

VILLAGE OF MAYO
Minutes of Regular Council Meeting
of Wednesday, October 2, 2013
Village of Mayo Council Chambers

Present

Council: Mayor Scott Bolton
Councilor Trevor Ellis
Councilor Kris Pavlovich

CAO: Margrit Wozniak

Clerk/Treasurer: Barb Barchen

Absent: Councilor Joann Aird
Councilor Bill Leary
Manager Scott Hamilton

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

2. **Adoption of the Agenda**

MOTION 2013-10-01

Moved by: Trevor Ellis **Seconded by:** Kris Pavlovich

THAT: The agenda be adopted as presented.

In Favour: 3 Opposed: 0

CARRIED

3. **Adoption of the Minutes of the Regular Public Council Meeting of September 4, 2013**

MOTION 2013-10-02

Moved by: Kris Pavlovich **Seconded by:** Trevor Ellis

THAT: The minutes of the meeting of September 4, 2013 be adopted as presented.

In Favour: 3 Opposed: 0

CARRIED

4. **Approval of Accounts Payable to July 31, 2013 and August 31, 2013**

MOTION 2013-10-03

Moved by: Trevor Ellis **Seconded by:** Kris Pavlovich

THAT: The Accounts Payable to July 31, 2013 in the amount of \$226,292.09 be approved for payment in total.

In Favour: 3 Opposed: 0

CARRIED

MOTION 2013-10-04

Moved by: Kris Pavlovich **Seconded by:** Trevor Ellis

THAT: The Accounts Payable to August, 31, 2013 in the amount of \$115,664.37 be approved for payment in total.

In Favour: 3 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**

Nothing presented.

b) **Administration**

i) **CAO Report of October 2, 2013**

a) MLA's visit

Jim Tredger is planning to attend our Council meeting. For Council's information. Jim Tredger did not attend the meeting.

b) Heating Fuel Contract for 2013/14

We received several proposals for Council's review and awarding of the contract. The tenders were opened and reviewed by Council.

MOTION 2013-10-05

Moved by: Trevor Ellis **Seconded by:** Kris Pavlovich

Whereas the Village of Mayo has asked for proposals from the fuel suppliers to provide heating fuel to the Village of Mayo from October 1, 2013 to September 30, 2014, and

Whereas the Village of Mayo received three proposals by closing of the tender, and they were as follows:

	Arctic Stove Oil	Heating Fuel
ERS	<u>\$1.3629 incl. GST</u>	<u>\$1.3629 incl. GST</u>
AFD	<u>\$ 1.3743 incl. GST</u>	<u>\$ 1.348 incl. GST</u>
North of 60	<u>\$1.3346 incl. GST</u>	<u>\$1.3031 incl. GST</u>

and,

Whereas the Council for the Village of Mayo has reviewed and discussed the proposals received, now therefore

Be it resolved that the Village of Mayo Council awards the heating fuel contract for the period of October 1, 2013 to September 30, 2014 to North of 60, in the amount of \$1.3346 for Arctic Stove Oil, and \$1.3031 for furnace oil.

In Favour: 3

Opposed: 0

CARRIED

c) Snow Clearing Contract for 2013/14

We received 2 bids for Council's review and possible awarding of the contract.

Council reviewed the bids and was unable to determine which bid would be the most cost effective for the Village of Mayo.

Council tabled the decision on who would be awarded the contract to the October 16th meeting and asked Administration to provide a cost breakdown for the snow clearing versus the ice blading over the past winter in order to be able to determine which would be the overall lower bid.

Council discussed that they would like to change the contract for snow clearing in the future. They discussed breaking the contract down into 2 separate contracts - one for ice-blading and one for snow clearing, or they may obtain snow clearing/ice blading services through Third Party process.

There was discussion about the current parking situation at the new store and that this could cause problems in the winter when the snow builds up and the wind rows get larger. Council agreed that it would be best if patrons parked on the old store location after the building has been removed. This had been discussed previously with NND and the builders.

d) RFP for leveling Senior Centre

We've posted the RFP for leveling the Senior Centre Building. We received one bid for Council's review and possible awarding of the contract.

Council reviewed the bid received and felt that it was too high. Council asked Administration to contact the bidder and to ask for a breakdown of his costs.

Council would like to call a Special meeting for October 9th to discuss this bid further.

e) RFP for demolition of old Recycling Centre and Variety Store

We've posted the RFP for demolition of the old Recycling Centre and Variety Store buildings and received two proposals. For Council's review and possible awarding of the contract.

There was a problem with the tender - it was not specified whether GST should be included in the bid price or not. Council decided that the tender needed to be re-issued listing that GST must be included in the tender price. Council further asked that it be written in the revised tender that the large birch tree by the Variety Store be saved, and not knocked down. Council would like to have the new proposals submitted by October 9th in time for the Special meeting.

f) Proposed Amendments to the Environment Act

We received a document listing the proposed amendments to the Environment Act from YG Environment. Comments are due by October 14, 2013. AYC is interested in receiving everyone's comments to provide a response to YG Environment, as discussed at the recent Board Meeting (see enclosed email). For Council's review, discussion and comments.

Council commented that the suggested change would give Environmental Inspectors too much power entering onto private property.

g) Meeting with YG Infrastructure and Stantec

YG scheduled a meeting in Mayo on October 15, 2013 with the Village's Public Works Staff, the CAO, Kyle Rolling from YG Infrastructure, and Stantec to discuss and identify priority infrastructure projects that can be scheduled for construction in 2014. There are approx. 2.4 Million BCF Dollars still available for priority infrastructure projects.

h) Zero Waste Education Campaign

We received a proposal from Kristina Craig, Raven Recycling, regarding Municipalities being part of their Zero Waste Education Campaign (see enclosed proposal). The cost for municipalities, if they chose to be part of this campaign, will be \$5,300. For Council's review and discussion. Council reviewed the information and stated that the Village is already in the process of doing a recycling campaign with its customers and that they did not want to spend an extra \$5,300 for the territory wide campaign.

i) \$ to Sense Workshop

YEC is organizing a \$ to Sense workshop for October 17, 2013 from 9 am to 4 pm. We are hoping to find out about power saving opportunities that we could realize in Village of Mayo facilities. For Council's information.

j) 2013 Museum Roundtable

The Museum Roundtable is taking place in Whitehorse on October 17, 2013, see letter from Brian Groves, YG Tourism. I am unable to go because I am attending workshops/ meetings in Mayo during this week. Anne Leckie, Binet House volunteer for many years, has attended the Museums Roundtable and YHMA meetings on behalf of the Village of Mayo in previous years and is willing to attend these meetings again this year. Following the meetings, Anne will provide us with a report to keep Council informed about the discussions at these meetings. Any items requiring a commitment from the Village of Mayo will be identified by Anne and brought to Council's attention. YG is prepared to cover the travel, hotel room and per diem for the Museum's roundtable. The Village would be responsible for 1 night hotel. Is Council in agreement to sending Anne Leckie to the 2013 Museums Roundtable and the YHMA Heritage Symposium to speak on behalf of the Binet House Museum?

Council agreed to send Anne Leckie to this. It will only cost the Village one night's hotel and a few meals since YG is paying for 2 nights hotel for Anne to attend the Museum's Roundtable and will re-imburse the Village for the travel and meals for the two days that Anne attends the Museums meetings.

k) Mayo River Diversion Channels

The YESAB Teslin Office conducted the review of the Mayo River Diversion Channel work. We submitted a letter as discussed at the last meeting. The next meeting regarding the Mayo River issue is tentatively scheduled for October 18, 2013 in Mayo. Who from Council will be able to attend this? All from Council will try to attend this meeting which has now been re-scheduled for October 30, 2013 from 11 am to 1 pm.

l) Yukon Water Strategy

YG Environment is organizing a stakeholder workshop on October 18, 2013 in Whitehorse, from 9:30 am to 4 pm. RSVP's are requested by October 4, 2013. Is anyone from Council interested in attending this workshop? No one from Council is able to attend this workshop.

m) Mayo Motors Lot

Mayor Bolton was contacted by Yukon Housing Corporation Staff for preliminary discussions about the Seniors Residence that YG is planning to build in Mayo. The Village will be working with YHC regarding the proposed building site. Village Council is also interested in providing input regarding a suitable building plan/layout, together with other local stakeholders, over the coming winter. The Seniors Residence project was discussed with Minister Cathers and YHC President Pam Hine during their recent visit to Mayo. For Council's information. Council received an agreement in the amount of \$60,000 from YHC for review and signature. This agreement will terminate on March 31, 2014 and is being provided to cover the total cost of the detailed site assessment of this property. The agreement was signed.

n) Letter from Silver Trail Tourism Association

We received a letter from the Silver Trail Tourism Association thanking Council for their donation for their 2013 operating year. For Council's information.

o) Nominations for Yukon Transportation Hall of Fame Awards

Nominations are due by December 31, 2013. There are three different awards that people can be nominated for: Pioneer of the Year award; Person of the Year Award; Order of Polaris Award. Would Council be interested in nominating anyone for these awards? Council did not have anyone in mind at this time.

p) RFP for ceiling fans and other electrical work

We've posted the RFP for installation of ceiling fans and other electrical work. Proposals/bids will be brought to the October 16 meeting for review. For Council's information.

q) RFP website development

We've posted the RFP for development of a new website for the Village. Any proposals received by the due date will be brought to the October 16 meeting for review. For Council's information. We have had several inquiries about this RFP.

r) Solid Waste Management Plan

Our Solid Waste Management Plan is due for renewal in 2014. YG has hired a contractor for their 21 sites and municipalities had been asked if they wanted to be part of this contract. The contract is now in place and the cost to municipalities such as Mayo will be \$7,700. At the July 3rd meeting Council had approved the participation of Mayo in this YG contract to have a professionally made plan for the next 10 years. For Council's information.

s) FireSmart Funding

We were approved for \$29,000 in FireSmart Funding and have posted job ads for one FireSmart Supervisor and three FireSmart workers. For Council's information.

t) Acting Pay Policy

I've drafted an Acting Pay Policy based on YG's policy to ensure that employees who work in an acting position during their supervisor's absence (vacation, medical leave, etc.) receive appropriate compensation. For Council's review and possible approval. Council reviewed the draft policy and did not have any concerns or comments.

MOTION 2013-10-06

Moved by: Trevor Ellis

Seconded by: Kris Pavlovich

Whereas the Village of Mayo is working on updating existing policies and creating new policies, and

Whereas an acting wage policy needed to be established to provide clarity regarding the wage paid to Village of Mayo employees when they are requested and assume the responsibilities of their supervisor for a temporary period, and when the supervisor is away for a period of more than three(3) consecutive days, and

Whereas the Village of Mayo Council has reviewed the policy and found it acceptable, now therefore

Be it resolved that:

The Village of Mayo Council adopt the acting wage policy as presented.

In Favour: 3

Opposed: 0

CARRIED

u) Public Procurement Workshops

YG is organizing three procurement workshops from October 21-23 in Whitehorse. 1) Ethics and Accountability, 2) Precision Drafting, and 3) The Art of Selection. These courses will be good information for putting out RFP's, awarding contracts, etc. I'm signed up for all three and Scott Hamilton is signed up for one of the courses. We will apply for Community Training Trust Funding to attend this training. For Council's information.

v) First Aid Training

6 Village of Mayo staff members are signed up for the First Aid training that is scheduled at Yukon College in October. For Council's information.

w) Vector Training

PW Staff Dale Hutton and Eddie Olsen went to Faro to receive training on the operation of the Vector truck from Faro's Public Works Crew. Dale and Eddie were pleased with the training they received. We are very grateful to the Town of Faro, their CAO and his staff for providing this training to us free of charge. For Council's information. Council discussed the fact that VOM must charge for use of this truck when it is used outside Village of Mayo boundaries.

x) Long Term Service Policy

Our Foreman of Public Works, William Hummel, will be celebrating his 25 year anniversary in Village of Mayo employ on October 6, 2013. As per our Long Term Service award policy he will receive a \$500 bonus. I have drafted a revised policy for Council's approval, because there were several employee changes over the past years. For Council's review and approval. Council would like to have a luncheon for William to show their appreciation for his many years of service to the Village.

MOTION 2013-10-07

Moved by: Trevor Ellis

Seconded by: Kris Pavlovich

Whereas the Village of Mayo is working on updating existing policies and creating new policies, and

Whereas the long service policy needed to be updated due to a number of changes in the list of employees, and

Whereas the Village of Mayo Council has reviewed the updated policy and found it acceptable, now therefore

Be it resolved that:

The Village of Mayo Council adopt the Long Service policy as presented.

In Favour: 3

Opposed: 0

CARRIED

y) 911 Info

We received an email from AYC asking if any municipalities are supporting expansion of the 911 services to the communities. For Council's discussion.

Council discussed the pros and cons of 911 Service in a small municipality. Emergency calls would be received by an operator in Whitehorse who would then call the appropriate Mayo emergency number. Con 911: Since people in small communities sometimes say "there is an emergency at John Smith's house" rather than giving the street address, because they may not know the address, etc., and the 911 operator would not be familiar with where this person lives, this could extend the time it takes to get local Emergency Services dispatched. Pro 911 would be that the 911 operator would be able to screen out non emergency calls and only alert the local Emergency Services for real emergencies.

z) Salmon Enhancement

Mayor Bolton received a memo from Can-Nic-A-Nick Environmental addressed to NND regarding Salmon Enhancement in the upper Mayo River. Mayor Bolton was asked if the Village of Mayo would provide a letter of support for this project. For Council's review and discussion. Council reviewed the proposal and discussed that such a project could have large implications for area residents, as well as the Mining and Exploration Companies in the Silver Trail area. It would also introduce a species of fish to the upper Mayo River that has not been there for 6 decades which could upset the balance of the ecosystem. The effects of such a project would have to be researched in detail and made known to local stakeholders prior to proceeding with such a project. Council was not interested in supporting this proposal.

aa) Large Contract Policy

Earlier this year Council has been discussing reviewing the contract policies and this is scheduled to take place over the winter. In order to be proactive in moving some larger project along, one section in the large contract policy was amended and presented for Council's review.

MOTION 2013-10-08

Moved by: Kris Pavlovich

Seconded by: Trevor Ellis

Whereas the Village of Mayo is working on updating existing policies and creating new polices, and

Whereas the large contract policy from 1994 needed to be updated/amended, and

Whereas the Village of Mayo Council has reviewed the updated/amended policy and found it acceptable, now therefore

Be is resolved that:

The Village of Mayo Council adopt the Large Contract policy as presented.

In Favour: 3

Opposed: 0

CARRIED

bb) New YG Municipal Advisor for Mayo

YG Community Affairs informed us that Michael Riseborough is now our new Municipal Advisor. For Council's information.

MOTION 2013-10-09

Moved by: Trevor Ellis

Seconded by: Kris Pavlovich

THAT: The Chief Administrative Officer's Report of October 2, 2013 be adopted as presented.

In Favour: 3

Opposed: 0

CARRIED

ii)

C/T Report

a) Clerk Treasurer's Report of October 2, 2013

Scholarship provided by Victoria Gold Corp.

Barb Barchen informed Council about a letter she received about the scholarship that Victoria Gold provides to local First Nation students in Grade 12. Council felt that it should be up to the Principal of J.V. Clark School to inform the company that the school awards ceremonies are not the proper venue for giving out these scholarships since it does not include all Grade 12 students.

MOTION 2013-10-10

Moved by: Trevor Ellis

Seconded by: Kris Pavlovich

THAT: The Clerk Treasurer's report of October 2, 2013 be adopted as presented.

In Favour: 3

Opposed: 0

CARRIED

b)Comparative Income Statement as at August 31, 2013

Council reviewed the Comparative Income Statement for August 2013.

MOTION 2013-10-11

Moved by: Trevor Ellis **Seconded by:** Kris Pavlovich

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

In Favour: 3 Opposed: 0

CARRIED

iii) Monthly Recreation Coordinator's Report - nothing presented

a) Binet House report for August, 2013

Council reviewed the Binet House report for August 2013

MOTION 2013-10-12

Moved by: Trevor Ellis **Seconded by:** Kris Pavlovich

THAT: The Binet House Report for the month of August, 2013 be adopted as presented.

In Favour: 3 Opposed: 0

CARRIED

b) Binet House Report for September, 2013

Council reviewed the Binet House report for September 2013

MOTION 2013-10-13

Moved by: Kris Pavlovich **Seconded by:** Trevor Ellis

THAT: The Binet House Report for the month of September, 2013 be adopted as presented.

In Favour: 3 Opposed: 0

CARRIED

iv) Manager's Report for Environmental Health/Public Works and Protective Services
Nothing presented.

- v) **Protective Services**
 - a) **Fire Department Draw for September 2013** – No one qualified
 - b) **RCMP Report for August, 2013** - For Council's information
- 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 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**
Nothing presented.
- 13. **Adjournment**
The meeting was adjourned at 10:08 pm.


Mayor


Chief Administrative Officer