



## CORPORATION OF THE VILLAGE OF POUCE COUPE

PO Box 190, Pouce Coupe, B.C. V0C 2C0  
Telephone: 250 786 5794 Fax: 250 786 5257  
www.poucecoupe.ca

### Minutes of Regular Council Meeting January 5, 2009 Held in the Village Council Chambers

**ATTENDANCE:** Mayor Lyman Clark  
Councillor Ken Drover  
Councillor Laura Hamann  
Councillor Peter Kut  
Councillor Red Merrick

Peter Thomas, Chief Administrative Officer

1. **CALL TO ORDER**  
Mayor Clark called the meeting to order at 7:00 p.m.
2. **APPROVAL OF AGENDA**  
**MOVED** by Councillor Kut and seconded, THAT  
the Agenda for the Regular Council meeting of January 5, 2009 be adopted as presented.  
**CARRIED**
3. **ADOPTION OF MINUTES**
  - a) Minutes of the Regular Council Meeting of December 15, 2008.  
**MOVED** by Councillor Hamann and seconded THAT  
the minutes from the Regular Council Meeting of December 15, 2008 be adopted as presented.  
**CARRIED**
4. **INTRODUCTION OF LATE ITEMS**
  - 9b) Accounts Payable Report, December 31, 2008, \$42,985.33.
5. **PUBLIC HEARING - NIL**
6. **DELEGATIONS**
  - a) Spectra Energy, Glenn Auger, Community Coordinator for Grizzly Valley Area, to Provide Council with an Update on Spectra's Activity in the Area.  
Mr. Auger was not in attendance at the meeting.
7. **UNFINISHED BUSINESS AND BUSINESS ARISING FROM THE MINUTES**
  - a) Alleyway Maintenance Policy
    - Report of Chief Administrative Officer  
Councillor Hamann suggested she excuse herself from the discussion. The CAO stated he felt she had no pecuniary interest in this matter. It is not a specific alleyway under consideration; it is all 22 alleyways in the Village. After some discussion, Council **DIRECTED** Administration to establish the following policy regarding alleyway maintenance:

The Village of Pouce Coupe will perform maintenance duties on the Village alleyways, including seasonal snow removal, grass mowing, and grading as required. No home owner

will be allowed to store any items, or place any obstruction in the alleyway, outside of the home owner property line.

## 8. CORRESPONDENCE

- a) Council of Forest Industries Re: April 1-3, 2009 Annual Convention Invite.  
**ACCEPTED** for information by consensus of Council.
- b) North Central Municipal Association Re: Resolution Submission Deadline March 2009.  
The CAO explained that if Council would like to submit a resolution to the Union of British Columbia Municipalities, it carries more weight if it is endorsed by the North Central Municipal Association. Any resolutions for the NCMA are to be submitted by March 6, 2009.
- c) Minister of Community Development Blair Lekstrom Re: Grant Programs.  
The CAO stated that the 2009 Towns for Tomorrow application would be focused on the new Firehall project.
- d) Ft. St. John High On Ice Re: Invite for Mayor Clark January 17, 2008.  
**MOVED** by Councillor Hamann and seconded THAT  
Any member of Council and/or a member of the Staff represent the Village at the High on Ice Mayor's Challenge in Fort St. John on January 17, 2009, and THAT the funds come from the Council Travel account. **CARRIED**
- e) UBCM Re: 2008 Grants Administration.  
The Community Tourism Phase 1 grant has been received in its entirety. The \$16,975.86 was used to improve signage, develop the website, and paint the Museum reception area. The Emergency Planning grants for 2007 and 2008 were also utilized for our Emergency Plan training.  
Council **DIRECTED** Administration to submit a report on the Community Tourism Phase 2 funding for the next regular meeting of Council.

## 9. RESOLUTIONS

- a) Accounts Payable Report, December 23, 2008, \$32,443.71.
- b) Accounts Payable Report, December 31, 2008, \$42,985.33.  
**MOVED** by Councillor Kut and seconded THAT  
Council approves the Accounts Payable Reports from December 23, 2008 and December 31, 2008 in the amounts of \$32,443.71 and \$42,985.33 respectively.  
**CARRIED**

Council **DIRECTED** Administration to supply more information on the UFA billing on December 31, 2008.

## 10. BYLAWS

- a) Bylaw #922, 2009, Cemetery Amendment Bylaw, 1<sup>st</sup> Three Readings.
- Report of Deputy and Chief Administrative Officer
  - Copy of Cemetery Bylaw #888, 2006
- MOVED** by Councillor Hamann and seconded THAT  
Council adopts the first three readings of Bylaw # 922, 2009, Cemetery Amendment Bylaw.  
**CARRIED**

Council **DIRECTED** Administration to ensure the cemetery gates are closed on a regular basis.

## 11. REPORTS

- a) Old Library Building
- Report of Chief Administrative Officer
- Council **DIRECTED** Administration to advertise in the Dawson Creek Daily News and Northeast News that the old Library building is available for a tenant. Include in the advertisement that offers to purchase and long term leases will be considered. The Community Church and Museum are to be notified.
- Council **DIRECTED** Administration to see if the Department of Public Works is interested in the shelving units. If they are not, the units should also be offered for sale.

- b) Fire Underwriters Survey
- Report of Chief Administrative Officer
- Council agreed that the cost of \$400/square foot for a new Firehall building was exorbitant, and they want to avoid taking on a large debt for this project. They want to find other solutions to their Fire Service needs.

**MOVED** by Councillor Kut and seconded THAT

The meeting goes past 9 pm as required.

**CARRIED**

**MOVED** by Councillor Drover and seconded THAT

Council order a detailed report for a Fire UnderWriters survey to determine the level of Fire Service needs for the Village of Pouce Coupe, up to a cost of \$15,000, and that the funds come from the 2009 Capital Budget. **CARRIED**

Mayor Clark advised that he will speak to the Fire Chief regarding the order status of the new fire truck.

Council **DIRECTED** the CAO to investigate prices of an engineered building to serve as the new Firehall.

- c) Public Works Report
- Report of Public Works Supervisor
- ACCEPTED** for information by consensus of Council. Council requested further reports on the previous two weeks' accomplishments at future meetings.
- d) Auditors Preliminary Report
- Report from Sander, Rose, Trobak
- The CAO confirmed that Temple Consulting has corrected the utility billing calculation error. All other issues with the preliminary audit in our accounting system have been addressed and corrected.
- e) Christmas Light Up Report
- Report from Administrative Assistant
- ACCEPTED** for information by consensus of Council.
- f) Councillor Kut Portfolio Report – Verbal
- Nothing to report at this time.
- g) Councillor Hamann Portfolio Report – Verbal
- Nothing to report at this time.
- h) Councillor Drover Portfolio Report – Verbal
- Nothing to report at this time.

i) Councillor Merrick Portfolio Report – Verbal  
Nothing to report at this time.

j) Mayor Clark Portfolio Report – Verbal  
Nothing to report at this time.

**12. REPORT OF CHIEF ADMINISTRATIVE OFFICER**

- Progress Report to December 10, 2008  
Council **DIRECTED** Administration to arrange and advertise a strategic planning meeting on Wednesday, February 4, 2009 at 5:00 p.m. All staff are to be encouraged to attend.

**13. QUESTION PERIOD - NIL**

**14. NEW BUSINESS**

- a) Statement of Financial Disclosure Annual Form.  
Mayor and Council were given a Statement of Financial Disclosure Form and requested to complete it and return it to the CAO no later than January 15, 2009, as per the Financial Disclosure Act.
- b) Motion to move to a Closed meeting of Council, as per section 90 (1) (c) (g)-(legal and labour issue) of the Community Charter.

**MOVED** by Councillor Hamann and seconded THAT  
The meeting move to an in-camera meeting at 9:46 p.m.

**CARRIED**

The regular meeting resumed at 10:24 p.m.

**15. ADJOURNMENT**

The meeting adjourned at 10:24 p.m.

---

Chairperson  
Mayor Lyman Clark

---

Recorder  
Chief Administrative Officer  
Peter Thomas

CERTIFIED a true copy of the Minutes of the  
Corporation of the Village of Pouce Coupe from a  
meeting held in Council Chambers, Pouce Coupe, B.C.