

**VILLAGE OF MAYO**  
**Minutes of Regular Council Meeting**  
**of Wednesday, December 11, 2013**  
**Village of Mayo Council Chambers**

**Present**

**Council:** Mayor Scott Bolton  
Councilor Joann Aird  
Councilor Bill Leary  
Councilor Trevor Ellis

**CAO:** Margrit Wozniak

**Manager of EH/PW/PS :** Scott Hamilton

**Clerk/Treasurer:** Barb Barchen

**Absent:** Councilor Kris Pavlovich

1. **Call to order**  
Mayor Scott Bolton called the meeting to order at 7:35 pm.

2. **Adoption of the Agenda**

**MOTION**      **2013-12-01**

**Moved by:** Trevor Ellis                      **Seconded by:** Bill Leary

**THAT:**                      The agenda be adopted with the following changes:  
**ADD**                      4. Approval of Accounts payable to October 31, 2013  
                                 6. b) i) v) b) Appointment of new Fire Department Members  
                                 6. b) i) v) c) RCMP Report for November, 2013

In Favor: 4    Opposed: 0

**CARRIED**

3. **Adoption of the Minutes of the Regular Public Council Meeting of November 20, 2013**

**MOTION**      **2013-12-02**

**Moved by:** Bill Leary                              **Seconded by:** Joann Aird

**THAT:**                      The minutes of the meeting of November 20, 2013 be adopted as presented.

In Favour: 4    Opposed: 0

**CARRIED**

**4. Approval of Accounts Payable to October 31, 2013**

MOTION      2013-11-03

**Moved by:** Trevor Ellis

**Seconded by:** Joann Aird

**THAT:**            The Accounts Payable to October 31, 2013 in the amount of \$128,700.45 be approved for payment in total.

In Favour: 4

Opposed: 0

**CARRIED**

**5. Introduction and Consideration of First, Second, and Third Readings of Bylaws**  
Nothing presented.

**6. Acceptance of Reports from the Village**

**a) Mayor's Report**

Mayor Bolton attended the AYC Board Meeting on Saturday, December 7th in Whitehorse. The meeting was held at the new AYC office. Christine Smith spoke about the new formula being used with the Build Canada Fund. There will be about 3 million dollars available to the territory under this fund in the coming year. She stated that the Gas Tax Fund will be continuing.

Mayor Bolton also discussed the Mayo River flooding issues. Apparently EMO (Emergency Measures Organization) is involved again this year. Mayor Bolton proposed that VOM employees do their own checks on the river on the weekends when they are on standby, as well as during weekday work hours. Council agreed to pay an extra 2 hours per day on the weekends for standby employees to do Mayo River checks. There have apparently been no incident reports done so far this year. The sand bar in front of one of the diversion channels is presenting a problem, and the river was backing up into McIntyre Park, and is now starting to head towards Mitford's' residence on the town side of the river. Council would like to increase our drinking water testing to once per week.

**b) Administration**

**i) CAO Report of December 11, 2013**

**a) Provisional Budget for 2014**

I have drafted the provisional O&M budget for 2014. This provisional budget has to be approved by motion prior to December 31, 2013. It will allow us to continue operations until the final O&M and Capital Budgets for 2014 are approved, on or before April 15, 2014. For Council's review. Council would like to table this to the next meeting.

**b) Review of contract policies**

At the November 20th meeting Council tabled the review of the contract policies for further discussion. I've added the suggestions from Councilor Leary and made some additional changes/updates to ensure the policies are consistent. For Council's further review and discussion.

These documents are still in draft form. They will be brought back to a future Council meeting for further review and discussion.

**c) Motion for Recreation Board**

I've drafted a motion as per Council's direction to provide a "Christmas Thank You -(either a turkey or a ham)" to the Mayo Recreation Board members, who do not receive any honorariums/wages for being members of the Recreation Board. For Council's approval of the motion.

**MOTION            2013-12-04**

**Moved by:** Bill Leary

**Seconded by:** Joann Aird

**Whereas** the Council for the Village of Mayo would like to provide a Christmas bonus to the Mayo Recreation Board members who do not get paid for being on the Mayo Recreation Board, now therefore

**Be it resolved that** the Council for the Village of Mayo agrees to provide the Mayo Recreation Board members with a Christmas Bonus of either a turkey or a ham.

In Favour: 3

Opposed: 0

Abstained: 1  
(Councilor Ellis)

**CARRIED**

**d) Santa's Visit**

Santa will be bringing presents to Mayo's children on December 17, 2013 in the Mayo Community Hall. For Council's information.

**e) Christmas Concert date**

The J.V. Clark Christmas concert is scheduled for December 19, 2013 at 7 pm. Will Mayor Bolton be available to give the Christmas Greetings from the Village?

Yes, Mayor Bolton will be giving his annual Christmas greetings from the Village of Mayo.

**f) Holiday Office Closure**

As in the past, we will be closing the office from December 24 at noon to January 1st. Re-open January 2nd at 8 am. Staff has the option of working, taking time in lieu or vacation time for the 3.5 work days around the holidays. For Council's information.

#### **g) Firehall Building**

I've been approached by members of the Mayo Volunteer Fire Department regarding the planned renovations to the training rooms. Since we need to ensure the roof is not leaking before we do the interior renovations, and there are other issues with this building as well, I suggest that Council discuss the future of this building and provide direction to Staff regarding which renovations we should pursue with this building and how many funds we want to expend prior to replacing this 60 year old building.

Council is in agreement that this building must be replaced in the not too distant future. Mayor Bolton mentioned his idea that Yukon College, Mayo Campus, may be able to organize a workshop on asbestos removal and local contractors could learn the safe removal of asbestos. This could bring the costs of asbestos removal down for our facility. Councilor Leary mentioned that a seasonal resident of the Mayo area is certified in asbestos removal.

Margrit Wozniak mentioned that PSAB regulations require us to do an assessment of all Village of Mayo facilities that have possible contamination. The Firehall is one of the Village facilities that must be listed as a potential contaminated site due to the asbestos in the building and underground fuel tank.

#### **h) Ambulance Training**

We received a follow-up email from Ted Baker, Volunteer Ambulance Services Society, thanking Council for providing the letter of support. Mr. Baker said that it came to his attention that YG EMS will be responsible for the training of instructors and therefore he would not be pursuing CDF funding for the training of instructors. For Council's information.

#### **i) Fire Department Draw**

Barb checked the annual attendance and only two of the MVFD members qualify as per Council's Fire Department Incentives. As per Council's direction given at the November 20th meeting, we have ordered gift certificates for two nights hotel rooms in Whitehorse for the two members who qualify. For Council's information.

#### **j) Review Recycling Operations**

At the September 4, 2013 meeting Council decided to increase the Recycling Centre Operator's hours to 40 hours per week and evaluate this decision at the first meeting in December. For Council's discussion.

Council discussed Recycling Centre operations and agreed to increase the position hours to 40 hours per week. Councilor Leary would like to see a drop box area either at the Recycling Centre or at the Landfill, where customers could drop off their recyclables during closed hours.

Councilor Ellis would like to see a very large information poster at the Recycling Centre, as well as a sign on the gate listing the hours of operation at the Recycling Centre and the Free Store. Scott Hamilton stated that the Recycling gates and fencing may need to be changed.

#### **MOTION            2013-12-05**

**Moved by:** Trevor Ellis

**Seconded by:** Joann Aird

**Whereas** the Village of Mayo Council decided to increase the hours of the Recycling Centre Coordinator from 30 hours to 40 hours per week for a trial period of two months, to allow for extra hours for better organization and operation of the facility when the public does not require service at the Recycling Centre or Free Store area, and

**Whereas** the Public Works Manager has been working closely with the Recycling Centre Coordinator to review the result of additional hours, and

**Whereas** the Council for the Village of Mayo discussed the operational improvements at the Recycling Centre with the Public Works Manager and the CAO, now therefore

**Be it resolved that** the Village of Mayo Council agrees to keep the hours of the Recycling Centre Coordinator position at 40 Hours a week.

In Favour: 4

Opposed: 0

**CARRIED**

**k) Conceptual Interpretive and Exhibit Plan for Binet House**

We are expecting to receive the Exhibit Development Plan from Aasman prior to the Council meeting and provide copies for Council's review and discussion.

Village Council was provided with the draft Exhibit Development Plan. Council reviewed the plan and agreed with the plan in general. They are not in favour of having wooden boardwalks as they require a great deal of maintenance. JV Clark School is apparently interested in the bear from the Binet House if Council is interested in relocating it.

**MOTION 2013-12-06**

**Moved by:** Bill Leary

**Seconded by:** Joann Aird

**Whereas** the Village of Mayo Council reviewed and discussed the Interpretive and Exhibit Plan drafted by Aasman Design, now therefore

**Be it resolved that** the Village of Mayo Council agrees to have Aasman Design finalize the Interpretive and Exhibit Plan as drafted.

In Favour: 4

Opposed: 0

**CARRIED**

**l) Mayo Motors Property Update**

We received an update from EBA. They are expecting to have a letter report to us regarding the Phase 1 ESA by mid to end of January. For Council's information.

**m) Taxable Benefits**

The Village of Mayo clothing allowance policy is considered a taxable benefit. Staff asked if this policy could be changed so they don't have to pay taxes on the amount that is used to purchase clothing/boots for work. The policy is attached for Council's review and consideration.

Council agreed to change the policy. Staff will be required to provide receipts for work-related clothing purchases, and will be reimbursed up to the amount of \$300.

**MOTION      2013-12-07**

**Moved by:** Joann Aird

**Seconded by:** Bill Leary

**THAT:**            The Chief Administrative Officer's Report of December 11, 2013 be adopted as presented.

In Favour: 4

Opposed: 0

**CARRIED**

**ii) Clerk/Treasurer Report**

**a) Comparative Income Statement as at October, 2013**

Council reviewed the Comparative Income Statement.

**MOTION      2013-12-08**

**Moved by:** Trevor Ellis

**Seconded by:** Bill Leary

**THAT:**            The Comparative Income Statement for the month of November , 2013 be approved.

In Favour: 4

Opposed: 0

**CARRIED**

**iii) Monthly Recreation Coordinator's Report**

Nothing presented.

**iv) Manager's Report for Environmental Health/Public Works and Protective Services**

**a) Manager's report for month of November , 2013**

Scott Hamilton presented his report. He spoke about the need for a new work truck, and the staff/operator recommendations. They feel strongly that the truck should not be an extended cab, as this makes cornering with the plow more difficult than with a single cab. Council wants to be certain that the type of truck being recommended is exactly what staff needs. Council agreed that they are interested in looking at both lease and purchase options.

**MOTION      2013-12-09**

**Moved by:** Trevor Ellis

**Seconded by:** Joann Aird

**THAT:**            The Manager of PW, EH & PS Report for the month of November, 2013 be adopted as presented.

In Favour: 4

Opposed: 0

**CARRIED**

v) **Protective Services**

a) Fire Department Draw for November 2013 – No one qualified

b) Appointment of new Fire Department Members

Several people have expressed interest in joining the Fire Department. Council is pleased to appoint them to the Department, as of January 1, 2014. Others who have expressed interest are Gary Jones and Dale Phillips. VOM will find out if they are seriously interested in joining.

**MOTION**      **2013-12-11**

**Moved by:** Bill Leary

**Seconded by:** Joann Aird

**Whereas** the Mayo Volunteer Fire Department has advertised for new members, and

**Whereas** Scott Hamilton, Scott Bolton, and Andrew Sprokkreeff have expressed interest in joining the Mayo Volunteer Fire Department, now therefore

**Be it resolved that** the Village of Mayo Council appoint Scott Hamilton, Scott Bolton, and Andrew Sprokkreeff to the Mayo Volunteer Fire Department

In Favour: 3

Opposed: 0

Abstained: 1  
(Mayor Bolton)

**CARRIED**

c) **RCMP report for November, 2013**

Council reviewed the RCMP for November 2013.

d) **Jaws of Life**

The Mayo Volunteer Fire Department would like to purchase a new set of Jaws of Life, and keep the old one (and refurbish it) to loan out if requested. Councilor and Fire Chief Trevor Ellis and Deputy Chief Ian Spencer will check on the Fire Department's equipment and make sure it is all up to date.

Council discussed the purchase of a new set of Jaws of Life for the Fire Department.

**MOTION**      **2013-12-10**

**Moved by:** Bill Leary

**Seconded by:** Joann Aird

**Whereas** the Mayo Volunteer Fire Department wants to replace the jaws of life that are several decades old, and

**Whereas** Council has budgeted funds for Fire Department Equipment, code 5754 now therefore,

**Be it resolved that the Village of Mayo purchase a new jaws of life for the Mayo Volunteer Fire Department.**

In Favour: 3

Opposed: 0

Abstained: 1  
(Councilor Ellis)

**CARRIED**

- 7. Acceptance of Reports from Village boards and committees established by Council and consideration of any recommendations there from.**  
Nothing presented.
- 8. Notices of Motions to be considered**  
Nothing presented.
- 9. General Correspondence**  
Nothing presented
- 10. Hearings of Delegations and Individuals**  
Nothing presented.
- 11. Question Period**  
Nothing presented.
- 12. New and Unfinished Business**  
Council asked about the Village of Mayo website and reviewed the draft outline that was provided by Frostbyte Design on December 3rd. Council mentioned that permission must be received from residents (or from a parents/guardians for children) who are visible on photos considered for use on the website.
- 13. Adjournment**  
The meeting was adjourned at 10:25 pm.

  
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Mayor

  
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Chief Administrative Officer