency Operations Centre Development Project

An application was submitted to the Union of B.C. Municipalities Emergency Operations Centre and Training Program Grant. UMBC awarded 29,772 for training and equipment to run an Emergency Operations Centre in a remote location. This project will be completed in 2024.

Masset Skatepark and Pump Track Design

Two successful Grant applications to Gwaii Trust Society Community Innovation and BC Ministry of Municipal Affairs Infrastructure Planning Grant with a contribution from the Village for a total of 35,840 to develop a concept for a skate park as part of our "Park to Prier plan." This project will be completed in the fall of 2024.

Village of Masset
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023

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MANAGEMENT'S RESPONSIBILITY

The information and representations in the consolidated financial statements are the responsibility of management and have been approved by the Mayor and Council of the Village of Masset. The consolidated financial statements were prepared by management in accordance with Canadian Public Sector Accounting Standards and, where necessary, reflect management's best estimates and judgements at this time. It is reasonably possible that circumstances may arise which cause actual results to differ. Management does not believe it is likely that any differences will be material.

The Village of Masset maintains systems of internal accounting controls, policies and procedures to provide reasonable assurances as to the reliability of the financial records and safeguarding of its assets.

The Mayor and Council are responsible for ensuring that management fulfills its responsibilities for financial reporting and are ultimately responsible for reviewing and approving the consolidated financial statements.

The consolidated financial statements have been reviewed and approved by the Mayor and Council. The consolidated financial statements have been audited by FBB Chartered Professional Accountants LLP, the independent auditors, whose report follows.

April 29, 2024
Masset, British Columbia



**CHARTERED
PROFESSIONAL
ACCOUNTANTS LLP**

Ryan Broughton, CPA, CA*
Partner

Quan Cheng, CPA, CA*
Partner

*Denotes incorporated professional

INDEPENDENT AUDITOR'S REPORT

To the Mayor and Council,
Village of Masset

Opinion

We have audited the consolidated financial statements of Village of Masset, which comprise the consolidated statement of financial position as at December 31, 2023, and the consolidated statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Village of Masset as at December 31, 2023, and its financial performance and cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Village in accordance with ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the municipality's financial reporting process.



**CHARTERED
PROFESSIONAL
ACCOUNTANTS LLP REPORT (continued)**

Ryan Broughton, CPA, CA*
Partner

Quan Cheng, CPA, CA*
Partner

**Denotes incorporated professional*

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

April 29, 2024
Prince George, British Columbia



FBB Chartered Professional Accountants LLP

Village of Masset

Consolidated Statement of Financial Position As at December 31, 2023

	<u>2023</u>	<u>2022</u>
Financial assets		
Cash and investments (note 2)	\$ 10,459,974	\$ 9,603,939
Taxes and accounts receivable (note 3)	1,172,594	918,423
MFA deposits (note 4)	<u>97,534</u>	<u>94,593</u>
	<u>11,730,102</u>	<u>10,616,955</u>
Financial Liabilities		
Accounts payable and accrued liabilities (note 5)	603,457	770,548
MFA reserve (note 4)	97,534	94,593
Municipal debt (note 6)	2,696,130	2,988,606
Deferred revenue (note 7)	<u>1,146,333</u>	<u>474,305</u>
	<u>4,543,454</u>	<u>4,328,052</u>
Net financial asset	<u>7,186,648</u>	<u>6,288,903</u>
Non-financial assets		
Property acquired for taxes	8,261	8,261
Prepaid expenses	21,850	39,967
Tangible capital assets (note 8)	<u>28,648,101</u>	<u>28,161,094</u>
	<u>28,678,212</u>	<u>28,209,322</u>
Accumulated Surplus (note 9)	<u>\$ 35,864,860</u>	<u>\$ 34,498,225</u>

Approved by Mayor and Council

Village of Masset

Consolidated Statement of Operations For the year ended December 31, 2023

	2023 Budget (unaudited)	2023 Actual	2022 Actual
Revenue			
Property taxes and grants in lieu	\$ 1,128,606	\$ 1,130,977	\$ 946,383
Utility user fees	508,964	496,052	472,472
Sale of goods and services	2,604,290	2,518,336	2,302,872
Provincial transfers	400,000	394,000	519,000
Other grants	3,086,123	1,558,559	2,162,786
Interest and penalties on taxes	190,300	451,088	188,472
Northern Health Authority	388,863	388,863	388,863
	<u>8,307,146</u>	<u>6,937,875</u>	<u>6,980,848</u>
Expenses			
General government	1,128,370	1,074,863	865,186
Utility operations	1,445,034	639,608	477,137
Protective services	104,190	209,927	48,715
Transportation services	2,861,845	2,418,760	2,482,716
Environmental health and development	139,750	173,067	82,830
Recreation, culture and tourism	610,168	168,609	300,854
Other	1,401,520	42,751	23,848
Debt financing (recovery)	106,500	(19,369)	(5,056)
Amortization	-	863,024	843,344
	<u>7,797,377</u>	<u>5,571,240</u>	<u>5,119,574</u>
Annual Surplus	<u>509,769</u>	1,366,635	1,861,274
Accumulated surplus, beginning of year		<u>34,498,225</u>	<u>32,636,951</u>
Accumulated surplus, end of year		<u>\$ 35,864,860</u>	<u>\$ 34,498,225</u>

Village of Masset

Consolidated Statement of Changes in Net Financial Assets For the year ended December 31, 2023

	<u>2023</u> <u>Budget</u> (unaudited)	<u>2023</u> <u>Actual</u>	<u>2022</u> <u>Actual</u>
Annual surplus	\$ 509,769	\$ 1,366,635	\$ 1,861,274
Amortization	-	863,024	843,344
Change in prepaid expenses	-	18,117	(3,582)
Transfers from reserves	(289,769)	-	-
Repayment of municipal debt	(220,000)	-	-
Acquisition of tangible capital assets	-	(1,350,031)	(1,241,044)
Increase in net financial assets	<u>-</u>	897,745	1,459,992
Net financial assets, beginning of year		<u>6,288,903</u>	<u>4,828,911</u>
Net financial assets, end of year		<u>\$ 7,186,648</u>	<u>\$ 6,288,903</u>

Village of Masset

Consolidated Statement of Cash Flows For the year ended December 31, 2023

	<u>2023</u>	<u>2022</u>
NET INFLOW (OUTFLOW) OF CASH:		
Operating activities		
Annual surplus	\$ 1,366,635	\$ 1,861,274
Non-cash charges to operations		
Amortization	863,024	843,344
Cost of industrial lots sold	-	-
Changes in non-cash operating balances:		
Increase in accounts receivable	(254,171)	(190,760)
Increase (decrease) in accounts payable and accrued liabilities	(167,091)	304,805
Decrease in deferred revenue	672,028	(43,022)
(Increase) decrease in prepaid expenses	18,117	(3,582)
	<u>2,498,542</u>	<u>2,772,059</u>
Capital activities		
Acquisition of tangible capital assets	(1,350,031)	(1,241,044)
	<u>(1,350,031)</u>	<u>(1,241,044)</u>
Financing activities		
Repayment of debt	(292,476)	(288,027)
	<u>(292,476)</u>	<u>(288,027)</u>
Increase (decrease) in cash and investments	856,035	1,242,988
Cash and investments, beginning of year	<u>9,603,939</u>	<u>8,360,951</u>
Cash and investments, end of year	<u>\$ 10,459,974</u>	<u>\$ 9,603,939</u>

Village of Masset

Notes to the Consolidated Financial Statements For the year ended December 31, 2023

General

The Village of Masset is a municipality and provides general government, water, sewer and related services to the residents of Masset, British Columbia.

1. SIGNIFICANT ACCOUNTING POLICIES

a. Basis of Presentation

These consolidated financial statements reflect all revenues, expenses, assets and liabilities of the Village of Masset. It is the Village's policy to follow Canadian public sector accounting standards and apply such principles consistently. The consolidated financial statements have been prepared incorporating guidelines issued by the Public Sector Accounting Board (PSAB) of CPA Canada as recommended by Municipal Affairs, Province of British Columbia.

The focus of Canadian public sector accounting standards is on the financial position of the Village and the changes thereto. The Consolidated Statement of Financial Position reflects the combined results and activities of the Village's Operating, Capital and Reserve Funds. The purposes of these funds are:

i. **Operating Funds**

Operating Funds are to be used to record the costs associated with providing Village services.

ii. **Capital Funds**

Capital Funds are used to account for the acquisition costs of the Village's Tangible Capital Assets, the accumulated amortization thereon, and the funding thereof including related long-term debt.

iii. **Reserve Funds**

Under the Local Government Act of the Province of British Columbia, the Mayor and Council of the Village may, by bylaw, establish Reserve Funds for specific purposes. Money in a Reserve Fund and interest thereon must be used only for the purpose for which the fund was established. If the amount in a Reserve Fund is greater than required, the Mayor and Council may, by bylaw, transfer all or part of the balance to another Reserve Fund.

Financial assets are economic resources controlled by the government as a result of past transactions from which future economic benefits may be obtained. Liabilities are present obligations of the government to others arising from past transactions, the settlement of which is expected to result in the future sacrifice of economic benefits.

Revenues are accounted for in the period in which the transactions or events occurred that gave rise to the revenues. Expenses are recorded in the period in which goods and services are acquired and a liability is incurred.

Village of Masset

Notes to the Consolidated Financial Statements
For the year ended December 31, 2023

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

b. Restricted Financial Assets

Restricted financial assets include assets held in trust to be expended only in accordance with the conditions of the trust, and amounts from reserve funds set aside for future debt retirement or for future capital expenditures.

c. Revenue recognition

Taxes are recognized as revenue when they are levied. Sale of services and user fee revenues are recognized when the service or product is provided by the Village. Conditional grants are recorded as revenue when specified conditions have been met. Unconditional grants are recorded when the funding is received or receivable. Revenues received where conditions have not yet been met are recorded as deferred revenue.

d. Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset, excluding all interest costs. Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Assets under development or construction are not amortized until put into use.

Amortization is provided using the straight-line method over their estimated useful lives at the following rates:

Land improvements	10-30 years
Buildings	40 years
Vehicles	5-20 years
Infrastructure	30-40 years
Airstrip	20-40 years
Marina	40 years
Water/Sewer	50 years

e. Property acquired for taxes and mortgages receivable

Property acquired for taxes is recorded at acquisition cost. The Village of Masset has developed lots in a commercial subdivision for resale and carried financing on several lots with no interest. These mortgages are forgivable if the purchaser builds on the lot within two years of acquisition. During the year no mortgages were forgiven. The mortgages receivable is included in Taxes and accounts receivable.

Village of Masset

Notes to the Consolidated Financial Statements For the year ended December 31, 2023

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

g. Use of Estimates

The preparation of consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, at the date of the consolidated financial statements and the reported amounts of revenues and expenses during the period. Significant areas requiring the use of management estimates include: determination of accrued sick benefits, collectability of accounts receivable, amortization of tangible capital assets and provisions for contingencies. Actual results could differ from those estimates. Adjustments, if any, will be reflected in operations in the period of settlement.

2. CASH AND INVESTMENTS

	<u>2023</u>	<u>2022</u>
Cash on deposit	\$ 1,240,022	\$ 1,698,127
Term deposits	884,078	865,746
MFABC - pooled high interest savings account	<u>8,335,874</u>	<u>7,040,066</u>
	<u>\$ 10,459,974</u>	<u>\$ 9,603,939</u>

3. TAXES AND ACCOUNTS RECEIVABLE

Property taxes	\$ 213,513	\$ 187,824
Utilities	53,801	54,310
Sales taxes	4,234	19,762
Grant funding receivable	611,027	529,850
Other receivables	305,819	142,477
Allowance for doubtful accounts	<u>(15,800)</u>	<u>(15,800)</u>
	<u>\$ 1,172,594</u>	<u>\$ 918,423</u>

4. MFA DEPOSITS AND RESERVE

The Municipal Finance Authority of British Columbia ("MFA") provides capital financing for regional districts and their member municipalities. The MFA is required to establish a Debt Reserve Fund. Each regional district, through its member municipalities who shares in the proceeds of a debt issue, is required to pay into the Debt Reserve Fund certain amounts set out in the debt agreements. The MFA pays into the Debt Reserve Fund these monies from which interest earned thereon less administrative expenses becomes an obligation to the regional districts. It must then use this fund, if at any time there are insufficient funds, to meet payments on its obligations. If this occurs the regional districts may be called upon to restore the fund. Upon the maturity of a debt issue, the unused portion of the Debt Reserve Fund established for that issue will be discharged to the Village.

Village of Masset

Notes to the Consolidated Financial Statements
For the year ended December 31, 2023

5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	<u>2023</u>	<u>2022</u>
Trade payables and accrued liabilities	\$ 307,805	\$ 455,885
Payroll and withholding taxes	41,376	31,222
Accrued vacation, sick, severance liability	<u>254,276</u>	<u>283,441</u>
	<u>\$ 603,457</u>	<u>\$ 770,548</u>

6. MUNICIPAL DEBT

Hospital Debentures

Bylaw 578-2006, Skeena-Queen Charlotte Regional District
District, repayable in annual instalments of \$268,550 interest and
\$144,072 principal

\$ 2,696,130	\$ 2,961,732
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Equipment Financing

Loan 0001, MFABC repayable in monthly instalments of \$2,947
including interest at 4.2%

<u>-</u>	<u>26,874</u>
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<u>\$ 2,696,130</u>	<u>\$ 2,988,606</u>
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Estimated principal repayments over the next 5 years are estimated at \$141,000 per year.

The Village has a \$150,000 operating line of credit with Northern Savings Credit Union. The facility was unused as at December 31, 2023.

7. DEFERRED REVENUE

	<u>2023</u>	<u>2022</u>
Prepaid taxes	\$ 32,806	\$ 23,438
Prepaid utilities	19,000	18,795
Health committee funds	7,315	7,315
Tax sale reserve	3,329	3,329
Rural Dividend Fund - Haida Gwaii Higher Learning Education	296,521	296,521
Economic development	11,014	11,014
Fitness collections to be paid	2,610	5,155
UBCM - Strengthening Communities	-	100,000
Province of BC - Growing Communities Fund	764,000	-
Other	4,525	4,525
Fire department funds	<u>5,212</u>	<u>4,212</u>
	<u>\$ 1,146,332</u>	<u>\$ 474,304</u>

Village of Masset

Notes to the Consolidated Financial Statements
For the year ended December 31, 2023

8. TANGIBLE CAPITAL ASSETS

			<u>2023</u>	<u>2022</u>
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Carrying Amount</u>	
Land	\$ 10,805,022	\$ -	\$ 10,805,022	\$ 10,805,022
Buildings	2,335,071	993,979	1,341,092	1,463,706
Hospital	5,839,158	3,269,911	2,569,247	3,036,377
Machinery and equipment	847,290	484,431	362,859	41,226
Roads and sidewalks	9,411,878	9,232,062	179,816	208,020
Community infrastructure	1,029,413	351,688	677,725	217,274
Vehicles	1,103,690	804,471	299,219	389,138
Airstrip	8,471,605	3,056,802	5,414,803	5,304,681
Marina	1,155,949	546,628	609,321	667,119
McIntyre park	8,438	7,595	843	1,265
Roller rink	250,310	79,945	170,365	179,118
Industrial park	181,000	113,125	67,875	76,925
Water system	6,513,495	1,576,007	4,937,488	4,082,237
Sewer system	1,971,475	759,049	1,212,426	1,291,286
	<u>\$ 49,923,794</u>	<u>\$ 21,275,693</u>	<u>\$ 28,648,101</u>	<u>\$ 27,763,394</u>

Tangible Capital Asset Additions for the year are as follows:

	<u>Cost January 1, 2023</u>	<u>Additions/ (Disposals)</u>	<u>Cost December 31, 2023</u>
Land	\$ 10,805,022	\$ -	\$ 10,805,022
Buildings	2,335,071	-	2,335,071
Hospital	5,839,158	-	5,839,158
Machinery and equipment	508,772	338,518	847,290
Roads and sidewalks	9,411,878	-	9,411,878
Community infrastructure	738,997	290,416	1,029,413
Vehicles	1,165,724	(62,034)	1,103,690
Airstrip and terminal	8,412,703	58,902	8,471,605
Marina	1,155,949	-	1,155,949
McIntyre park	8,438	-	8,438
Roller rink	250,310	-	250,310
Industrial park	181,000	-	181,000
Water system	5,851,300	662,195	6,513,495
Sewer system	1,971,475	-	1,971,475
	<u>\$ 48,635,797</u>	<u>\$ 1,287,997</u>	<u>\$ 49,923,794</u>

Village of Masset

Notes to the Consolidated Financial Statements
For the year ended December 31, 2023

8. TANGIBLE CAPITAL ASSETS (continued)

Tangible capital asset acquisitions for the year ended consist of:

Airport plow truck	\$ 338,518
Sale of 2005 Ford F150 and other vehicle	(62,034)
Seaplane base/boat launch project	290,416
Airport capital project	58,902
Water system upgrades	<u>662,195</u>
	<u>\$ 1,287,997</u>

During the year, the Village sold 2 vehicles in an auction for total net proceeds of \$20,250. Both vehicles were fully amortized and the gain of \$20,250 is included in sale of goods and services.

Amortization for the year is as follows:

	Balance January 1, 2023	Amortization	Disposals	Balance December 31, 2023
Land	\$ -	\$ -	\$ -	\$ -
Buildings	933,357	60,622	-	993,979
Hospital	3,036,346	233,565	-	3,269,911
Machinery and equipment	461,540	22,891	-	484,431
Roads and sidewalks	9,217,960	14,102	-	9,232,062
Community infrastructure	322,807	28,881	-	351,688
Vehicles	823,299	43,206	(62,034)	804,471
Airstrip and terminal	2,782,508	274,294	-	3,056,802
Marina	517,729	28,899	-	546,628
McIntyre park	7,384	211	-	7,595
Roller rink	75,557	4,388	-	79,945
Industrial park	108,600	4,525	-	113,125
Water system	1,467,997	108,010	-	1,576,007
Sewer system	719,619	39,430	-	759,049
	<u>\$ 20,474,703</u>	<u>\$ 863,024</u>	<u>\$ (62,034)</u>	<u>\$ 21,275,693</u>

Village of Masset

Notes to the Consolidated Financial Statements For the year ended December 31, 2023

9. ACCUMULATED SURPLUS

	2023	2022
General operating fund	\$ 4,169,574	\$ 3,873,497
Water system	(1,983,054)	(1,299,357)
Sewer system	152,004	137,972
Reserve funds (Note 10)	7,567,062	6,606,396
Net assets invested in tangible capital assets (note 11)	25,951,971	25,172,488
Perpetual	7,303	7,229
	<u>\$ 35,864,860</u>	<u>\$ 34,498,225</u>

During the year, Mayor and Council authorized the appropriation of \$10,000 to land development, \$nil for general reserve, \$151,675 to federal gas tax reserve funds, \$6,300 to Marine reserve funds.

10. RESERVE FUNDS

	2022	Appropriations	Use of funds	2023
Land development	72,500	10,000	-	82,500
Federal gas tax	1,037,214	-	-	1,037,214
Legal cost/settlement reserve	15,000	-	-	15,000
General reserve	1,376,889	180,366	-	1,557,255
Marina reserve	45,150	6,300	-	51,450
Capital reserve	73,281	-	-	73,281
Land sale reserve	62,448	-	-	62,448
Northern capital and planning reserve	3,422,000	-	-	3,422,000
Covid-19 restart	429,000	-	-	429,000
Growing Communities Fund	-	764,000	-	764,000
Water system reserve	37,757	-	-	37,757
Sewer system reserve	35,157	-	-	35,157
	<u>\$ 6,606,396</u>	<u>\$ 960,666</u>	<u>\$ -</u>	<u>\$ 7,567,062</u>

Village of Masset

Notes to the Consolidated Financial Statements
For the year ended December 31, 2023

10. RESERVE FUNDS (continued)

Federal gas tax

The Village is a participant under the Community Works Fund that provides for the Village's receiving Federal gas taxes transferred under the New Deal for Cities and Communities signed by the Union of BC Municipalities, the Province of British Columbia, and the Government of Canada. Although the Village has some latitude in determining which projects to pursue, the agreement provides that projects should address the reduction of greenhouse gas emissions, cleaner air and cleaner water. Funds have been setup as reserve until such a time eligible expenses are made. These funds are currently invested in term deposits and included in cash and investments.

Legal cost/settlement reserve

The Village has appropriated \$15,000 for potential future legal costs as disclosed in note 12.

Other Reserves

Other reserves represent appropriations made for future anticipated costs.

11. NET ASSETS INVESTED IN TANGIBLE CAPITAL ASSETS

Net assets invested in tangible capital assets, beginning	\$ 25,172,488
Add: Capital acquisitions	1,350,031
Add: Municipal debt repayments	292,476
Less: Amortization	<u>(863,024)</u>
Net assets invested in tangible capital assets, ending	<u>\$ 25,951,971</u>

Village of Masset

Notes to the Consolidated Financial Statements

For the year ended December 31, 2023

12. COMMITMENTS AND CONTINGENCIES

a. The Village is jointly and severally liable under the provisions of the Community Charter for any default on monies borrowed by the Village.

b. Municipal Pension Plan

The Village and its employees contribute to the Municipal Pension Plan (Plan), a jointly trustee pension plan. The Board of Trustees, representing Plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The Plan has about 240,000 active members and approximately 124,000 retired members. Active members include approximately 43,000 contributors from local governments.

Every three years an actuarial valuation is performed to assess the financial position of the Plan and the adequacy of Plan funding. The most recent valuation as at December 2021 indicated a funding surplus of \$3,761 million for basic pension benefits.

The next valuation will be December 31, 2024 with results available in 2025. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension accounting). This is because the Plan records accrued liabilities and assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and costs to the individual employers participating in the Plan.

The Village of Masset paid \$73,142 for employer contributions to the Plan in the year ended 2023 (2022 - \$57,496).

c. Legal Contingency

The Village has from time to time been named defendant in lawsuits. Management is not aware of any lawsuits pending. In determining their estimated exposure, the Village has relied upon their understanding of the claims, including activities undertaken by the other parties, as well as discussions with legal counsel. In those cases where an unfavourable outcome is likely, a provision for anticipated costs would be accrued. In the opinion of management, the amount of loss cannot generally be reasonably estimated, so the Village has appropriated \$15,000 to attempt to cover potential future legal costs to reasonably defend or settle a lawsuit against the Village.

Village of Masset

Notes to the Consolidated Financial Statements For the year ended December 31, 2023

13. ECONOMIC DEPENDENCE

The Village receives a significant portion of revenue from the Province of British Columbia through the government's Small Community Protection Program.

14. FINANCIAL INSTRUMENTS AND RISK MANAGEMENT

The Village's financial instruments consist of cash and investments, taxes and accounts receivable, accounts payable and accrued liabilities and Village debt. Unless otherwise noted, it is management's opinion that the Village is not exposed to significant interest, currency, or credit risks arising from these financial instruments. The fair values of these financial instruments approximate their carrying values, unless otherwise noted.

The Village is exposed to financial risk that arises from the credit quality of the entities to which it provides services. Credit risk arises from the possibility that the entities to which the Village provides services may experience financial difficulty and be unable to fulfill their obligations. The Village mitigates this risk by dealing with counterparties management considers to be of high integrity.

The Village is exposed to interest rate risk arising from fluctuations in interest rates on its cash and investments. No financial instruments are held that mitigate this risk.

15. EXPENSES BY OBJECT

	<u>2023</u> <u>Budget</u> (unaudited)	<u>2023</u> <u>Actual</u>	<u>2022</u> <u>Actual</u>
Salaries, wages and benefits	\$ 1,241,750	\$ 1,222,206	\$ 1,016,508
Materials and supplies	1,980,357	1,548,860	1,960,875
Contracted services	954,430	788,977	377,221
Repairs, utilities, maintenance	3,347,790	998,698	799,287
Mayor and Council remuneration and travel	76,000	79,850	47,633
Insurance	70,750	69,415	57,357
Grants	5,000	4,500	1,500
Debt charges	120,300	(4,290)	14,299
Election costs	1,000	-	1,550
Amortization	-	863,024	843,344
	<u>\$ 7,797,377</u>	<u>\$ 5,571,240</u>	<u>\$ 5,119,574</u>

Village of Masset

Notes to the Consolidated Financial Statements

For the year ended December 31, 2023

16. LIABILITY FOR CONTAMINATED SITES

PS3260 of the CPA Canada Public Sector Accounting Standards notes that a liability for remediation of contaminated sites should be recognized when, as at the reporting date: an environmental standard exists; contamination exceeds the standards; the Village has accepted responsibility for or is directly responsible; it is expected that future economic benefits will be given up; and a reasonable estimate can be made.

The Village is unaware of any contaminated sites on lands and waters within the jurisdiction of the Village. Should management become aware of any contaminated sites the Village is responsible for remediating, a liability for contaminated sites would be setup in accordance with PS3260.

17. BUDGETED FIGURES

The budget amounts presented throughout these consolidated financial statements are unaudited and represent the five year financial plan bylaw No. 658 - 2023 approved by the Village Mayor and Council from 2023-2027 on May 8, 2023.



**CHARTERED
PROFESSIONAL
ACCOUNTANTS LLP**

Ryan Broughton CPA, CA*
Partner

Quan Cheng, CPA, CA*
Partner

**Denotes incorporated professional*

INDEPENDENT AUDITOR'S REPORT ON SUPPLEMENTARY INFORMATION

To the Mayor and Council,
Village of Masset,

We have audited and reported separately herein on the consolidated financial statement of the Village of Masset as at and for the year ended December 31, 2023.

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements taken as a whole. The current year's supplementary information included is presented for purposes of additional analysis and is not a required part of the consolidated financial statements. Such supplementary information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and, in our opinion, is fairly stated in all material respects in relation to the consolidated financial statements taken as a whole.

April 29, 2024
Prince George, British Columbia

FBB Chartered Professional Accountants LLP

Village of Masset

General Operating Fund - Statement of Financial Position

As at December 31, 2023

	<u>2023</u>	<u>2022</u>
Financial assets		
Cash and investments	\$ 10,451,006	\$ 9,595,045
Taxes and accounts receivable	1,139,521	884,630
MFA deposits	97,534	94,593
Due from other funds	1,792,874	1,123,930
	<u>13,480,935</u>	<u>11,698,198</u>
Financial Liabilities		
Accounts payable and accrued liabilities	603,457	770,548
MFA reserve	97,534	94,593
Municipal debt	2,696,130	2,988,606
Deferred revenue	1,146,333	474,305
	<u>4,543,454</u>	<u>4,328,052</u>
Net financial debt	<u>8,937,481</u>	<u>7,370,146</u>
Non-financial assets		
Property acquired for taxes	8,261	8,261
Prepaid expenses	21,850	39,967
Tangible capital assets	22,498,187	22,525,935
	<u>22,528,298</u>	<u>22,574,163</u>
	<u>\$ 31,465,779</u>	<u>\$ 29,944,309</u>
Accumulated surplus		
Accumulated surplus	4,169,574	3,873,497
Equity in tangible capital assets	19,802,057	19,537,330
Reserves	7,494,148	6,533,482
	<u>\$ 31,465,779</u>	<u>\$ 29,944,309</u>

Village of Masset

General Operating Fund - Statement of Operations For the year ended December 31, 2023

	2023 Budget (unaudited)	2023 Actual	2022 Actual
Revenue			
Property taxes and grants in lieu	\$ 1,128,606	\$ 1,130,977	\$ 946,383
Utility user fees (garbage collection)	190,180	197,746	177,188
Sale of goods and services	2,604,290	2,518,336	2,302,872
Provincial transfers	400,000	394,000	519,000
Other grants	3,086,123	1,558,559	2,162,786
Interest and penalties on taxes	187,800	443,771	188,456
Northern Health Authority	388,863	388,863	388,863
	<u>7,985,862</u>	<u>6,632,252</u>	<u>6,685,548</u>
Expenses			
General government	1,128,606	1,074,863	865,186
Utility operations	1,036,014	326,589	171,037
Protective services	104,190	209,927	48,715
Transportation services	2,861,845	2,418,760	2,482,716
Environmental health and development	139,750	173,067	82,830
Recreation, culture and tourism	610,168	168,609	300,854
Other	1,401,520	42,752	23,847
Debt financing (recovery)	106,500	(19,369)	(5,056)
Amortization	-	715,584	695,904
	<u>7,388,593</u>	<u>5,110,782</u>	<u>4,666,033</u>
Annual Surplus (Deficit)	<u>597,269</u>	1,521,470	2,019,515
Accumulated surplus, beginning of year		<u>29,944,309</u>	<u>27,924,794</u>
Repayment of municipal debt	(220,000)	-	-
Transfer to/from reserves	(377,269)	-	-
Accumulated surplus, end of year		<u>\$ 31,465,779</u>	<u>\$ 29,944,309</u>

Village of Masset

Water System - Statement of Financial Position

As at December 31, 2023

	<u>2023</u>	<u>2022</u>
Financial assets		
Accounts receivable	\$ 22,586	\$ 21,657
Financial Liabilities		
Due to other funds	<u>1,967,883</u>	<u>1,283,257</u>
Net financial debt	<u>(1,945,297)</u>	<u>(1,261,600)</u>
Non-financial assets		
Tangible capital assets	<u>4,937,488</u>	<u>4,383,303</u>
	<u>\$ 2,992,191</u>	<u>\$ 3,121,703</u>
Accumulated Surplus		
Accumulated deficit	\$ (1,983,054)	\$ (1,299,357)
Reserves	37,757	37,757
Net assets invested in tangible capital assets	<u>4,937,488</u>	<u>4,383,303</u>
	<u>\$ 2,992,191</u>	<u>\$ 3,121,703</u>

Village of Masset

Water System - Statement of Operations

For the year ended December 31, 2023

	<u>2023</u> <u>Budget</u> (unaudited)	<u>2023</u> <u>Actual</u>	<u>2022</u> <u>Actual</u>
Revenue			
User charges	\$ 198,670	\$ 185,017	\$ 184,670
Interest and other	2,500	7,243	-
	<u>201,170</u>	<u>192,260</u>	<u>184,670</u>
Expenses			
Audit	2,000	2,000	2,000
Amortization	-	108,010	108,010
Distribution	55,000	52,020	53,867
Repairs and maintenance	117,170	123,920	110,620
Wages and benefits	39,500	35,822	48,908
	<u>213,670</u>	<u>321,772</u>	<u>323,405</u>
Annual deficit	<u>(12,500)</u>	(129,512)	(138,735)
Accumulated surplus, beginning of year		<u>3,121,703</u>	<u>3,260,438</u>
Transfers from reserves	12,500	-	-
Accumulated surplus, end of year		<u>\$ 2,992,191</u>	<u>\$ 3,121,703</u>

Village of Masset

Sewer System - Statement of Financial Position

As at December 31, 2023

	<u>2023</u>	<u>2022</u>
Financial assets		
Due from other funds	\$ 176,674	\$ 160,993
Accounts receivable	<u>10,487</u>	<u>12,136</u>
Net financial assets	187,161	173,129
Non-financial assets		
Tangible capital assets	<u>1,212,426</u>	<u>1,251,856</u>
	<u>\$ 1,399,587</u>	<u>\$ 1,424,985</u>
Accumulated surplus		
Accumulated surplus	\$ 152,004	\$ 137,972
Reserve funds	35,157	35,157
Net assets invested in tangible capital assets	<u>1,212,426</u>	<u>1,251,856</u>
	<u>\$ 1,399,587</u>	<u>\$ 1,424,985</u>

Village of Masset

Sewer System - Statement of Operations For the year ended December 31, 2023

	<u>2023</u> <u>Budget</u> (unaudited)	<u>2023</u> <u>Actual</u>	<u>2022</u> <u>Actual</u>
Revenue			
User charges	\$ 119,614	\$ 111,690	\$ 110,614
Custom work	500	1,599	
	<u>120,114</u>	<u>113,289</u>	<u>110,614</u>
Expenses			
Audit	2,000	2,000	2,000
Amortization	-	39,430	39,430
Lift station	92,000	17,629	11,040
Operations	18,602	12,453	8,045
OMVC sewer treatment	60,012	60,012	60,012
Wages and benefits	22,500	7,163	9,608
	<u>195,114</u>	<u>138,687</u>	<u>130,135</u>
Annual deficit	<u>(75,000)</u>	(25,398)	(19,521)
Accumulated surplus, beginning of year		<u>1,424,985</u>	<u>1,444,506</u>
Transfer from reserves	75,000	-	
Accumulated surplus, end of year		<u>\$ 1,399,587</u>	<u>\$ 1,424,985</u>

Village of Masset

Perpetual Care Fund

For the year ended December 31, 2023

Statement of financial position

	<u>2023</u>	<u>2022</u>
Financial assets		
Cash and investments	\$ 8,968	\$ 8,894
Financial liabilities		
Due to general fund	<u>1,665</u>	<u>\$ 1,665</u>
Accumulated surplus	<u>\$ 7,303</u>	<u>\$ 7,229</u>

Statement of operations

Interest revenue	\$ 74	\$ 16
Accumulated surplus, beginning of year	<u>7,229</u>	<u>7,213</u>
Accumulated surplus, end of year	<u>\$ 7,303</u>	<u>\$ 7,229</u>

2024
QUARTER 2
SMS QUARTERLY REPORT

Masset Municipal Airport



Village of Masset
wings waves wilderness www.massetbc.com



Attendees: Josh Humphries, Accountable Executive
Meghan McLellan, Airport Safety Programs
Gary Suha, Airport Manager

Date: July 17, 2024

Subject: Q2 SMS Progress Report for 2024
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
- Hazard Identification Risk Assessments
- Airport Inspection Reports
- 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 letters consists of vertical bars of varying heights, resembling a bar chart or a stylized landscape.



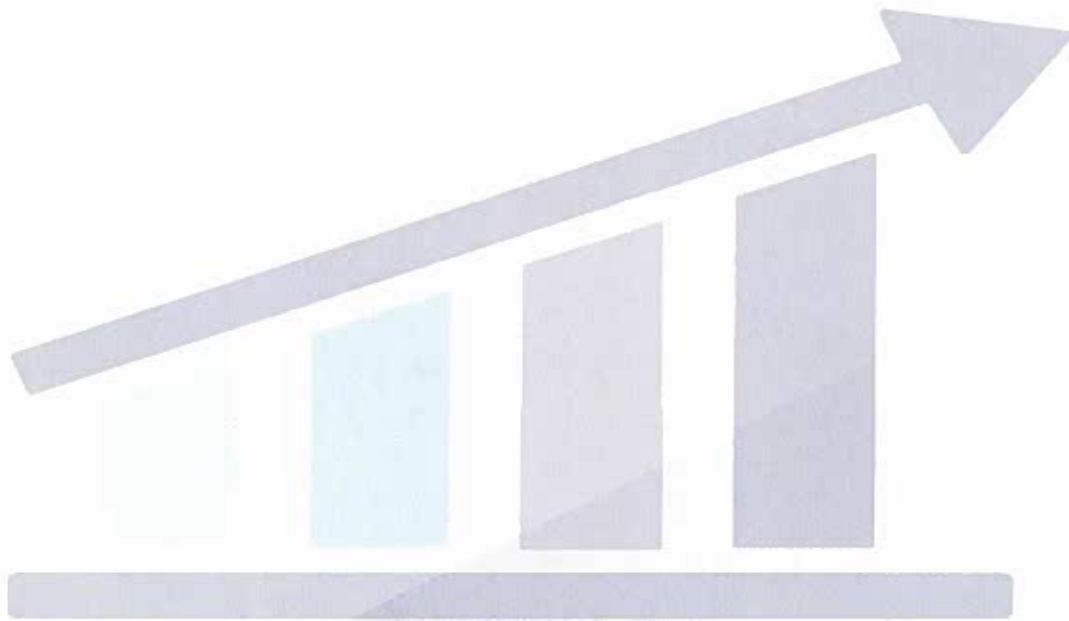
Objectives and Goals

2 objectives were developed as part of the SMS continuous improvement process.

Objective 1	Bird & Wildlife Strike Reporting and Species Tracking	Status	Due Date
Goal 1	Accurate information reported for strikes in the SMS system	Inactive	12/31/24
Goal 2	Accurate information reported for strikes to Transport Canada	Inactive	12/31/24
Goal 3	AWLMP contains and accurate and compliant risk assessment.	Inactive	12/31/24

Objective 2	Preventive Maintenance Manual Implementation	Status	Due Date
Goal 1	Implement PM manual and schedule	Completed Late	02/29/24
Goal 2	Train staff on the contents of the PM Manual	Completed On Time	05/31/24
Goal 3	Ensure training and PM documentation is complete	Inactive	12/31/24

After review, it appears that the completion date for Objective 2 goal 2 was submitted incorrectly. It was noted as completed on 02/29/24 but in fact the date noted should have been 04/25/24.





Transport Canada Civil Aviation Audit (TCCA)

The table below indicates the number of CAPs that were developed based on the findings issued by Transport Canada and the current progress being made:

Area of Focus	Number of CAPs	CAPs Closed	CAPs Open	Completion Rate %
TP312 – Airside	-	-	-	-
Regulatory Documentation	-	-	-	-
Total	-	-	-	-

There are no outstanding TCCA findings.





Quality Assurance Program Audit (QAP)

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

Area of Focus	Number of CAPs	CAPs Closed	CAPs Open	Completion Rate %
TP312 – Airside	-	-	-	-
Regulatory Documentation	-	-	-	-
Total	-	-	-	-

There are currently no new CAPs created this quarter. However, there are 3 CAPs that are overdue. Short and Long term have not been completed. The AOM remains in draft stage while the APM responds to the questions asked by the primary inspector. Line painting is slated to begin at the end of May to address the airfield deficiencies. The final overdue CAP is related to preventive maintenance and no documentation have been provided to verify the issues have been addressed. These items were reviewed in Q1 as well.

Currently there are 2 Audit Findings from 2023 that were due for evaluation, however after review, the corrective actions effectiveness was notable as ineffective and did not pass the evaluation assessment.



Risk Assessment

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

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

HIRA	Number of RCS	RCS Closed	RCS Open	Completion Rate
Aerodrome-Infrastructure	-	-	-	-
Total	-	-	-	-

No new risk assessments were created for this quarter, however there is 1 currently open. The RA opened is for Aerodrome Infrastructure to which there are 5 risk controls. There needs to be a completion date input along with verification of completion if these have been completed.





Airport Inspection Reports

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

2024				2023			Performance Change
Quarter	Required	Number Filed	Performance	Required	Number Filed	Performance	
Q2	85	84	98%	91	87	95%	3%

Airport Inspection Reports are based on the current AOM.

As per the current AOM ZMT airport does not operate Saturdays from Sept 16 – May 14. This year there were 91 days in Q2 of those 91 days, ZMT was closed for 4 Saturdays in April and 2 Saturdays in the month of May. May 15 to Sep 15 the airport operates 24/7. With the closures 85 DAIR were required for Q2.

April 1st missed a DAIR, a hazard was file April 2nd to capture the error.

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.

	2024 Q2	2023 Q2
Bird Activity	42	51
Bird Strike	0	2
Wildlife Activity	4	2
Wildlife Strike	0	0
Total	46	55

	2024 Q1	2023 Q1
Bird Activity	28	37
Bird Strike	0	0
Wildlife Activity	0	3
Wildlife Strike	0	0
Total	28	40

Q2 2024 had an increase of Bird Activity from Q1 2024. Canada Geese and Sandhill Cranes were the birds reported most frequently. There has been a rise in Wildlife activity from Q1 and from previous years. Deer in the area seem to be expanding and spotted more often near the fence.



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:

	2024		2023	
Hazard Category	Q2	Hazard Category	Q2	
Airfield	20	Airfield	18	
Airfield Lighting	25	Airfield Lighting	12	
Facilities	1	Facilities	3	
Improper Actions	-	Improper Actions	3	
Operations	1	Operations	4	
Total	47	Total	40	

Number of Reports per Category for the Quarter in comparison with the previous year's Quarter

	2024		2023	
Hazard Category	Q1	Hazard Category	Q1	
Airfield	33	Airfield	21	
Airfield Lighting	5	Airfield Lighting	7	
Facilities	2	Facilities	4	
Improper Actions	2	Improper Actions	-	
Operations	1	Operations	11	
Total	43	Total	43	

Number of Reports per Category for the Quarter in comparison with the previous year's Quarter

Airfield –

Q2 noted an increase of vegetation growing around the runway. Goose poop continues to be a concern on the runway.

Airfield Lighting –

Q2 noted concerns with the Aerodrome Beacon light out, the obstruction light not visible and the continuation of bulbs needing to be replaced.

Improper Actions –

Q2 did not have any concerns with improper actions.

Operations –

Q2 captured the Daily Airport Inspection that was missed for April 1, 2024.

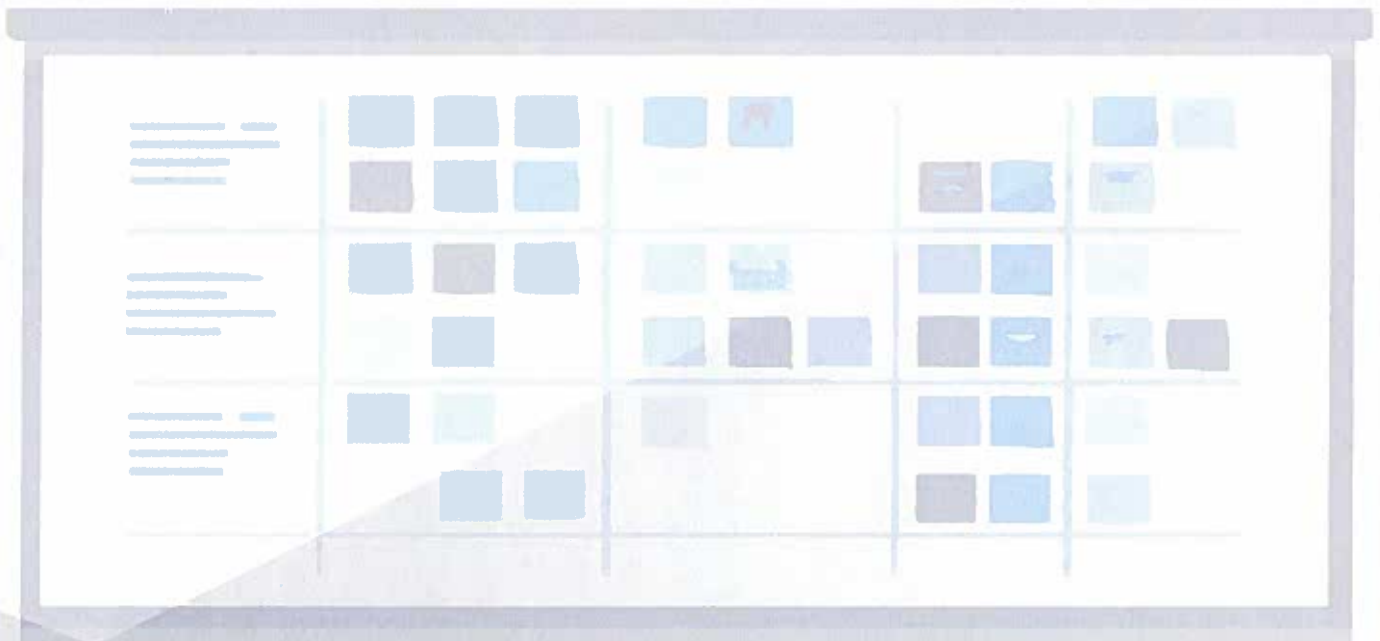


Safety Management System

SMS Task Calendar

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

Quarter #2			
Task to be Completed:	Due Date:	Status:	Performance
Emergency Communication Equipment Testing 302.203(1)(q)(i)	04/30/24	Completed on Time	80% complete
CFS/CAP Review 302.07(1)(c)	04/30/24	Completed on Time	
Quarterly Report to AE 302.502(g)	04/30/24	Completed on Time	
Safety Promotion 302.502 (h)	04/30/24	Completed on Time	
CFS/CAP Review 302.07(1)(c)	05/31/24	Completed on Time	
Emergency Communication Equipment Testing 302.203(1)(q)(i)	05/31/24	Completed on Time	
Monthly SMS Meeting 302.502(a)(v)	05/31/24	Completed on Time	
Emergency Communication Equipment Testing 302.203(1)(q)(i)	06/30/24	Overdue	
Training Matrix Update 107.03(d)	06/30/24	Overdue	
Monthly SMS Meeting 302.502(a)(v)	06/30/24	Completed on Time	





Acknowledgment Signatures

Joshua
Humphries

Digitally signed by Joshua
Humphries
Date: 2024.08.23
10:41:31 -07'00'

Josh Humphries

ZMT Airport
Accountable Executive

Gary Suha

Digitally signed by Gary
Suha
Date: 2024.08.23
10:24:01 -07'00'

Gary Suha

ZMT Airport
Airport Manager

PPereira---

Priscilla Pereira

WASCO
Airport
Safety
Coordinator-
Project Lead

Village of Masset
Business Facade Improvement Program
Assessment form

Applicant: Daniel Kolpatzik of Masset Cycles

Address: 2254 Dogwood Crescent

Application Date: August 21, 2024

Project Total: \$2,233.00 **Amount requested:** \$2,233.00

Roll No: 1704000 **Status:** Current

Business Licence Acct: 489 **Status:** Current

Utilities Acct: 1704 **Status:** current

Building Permit Received: N/A **Status:**

Start and End Date within Calendar Year: Yes

Photos of existing conditions: Yes

All expenses eligible: Yes

Eligible for Funding (subject to verification): \$2,233.00

Presented to Council for Approval: Sept. 9, 2024 **Approved/Rejected:**

Agreement Letter signed by Applicant: Yes

After Photos Submitted:

Signage Displayed:

Reimbursement Amount Approved:

Date Paid/ ck#:



August 9, 2024

RE: INVITATION TO PARTICIPATE IN HAIDA GWAII RENEWABLE ENERGY SYMPOSIUM

Sii.ngaay 'láa | Sangée 'láas *Good day,*

On behalf of the event co-hosts – Council of the Haida Nation and Swilawiid Sustainability Society – we would like to invite you to the **Haida Gwaii Renewable Energy Symposium on September 21 + 22 at the Kwiiyaans Community hall in Gaw Tlagée Old Massett.** We had over 150 people at the 2023 Symposium, to learn more about what was done previously, see swilawiid.org/symposium.

The Island-wide symposium is a gathering open to all people of Haida Gwaii. This event will provide a space to come together, share information, and bring forward Island-wide climate awareness. By celebrating the work that we have accomplished and focusing on the work ahead, people of Haida Gwaii will set goals that will inspire individual and collective action. **The theme this year is *Haida Gwaii 2074, our shared future. What does Haida Gwaii look like in 50 years?***

We would like to invite a representative, of your choosing, from your local government to be a speaker on September 21 at 1:00PM for a panel presentation from all Islands Government. We will ask you and other local governments to do a 15 minute presentation on your community's efforts to get off diesel and share any additional information you have renewing and upholding the **Renewable Energy Declaration** endorsed in 2018. We will also like you to attend both days to participate in the action planning and activating the Haida Gwaii Renewable Energy Declaration.

Please confirm your availability and who from your Council can join this presentation by August 24 to Swilawiid's Operations Support at info@swilawiid.org.

Haawa | Haw'aa *Thank you!*

COUNCIL BRIEFING ON PROPOSALS TO REPLACE INFO CENTRE, ECONOMIC DEVELOPMENT BUILDING HEATING

EXECUTIVE SUMMARY

Follows is two alternatives for replacing the heating system in the Economic Development Building, as well as a proposal to replace the Info Centre heating.

BACKGROUND

The heating system for the Economic Development Building is an antiquated oil furnace. It is inefficient, and somewhat of a fire hazard. I have received quotes from Haida Gwaii Heat Pumps. Last year, I received a quote from Frosty Mechanical, it was as much as Haida Gwaii Heat Pumps' quote, and I recommend going with Haida Gwaii Heat Pumps, as a local contractor with a good service record. I also solicited a quote from a third contractor; however he has not returned a quote in good time.

Haida Gwaii Heat Pumps is recommending going forward with Proposal 2 over Proposal 1.

PROPOSAL 1: replace the oil furnace with a ducted heat pump

- Cost: \$17,450.00 + GST = \$18,322.50
- Primary advantage: ease of installation
- Primary disadvantage: lack of independent heat control for individual suites. Lack of individual electrical billing to individual suites.

PROPOSAL 2: Replace the oil furnace with 3 separate mini-splits, one for the downstairs, and one each for the two upstairs rental units

- Cost: \$32,150.00 + GST = \$33,757.50
- Primary advantage: independent heat controls for two upstairs units and downstairs "soup kitchen" area. Separate billing for each.
- Primary disadvantage: significantly higher costs. No independent heat registers in bathrooms or kitchens.

Secondary PROPOSAL : Install Heat Pump in Info Centre

- Cost: \$9,750 + GST = \$10, 237. 50.
- Reason for this: ToyoStove oil heater is failing. It broke down several times this summer, and had to be repaired by off-island contractors, which was prohibitively expensive.

RECOMMENDATION

Depending upon funding availability, I recommend replacing the Economic Development Building heat pump with what we can afford, and still be able to replace the Info Centre heating.



Haida Gwaii Heat Pumps Ltd.

PO Box 214, 284 Bayview Drive

Port Clements BC V0T 1R0

+12506268912

haidagwaiiheatpumps@gmail.com

GST/HST Registration No : 767953151RT00

Quotes

ADDRESS
Village Of masset

QUOTE 1013
DATE 21/08/2024

DATE	DESCRIPTION	TAX	QTY	RATE	AMOUNT	
	New Installation	18,000 BTU Single Head heat pump	GST	1	8,600.00	8,600.00
	Electrical Estimate	Hook up	GST	1	1,150.00	1,150.00
SUBTOTAL					9,750.00	
GST @ 5%					487.50	
TOTAL					\$10,237.50	

TAX SUMMARY

	RATE	TAX	NET
GST @ 5%		487.50	9,750.00

Accepted By

Accepted Date

Heat pump installed is Canadian manufactured and good for up to -30C with an efficiency of 22.5 to 23.5 seer.

These are high quality units with easy access to parts.

WARRANTY INFORMATION:

Includes one year warranty on installation, 7 year warranty on compressor, and 5 year warranty on other parts.



Haida Gwaii Heat Pumps Ltd.

PO Box 214, 284 Bayview Drive

Port Clements BC V0T 1R0

+12506268912

haidagwaiiheatpumps@gmail.com

GST/HST Registration No.: 767953151RT00

Quote

ADDRESS
Village Of masset

QUOTE: 1014
DATE 23/08/2024

DATE	DESCRIPTION	TAX	QTY	RATE	AMOUNT
	New Installation	GST	1	16,500.00	16,500.00
	Electrical Estimate	GST	1	950.00	950.00

This is a secondary option for the Economic Development building. WE DO NOT RECOMEND this option as none of the tenants will have control over their own interior climate or electrical bill.

SUBTOTAL	17,450.00
GST @ 5%	872.50
TOTAL	\$18,322.50

TAX SUMMARY

	RATE	TAX	NET
GST @ 5%		872.50	17,450.00

Accepted By

Accepted Date

Heat pump installed is Canadian manufactured and good for up to -30C with an efficiency of 22.5 to 23.5 seer.

These are high quality units with easy access to parts.

WARRANTY INFORMATION:

Includes one year warranty on installation, 7 year warranty on compressor, and 5 year warranty on other parts.



Haida Gwaii Heat Pumps Ltd.

PO Box 214, 284 Bayview Drive

Port Clements BC V0T 1R0

+12506268912

haidagwaiheatpumps@gmail.com

GST/HST Registration No.: 767953151RT00

Quote

ADDRESS
Village Of masset

QUOTE 1012
DATE 21/08/2024

DATE	DESCRIPTION	TAX	QTY	RATE	AMOUNT
	New Installation	GST	1	12,600.00	12,600.00
	36,000 BTU 3 head unit 2 x 9,000 BTU ceiling cassettes 1x 12,000 BTU wall mount unit All 3 heads located in downstairs portion of building 2 in front room. 1 in back room by panel Hook up				
	Electrical Estimate	GST	1	850.00	850.00
	UPSTAIRS				
	New Installation	GST	1	8,600.00	8,600.00
	Suite #1 - 1 x 12,000 BTU single head heat pump				
	Suite #1 Hook Up				
	Electrical Estimate	GST	1	750.00	750.00
	UPSTAIRS				
	New Installation	GST	1	8,600.00	8,600.00
	Suite #2 - 1 x 12,000 BTU Single head heat pump				
	Suite #2 Hook Up				
	Electrical Estimate	GST	1	750.00	750.00
SUBTOTAL					32,150.00
GST @ 5%					1,607.50
TOTAL					\$33,757.50

TAX SUMMARY

RATE	TAX	NET
GST @ 5%	1,607.50	32,150.00

Heat pump installed is Canadian manufactured and good for up to -30C with an efficiency of 22.5 to 23.5 seer.

These are high quality units with easy access to parts.

WARRANTY INFORMATION:

Includes one year warranty on installation, 7 year warranty on compressor, and 5 year warranty on other parts.

Accepted By

Accepted Date

Heat pump installed is Canadian manufactured and good for up to -30C with an efficiency of 22.5 to 23.5 seer.

These are high quality units with easy access to parts.

WARRANTY INFORMATION:

Includes one year warranty on installation, 7 year warranty on compressor, and 5 year warranty on other parts.