

**VILLAGE OF MAYO**  
**Minutes of Regular Council Meeting**  
**of Wednesday February 3, 2021**  
**Village of Mayo Council Chambers**

**Present**

**Council:**

Mayor Scott Bolton (via Zoom)  
Councilor Joann Aird  
Councilor Carol Knight  
Councilor Trevor Ellis  
Councilor Blair Andre

**CAO:**

Margrit Wozniak

**Public Works Manager:**

Scott Hamilton

**Public:**

Amanda P. Taylor, YG Community Advisor  
Cst. Kevin England, RCMP, Mayo Detachment

**1. Call to order**

Mayor Scott Bolton called the meeting to order at 7:30 pm.

**2. Adoption of the Agenda**

**MOTION 2021-02-01**

**Moved by:** Carol Knight

**Seconded by:** Trevor Ellis

**THAT:** The agenda be adopted as presented.

In Favour: 5

Opposed: 0

**CARRIED**

**3. Adoption of the January 20, 2021 Regular Public Council Meeting Minutes**

**MOTION 2021-02-02**

**Moved by:** Blair Andre

**Seconded by:** Trevor Ellis

**THAT:** The minutes of the meeting of January 20, 2021 be adopted as presented.

In Favour: 5

Opposed: 0

**CARRIED**

4. **Approval of Accounts Payable to January 31, 2021**

**MOTION**      **2021-02-03**

**Moved by:** Carol Knight

**Seconded by:** Trevor Ellis

**THAT:**                      The Accounts Payable to January 31, 2021 in the amount of \$269,329.19 be approved for payment in total.

In Favour: 5

Opposed: 0

**CARRIED**

5. **Introduction and Consideration of First, Second, and Third Readings of Bylaws**  
**a) Third and Final reading of bylaw #341, a bylaw to undertake a charge against real properties with outstanding amounts owing**

**MOTION**      **2021-02-04**

**Moved by:** Carol Knight

**Seconded by:** Trevor Ellis

**Be it resolved**  
**that:**

Bylaw #341 having been read a first and second time and studied clause by clause now be given third and final reading.

In Favour: 5

Opposed: 0

**CARRIED**

6. **a) Mayor's Report**  
Nothing presented.

**Moved to item 6 b) i) v) b) RCMP Report for January 2021**

Cst. England presented the RCMP Report for January 2021 to Council.  
Cst. England left the meeting at this time.

**b) Administration**

**i)      CAO Report of Wednesday February 3, 2021**

**a) Covid vaccination reminder**

Our former and current Community Advisors, Andrea Wilson and Amanda P. Taylor, will be in Mayo on February 3 and 4, 2021. They are on the covid vaccination advance team to work out the logistics for the vaccination clinic which is scheduled for February 5 and 6 in our community. Andrea and Amanda will be staying in the Staff House during this time. Online bookings for appointments started on January 26, 2021 and as of January 29<sup>h</sup> 209 people had signed up for the vaccination. Bookings can also be made via phone. Posters are up in the community and on the Village of Mayo website. YG also sent notices about this to the local mail boxes to inform Mayo and area residents. For Council's information.

**b) Zoom meeting regarding www and WTP boilers**

We have scheduled a zoom meeting with the YG Project Manager, Gareth Earl, for Thursday, February 4, 2021 at 7 pm to discuss the new www's and proposed boilers for the Mayo Water Treatment Plant. For Council's information.

**c) Village of Mayo Gas Tax**

The current Village of Mayo Gas Tax Funds available are \$2,297,333.39. For Council's information.

**d) AYC Strategic Directions 2021-2024**

Reminder to Mayor Bolton and Councilor Andre that the zoom meetings to discuss the AYC Strategic Directions are scheduled for January 30, 2021 from 9am -12 noon and on February 6, 2021 from 9am to 1pm. For Council's information.

**e) Safe Restart Funding from YG**

I have drafted the covid plan and spreadsheet for Council's review and final approval prior to sending it to YG. Council reviewed and approved the covid plan as presented.

**f) New Fire Hall Project**

PW Staff is receiving training on the building systems of the new Fire Hall on February 5, 2021. Once the power to the circ pump is connected next week, the water connection to the building can be checked. Grenon will be on site to thaw the 2" waterline. NorthwesTel has not installed the outside wire to the building yet. We are waiting to hear when this will be done. Mayor Bolton and the CAO measured the rental space in the new Fire Hall and have prepared a list showing the proper square footage of the rental space and the proposed rental fee. For Council's review and comments. Council reviewed the proposed rental fee as presented. Council stated that an official opening ceremony may take place in late March or early April. They are planning to invite the Premier, Minister Streicker, and other dignitaries. Scheduled tours could be arranged following the official opening with Mayo residents to keep the numbers of attendees low.

**g) Payroll Policy**

As per discussion held at the last meeting, we've drafted a payroll policy for Council's consideration.

**MOTION 2021-02-05**

**Moved by:** Carol Knight

**Seconded by:** Trevor Ellis

**Whereas** the Village of Mayo Council recognizes that a policy is needed to streamline its payroll process, and to ensure efficient payroll procedures for all municipal employees (full-time, part-time, seasonal, casual), Councilors, Fire Department members, and

**Whereas** Council asked the Administration to draft such a policy, and

**Whereas** the Village of Mayo Council has reviewed the draft Payroll Policy and found it acceptable, now therefore

**Be it resolved that** the Village of Mayo Council adopt the Payroll Policy as presented.

In Favour: 5

Opposed: 0

**CARRIED**

**h) Retrofit Program Working Group representatives**

We received an email from our Community Advisor asking us to confirm who will be on the joint working group to develop options around how municipalities and YG can work together to administer the planned energy retrofit program. For Council's consideration. Mayor Bolton and CAO Wozniak will be on this Working Group.

**i) 2021 AYC AGM**

We received an email from AYC stating that the conference portion of the AYC AGM is being cancelled. There will be a zoom meeting on May 8, 2021 from 9 am to 1 pm for the business portion of the AGM. For Council's information.

**j) Yukon Climate Risk Assessment Summary**

We received the summary report from the Yukon Climate Change Secretariat. There is also a risk ranking survey they would like us to complete. I will forward the email, so Council is able to complete the survey from their home prior to the February 11<sup>th</sup> deadline. For Council's information.

**k) Pool Boiler Project**

The pool boiler project was awarded to LCM Plumbing and Heating. The contractor is scheduling a trip to Mayo soon to check the construction site. The project is expected to be completed by mid to late May 2021. For Council's information.

**l) 2020 Audit**

BDO will conduct a virtual Audit of the Village's 2020 Books, the week of February 22<sup>nd</sup>. For Council's information.

**m) Environmental Health Trainee**

The Public Works Manager and the CAO reviewed the current and future staffing levels at the municipality. Council had discussed this issue in the fall 2020 and is aware that succession planning is important for the ongoing and future organizational requirements of the municipality. Senior Staff recommends that the Environmental Health Trainee position be filled soon, to allow for the lengthy academic and hands-on training required for the Small Water System Operator positions. For Council's information.

Council discussed the suggestion in detail. Council would like to offer the position to the current term Public Works Laborer who has proven to be knowledgeable employee and a good fit with the Village Staff since he started working for the Village.

Administration will draft a motion for Council's approval for the next Council meeting.

**n) Community Advisor**

Mayo's new community advisor, Amanda Taylor, suggested that she could attend (via zoom) one Council meeting per month. Does this work for Council? This will work for Council.

**o) Yukon Housing**

Yukon Housing had advertised a request for bid to design a triplex in Mayo. The RFB closed on January 21<sup>st</sup>. For Council's information.

**p) Community Wildfire Protection Plan**

We received a draft CWPP from Dave Trudeau. Blair and Trevor have not been able to attend all the zoom meetings and therefore I have added the draft CWPP to the meeting package for Council's information and possible comments. Council had no comments at this time.

**q) Airports Act Regulation Review**

We received a letter from HPW that the draft regulations are ready for review. If council is interested in reviewing them, we need to ask for them to be sent to us. They require feedback by February 19, 2021. Council was not interested in reviewing this document.

**r) Landfill weigh scales**

We received an email from Dave Albisser regarding the weigh scales for the landfill. For Council's information and discussion.

We also received the landfill report from Sperling and Hanson. For review by Council. We also received an email from a YG Environmental Protection Analyst regarding providing information on landfill waste generation and recycling generation in Mayo. Council wants more time to review the landfill report prepared by Sperling Hanson.

**s) Fire Smart**

We received the agreement from YG for the \$10,000. Scott Hamilton talked to Council that upon close review of the agreement this is not a good use of the funding. Council agreed. The timeline is too short and it is the wrong season, and there are no workers available for this. Scott Hamilton will write a reply to YG FireSmart with suggestions how this money could be spent more wisely.

**t) Community Training Trust Society**

We received an email from AYC that there is a vacancy on CTTS. Currently there are representatives from Carmacks, Faro, Haines Junction and Mayo. AYC is hoping that someone from the other communities or LAC's will come forward. Councilor Ellis expressed interest if no one else from another community or LAC comes forward.

**MOTION      2021-02-06**

**Moved by:** Carol Knight

**Seconded by:** Joann Aird

**THAT:** The Chief Administrative Officer's Report of February 3, 2021 be adopted as presented.

In Favour: 5

Opposed: 0

**CARRIED**

- ii) **Clerk Treasurer Report**
  - a) **Comparative Income Statement as at January 31, 2021**

**MOTION**      **2021-02-07**

**Moved by:** Carol Knight

**Seconded by:** Joann Aird

**THAT:**                      The Comparative Income Statement for the month of January, 2021 be approved.

In Favour: 5

Opposed: 0

**CARRIED**

- iii) **Monthly Recreation Coordinator's Report**  
Nothing presented.
- iv) **Manager's Report for Environmental Health/Public Works and Protective Services**  
Nothing presented.

- u) **Protective Services**
  - a) **Fire Fighter Incentive Draw**

**MOTION**      **2021-02-08**

**Moved by:** Carol Knight

**Seconded by:** Trevor Ellis

**THAT:**                      The monthly fire fighter incentive in the amount of \$100 be paid to Dominic Berleth for the month of January, 2021 as chosen by a random draw from the list of eligible volunteer fire fighters.

In Favour: 5

Opposed: 0

**b) RCMP Report for January, 2021**

Dealt with previously.

- 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**  
Councilor Andre inquired about the Energy Improvements for the Community Center.
12. **New and Unfinished Business**  
Nothing presented.
13. **Adjournment**  
The meeting was adjourned at 10:00 pm

  
\_\_\_\_\_  
Mayor  
\_\_\_\_\_  
Chief Administrative Officer