



## 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 August 8, 2011 Held in the Village Council Chambers

**ATTENDANCE:** Mayor Lyman Clark  
Councillor Red Merrick  
Councillor Larry Fynn

Karen P. Mellor, Chief Administrative Officer  
Sandy O'Flaherty, Administrative Assistant

**1) CALL TO ORDER**

Mayor Clark called the meeting to order at 7:02 p.m.

**2) ADOPTION OF AGENDA**

**MOVED** by Councillor Fynn and **SECONDED** by Councillor Merrick, THAT the Agenda for the Regular Council Meeting of August 8, 2011 be amended as presented to include Cemetery Bylaws & Columbarium under New Business **CARRIED**

**3) ADOPTION OF MINUTES**

**a) Minutes of the Regular Council Meeting of July 11, 2011**

**MOVED** by Councillor Fynn, and **SECONDED** by Councillor Merrick, THAT the minutes of the July 11, 2011 Regular Council Meeting be adopted as presented **CARRIED**

**4) INTRODUCTION OF LATE ITEMS**

- a) Bylaw #888 - Cemetery Bylaw
- b) Bylaw #922 – Cemetery Bylaw

**5) PUBLIC HEARING – NIL**

**6) DELEGATIONS - NIL**

**7) UNFINISHED BUSINESS AND BUSINESS ARISING FROM THE MINUTES - NIL**

**MOVED** by Councillor Merrick, and **SECONDED** by Councillor Fynn, THAT all correspondence be accepted as information **CARRIED**

**8) CORRESPONDENCE**

**a) BC Old Age Pensioners' Organization**

Re: Support the resolution to eliminate the MSP premiums for BC seniors  
Direction: To send letter of support

**MOVED** by Councillor Fynn, and **SECONDED** by Councillor Merrick, THAT Council supports the resolution to eliminate the MSP premiums for BC seniors **CARRIED**

**b) City of Nelson**

Re: Support to restore in-kind funding of the Operational Fuel Treatment Program  
**Direction:** Accept as information

**c) District of Stewart**

Re: Support resolution of "Canada First Shipping & Transportation Policy" and the "Emergency Management BC Road & Rescue Services"  
**Direction:** Accept as information

**9) CORRESPONDENCE FOR INFORMATION (SEE CHAMBER FILE)**

- a) **Encorp Pacific (Canada)** – 2010 Annual Report Released
- b) **Living Planet Community** – Newsletter
- c) **NCGLA** – Med Effect e-Notice – 6 Foreign Product Alerts
- d) **SeniorsBC** – e-newsletter
- e) **Treaty Commission** – July 2010 Update
- f) **Housing Affordability** – The Action Plan to Address Market Housing Affordability
- g) **BC Non-Profit Housing Association** – Member Support Programs
- h) **24<sup>th</sup> Annual Emergency Preparedness Conference 2011** - Registration

**10) RESOLUTIONS**

- a) **Accounts Payable Report** - \$48,148.40
- b) **Accounts Payable Report** - \$57,323.43
- c) **Accounts Payable Report** - \$8,266.88
- d) **Accounts Payable Report** - \$22,991.94

**MOVED** by Councillor Fynn, and **SECONDED** by Councillor Merrick, THAT the accounts payable be accepted as presented **CARRIED**

**11) BYLAWS - NIL**

**12) REPORTS**

- a) **Councillor Merrick** – Councillor Merrick reported that he would like to see the Lowcay Subdivision finalized.
- b) **Councillor Fynn**  
 Councillor Fynn reported that the Columbarium was now completed. At this time all bills have been paid and the Village of Pouce Coupe has been reimbursed by the Pouce Coupe Community Foundation.
- c) **Mayor Clark**  
 Mayor Clark reported that the Village participated in the Tumbler Ridge Parade on August 6, 2011. The Village of Pouce Coupe was rewarded 1<sup>st</sup> prize. At this time, due to staff unavailability, Pouce Coupe would not be able to include the float in the Dawson Creek Fall Fair Parade, but the Mayor would still participate. Mayor Clark noted that he would be travelling to Edmonton following the parade.

At present, there has still been no progress on the Pouce Park entrance off Highway 2. On another note, Public Works has been directed to sweep the sidewalks to remove the buildup of dirt along the highway.

Mayor Clark also reported that the work on the Sewer Lagoon has been progressing well and is almost near completion.

### 13) CHIEF ADMINISTRATIVE OFFICER

The Annual report is almost complete and will be posted accordingly. The report from Harder & Associates supported the claims for damage due to recent storms. In addition, representatives from PEP were in on Friday, August 5, 2011 and provided more information in regards to completing reports and providing future assistance.

Also presented to Council was to close the office over lunch (12:30 – 1:30pm) until the Finance position was filled. In addition, in order to cover illness and vacation, more casual staff would need to be hired to ensure sufficient coverage in the office. At this time the financial duties have not been finalized and the position would be vacant for at least six more weeks.

### 14) QUESTION PERIOD - NIL

### 15) NEW BUSINESS

#### a) Motion to approve new Council Meeting Schedule

Re: September date change

**MOVED** by Councillor Fynn, and **SECONDED** by Councillor Merrick, THAT Council approves the changes in September and post as required **CARRIED**

#### b) Motion for Planning Advisory Committee Name Change

Re: New Name – Strategic Planning Advisory Committee

**MOVED** by Councillor Merrick, and **SECONDED** by Councillor Fynn, THAT Council approves the committee name change as presented to the Strategic Planning Advisory Committee

**CARRIED**

#### c) Solemn Declaration of Substantial Completion

Discussion was held as to the available funds and current status of works to the lagoons and park and what was needed to complete the project in its entirety. Once project reports and bills are in, the Village Office would need to include the Solemn Declaration of Substantial Completion in order to receive funds.

#### d) Motion to approve security install at Public Works

Council accepted the quote from Puma Security to start the process of security upgrades to the yard. It was noted that Public Works would assist with the work and that Puma would be presenting a lesser quote based on the worked that would be performed by Public Works.

**MOVED** by Councillor Fynn, and **SECONDED** by Councillor Merrick, THAT Council hires Puma Security to install the new security system at the Public Works yard

**CARRIED**

**e) Water and Sewer Lines at 4811 Bisette Drive**

Discussion was held as to the correspondence sent by the property owners at 5811 Bisette Drive and the access to services from the lot. Council agreed that they would extend the sewer and water lines to the property and would make a request for tender to complete the works.

**MOVED** by Councillor Merrick, and **SECONDED** by Councillor Fynn, THAT Council approves the request and extends the water and sewer lines to the property line located at 4811 Bisette Drive and THAT the Village request tenders to carry out the works

**CARRIED**

**Direction:** Contact local business for hourly rates and equipment rates

**f) Maintenance on Property Frontage on Railway Avenue**

In regards to the condition of properties located in the Pederson Subdivision and area, Council accepted the correspondence and made motion to have Public Works cut the grass and weeds at the vacant properties as well as frontage on properties located in the area.

**Direction:** Contact Public Works to complete the works outlined above.

**g) Cemetery Bylaws & Columbarium**

Discussion was held to the current bylaw and what prices to impose for the new Columbarium. At this time Council would implement a policy to provide direction to staff and assist with inquires. Council decided that the niches would be priced at \$480.00 and charge \$150.00 for the open/close fee. Each niche would have up to two cremains and owners would be responsible for covering the costs of the engraving. Engraving would be sent to Peace Country Memorials for lasering with an approximate charge of \$215.00 for the basic plaque. Upon further direction, staff would update the policy to include the standard layout and size that would be consistent with the Columbarium as a whole.

Motion for Council to continue past 9:00 p.m.

**MOVED** by Councillor Merrick, and **SECONDED** by Councillor Fynn, that Council continues past 9:00 p.m.

**CARRIED**

**16) IN-CAMERA MEETING - as per section 90(1) (l) of the Community Charter**

Motion to move to a Closed Meeting of Council

**MOVED** by Councillor Fynn, and **SECONDED** by Councillor Merrick, THAT Council moves to a Closed Meeting of Council

**CARRIED**

Adjourned to a closed meeting under section 90(1) (l) of the Community Charter at 9:02 p.m.

Motion to return back to the Regular Meeting of Council

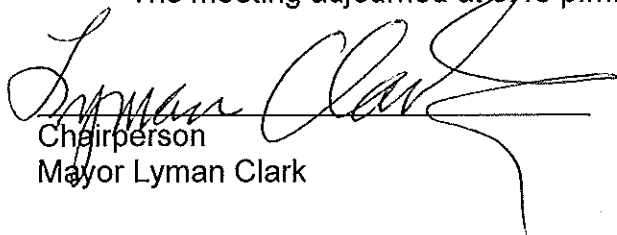
**MOVED** by Councillor Merrick, and **SECONDED** by Councillor Fynn that Council returns to the Regular meeting of Council **CARRIED**

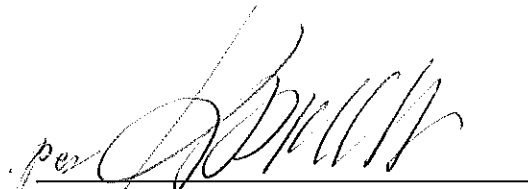
Returned to the Regular Meeting of Council at 9:18 p.m.

**17) RISE AND REPORT - NIL**

**18) ADJOURNMENT**

The meeting adjourned at 9:18 p.m.

  
Chairperson  
Mayor Lyman Clark

per   
Recorder  
Sandy O'Flaherty  
Administrative Assistant