

VILLAGE OF MAYO
Minutes of Regular Council Meeting
of Wednesday, December 18, 2013
Village of Mayo Council Chambers

Present

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

CAO: Margrit Wozniak

Clerk/Treasurer Barb Barchen

Public Works Manager: Scott Hamilton

Recreation Coordinator Ian Spencer (8:15 pm to 9:30 pm)

1. Call to order

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

2. Adoption of the Agenda

MOTION 2013-12-12

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

THAT: The agenda be adopted as with the following changes:
Add items:
4. Approval of accounts payable to November 30, 2013
6.b)i)v)a) Appointment of Fire Department Members

In Favor: 5 Opposed: 0

CARRIED

3. Adoption of the Minutes of the Regular Public Council Meeting of December 11, 2013

MOTION 2013-12-13

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

THAT: The minutes of December 11, 2013 be adopted as presented.

In Favor: 5 Opposed: 0

CARRIED

4. **Approval of Accounts Payable to November 30, 2013**

MOTION **2013-12-14**

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

THAT: The Accounts Payable to November 30, 2013 in the amount of \$131,444,14 be approved for payment in total.

In Favor: 5 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 informed Council that MP Ryan Leef had mentioned to him during his recent visit to Mayo that there is federal funding available that may be suitable for the new Binet House display and building renovations as well as summer student employment.

b) **Administration**

i) **CAO Report of December 18, 2013**

a) Provisional Budget for 2014

Council had tabled the provisional O&M budget for 2014 for further review. This provisional budget has to be approved by motion and submitted to the Government of Yukon prior to December 31, 2013. For Council's review. Council reviewed the provisional budget.

MOTION **2013-12-15**

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

Whereas Section 237 (1) of the Municipal Act states that on or before December 31, in each year, Council shall adopt a provisional operating budget for the next year, and

Whereas Section 237(2) of the Municipal Act states that until an annual operating budget is adopted, no expenditure shall be made that is not provided for in the provisional budget adopted by Council, now therefore

Be it resolved that the Council for the Village of Mayo hereby adopts the 2014 Provisional Operating Budget as presented.

In Favor: 5 Opposed: 0

CARRIED

b) Residential Landlord and Tenant Regulations and Minimum Rental Standards

We received a letter from Minister Cathers stating that the Residential Landlord and Tenant Act was passed in December 2012 to serve and balance the legal rights and interests of both tenants and landlords. To enable this new legislation to come into force, the enactment of regulations, including minimum rental standards, is required. At this time, the government is carrying out consultations on these regulations. The Government invites the Village of Mayo comments in this regard.

Council would like to go through this document on their own and prepare their comments. This item was tabled to a future meeting.

c) Water Board Progress Report 2013

We received the Water Board Progress Report for 2013 for Council's information.
For Council's information.

d) Website Update

We are still working on the new website design with Frostbyte Design. Enclosed is the information that is still a work in progress. For Council's information.

This item was deferred to the end of the CAO report.

e) Reciprocal Property Insurance

Enclosed is the information from the last Yukon Communities Insurance Association meeting. We are proposing to continue building our property fund and are looking for Council's approval to do so. Mayo's payment for 2014 will be approx. \$6,210. Is Council in agreement with this?

MOTION 2013-12-16

Moved by: Bill Leary

Seconded by: Joann Aird

Whereas the Council for the Village of Mayo has passed bylaw No.243, a bylaw to authorize a Property Reciprocal Insurance Exchange Agreement with seven incorporated Yukon communities, and

Whereas each participating community pays an annual contribution into the Property Reciprocal Fund, and

Whereas Mayo's contribution to this fund for 2014 will be approx. \$6,210.00, now therefore

Be it resolved that the Village of Mayo Council agrees to continue to contribute to the Property Reciprocal Fund for 2014.

In Favor: 5

Opposed: 0

CARRIED

f) OTOF update

We received an email from YG asking for input from all municipalities on the priorities of the outstanding OTOF items that had been identified but not worked on to date. YG is asking for Council's comments by January 17, 2013.

Council would like this added to the agenda of the January 8, 2014 council meeting for review and discussion.

g) Review of Permitting System under the Environment Act

We received a letter from YG Environment stating that the public engagement period on the proposed amendments to the permitting system under the Environment Act ended and that the results showed that the majority of respondents did not have any concerns with the proposed changes and most of the comments received were positive toward these changes. Some of the other more detailed comments received revealed the desire for Yukon government to establish criteria as to how permit length would be determined, agreed that eliminating permit fees would positively affect compliance and that it was preferred proponents pay for the technical review fees associated with their projects and not the general tax payer. For Council's information.

h) FCM Membership

We received an email from FCM informing us what our membership fees are used for. For Council's information.

i) Firehall Building

Council had tabled this item at the December 11, 2013 meeting for further discussion. Mayor Bolton wants to contact Yukon College to inquire about the possibility of them putting on an asbestos abatement course. Local residents/contractors could be trained in this skill which should then make it more affordable to have the asbestos removed from local buildings.

j) Electrical Work

As discussed previously, we had an electrician look at the variety of projects that require an electrician and are now expecting a quote. We hope to be able to get all the projects completed this winter. For Council's information.

k) Clothing Allowance Policy

We've made changes to the Clothing Allowance policy as discussed at the December 11, 2013 meeting. For Council's review and possible approval.

Council approved the policy, with the understanding that when CSA clothing standards are required the employee will purchase such clothing.

MOTION 2013-12-17

Moved by: Bill Leary

Seconded by: Joann Aird

Whereas the Village of Mayo Council discussed revising the clothing allowance policy to prevent the clothing allowance being a taxable benefit for Village of Mayo Staff, and

Whereas the clothing allowance policy was revised to reflect this, and

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

Be it resolved that the Village of Mayo Council adopt the revised clothing allowance policy as presented.

In Favor: 5

Opposed: 0

CARRIED

l) Contract Policies

I've been working on the contract policies, as discussed at the last meeting. For Council's review and possible approval of the policies.

Council discussed the draft policies. Margrit Wozniak stated that she had some concerns about the section regarding sole sourcing and suggested that the policies be sent to a lawyer for review before they are finalized. Council would like to add "proof of insurance" to the third party rental rate sheet that the contractor fills out. Council agreed to have a lawyer look at the draft policies after Margrit Wozniak has made the requested changes.

m) Village Christmas Open House

Reminder that the Village of Mayo Christmas Open House is scheduled for December 20, 2013, 2-4 pm in Council Chambers. Scott Hamilton has prepared a slide show of photos depicting projects and work that the Village of Mayo has undertaken in 2013. We will show this slide show during the Village of Mayo Open House. For Council's information.

n) Zero Waste Yukon

We received an email from Kristina Craig regarding the Zero Waste Campaign. The zero waste Yukon website is now up and running (zerowasteyukon.ca) and they would appreciate receiving feedback if it is useful. For Council's information and comments.

o) Official Community Plan/Zoning Bylaw/Integrated Community Sustainability Plan

The Village of Mayo's OCP, Zoning Bylaw and ICSP are due for review and updates. I'll be putting out a RFP in the new year. For Council's information.

p) Heritage Plan for McIntyre House

We need to have a heritage plan prepared for McIntyre House in order to be able to apply for heritage funding to complete the renovations on the building. I'll be putting out a RFP in the new year for this work. Mayor Bolton requested that Administration find out from YG if we would be allowed to move McIntyre House to another lot in the community.

Council returned to item d) Website Update at this time

Ian Spencer attended the meeting and explained the draft website layout provided by Frostbyte to Council.

MOTION 2013-12-18

Moved by: Bill Leary

Seconded by: Joann Aird

THAT: The Chief Administrative Officer's Report of December 18, 2013 be adopted as presented.

In Favour: 5

Opposed: 0

CARRIED

ii) Clerk/Treasurer Report

Nothing presented.

iii) Monthly Recreation Coordinator's Report

a) Recreation Coordinator's Report for November, 2013

Ian Spencer attended the meeting and discussed his report with Council.

MOTION 2013-12-19

Moved by: Bill Leary

Seconded by: Joann Aird

THAT: The Recreation Coordinator's Report for the month of November, 2013 be adopted as presented.

In Favor: 5

Opposed: 0

CARRIED

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

Scott Hamilton informed Council that Village Staff have been checking the Mayo River daily as requested by Council. Water is building up next to the road leading to the lagoon. Staff will continue to monitor on an ongoing basis.

The Public Works Manager also informed Council that PW Staff has checked the records of all the drinking water samples for the past four winters and that there had been no issues with any of our drinking water test results over this period of time when the Mayo River flooding was going on. Village Staff take turbidity tests every morning as well as Chlorine residual tests on a daily basis. If any changes are detected Staff will immediately take a water sample and send it to the lab for analysis. Council agreed to this approach.

- v) **Protective Services**
a) Appointment of new Mayo Volunteer Fire Department member

MOTION **2013-12-20**

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

WHEREAS the Mayo Volunteer Fire Department has been looking for new members, and whereas Gary Jones has expressed interest in joining the Mayo Volunteer Fire Department,

Now therefore,

Be it resolved that The Council of the Village of Mayo hereby appoints Gary Jones to the Mayo Volunteer Fire Department effective January 1, 2014.

In Favor: 5 Opposed: 0

CARRIED

7. **Acceptance of Reports from Village boards and committees established by Council and consideration of any recommendations there from.**
a) Recreation Board Minutes of November 14, 2013 and Motions of December 10, 2013

MOTION **2013-12-21**

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

THAT: The Recreation Board Minutes of November 14, 2013 and Motions of December 10, 2013 be adopted as presented.

In Favor: 5 Opposed: 0

CARRIED

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 9:50 pm.



Mayor



Chief Administrative Officer