



**Village of Lytton  
MINUTES  
Regular Council Meeting  
Council Chamber, 380 Main Street, Lytton, BC  
7:00pm Monday January 9, 2017**

**IN ATTENDANCE:**

Councillor Smith  
Councillor Callewaert-Haugen  
Councillor Polderman  
Councillor Hay  
Mayor Lightfoot

**STAFF:**

CAO Rebecca Anderson  
CFO Margaret Stewart  
Water Project Coordinator Lonny Miller  
Administrative Assistant Annette Turley

**PUBLIC:** None

1) **CALL TO ORDER** – Mayor Lightfoot at 7:00pm

2) **ADOPTION OF AGENDA**

17/1 **Moved, Seconded** by Councillors Hay/Polderman THAT the agenda be adopted as amended: with the addition of late item 5) (a) Margaret Stewart - Oath of Office

**CARRIED**

3) **ADOPTION OF MINUTES**

(a) Minutes of the Regular Council Meeting December 12, 2016

17/2 **Moved, Seconded** by Councillors Callewaert-Haugen/Polderman THAT item (a) be adopted as amended: with the addition of meeting attendance.

**CARRIED**

4) **DELEGATIONS** – None

5) **ADMINISTRATIVE MATTERS**

(a) Margaret Stewart - Oath of Office

17/3 **Moved, Seconded** by Councillors Polderman/Smith THAT Margaret Stewart be appointed as Chief Financial Officer for the Village of Lytton.

**CARRIED**

17/4 **Moved, Seconded** by Councillors Hay/Smith THAT Chief Administrative Officer Rebecca Anderson be relieved from Chief Financial Officer responsibilities.

**CARRIED**

6) **CORRESPONDENCE**

a) **Action Items:**

i. SILGA – Convention, Call for Nominations

Council directed staff to bring SILGA call for nominations back to the Regular Council Meeting February 14, 2017.

ii. Council of Forest Industries – Community Leaders Complimentary Registration

No action taken

**b) Information Items**

i. Village of Lytton & Brendon Mercer, First Nations Emergency Services Society – 2016 Firesmart Report & Action Plan

Next Firesmart meeting will be held on Wednesday January 11, 2017.

iii. Municipal Insurance Association - Claim Status Report

iv. Grant Writer, Tawnya Collins – 2016 Grant Submissions

v. Municipal Insurance Association – Membership Certificate and Evidence of Liability Protection

Staff is following up with MIA on additional insureds.

c) **Correspondence Log** – List attached

d) **Outgoing Mail Log** – None

**17/5 Moved, Seconded** by Councillors Hay/Callewaert-Haugen THAT the above noted correspondence be received and filed.

**7) ADMINISTRATIVE REPORTS**

(a) CAO Rebecca Anderson – Council iPads

**17/6 Moved, Seconded** by Mayor Lightfoot and Councillor Polderman THAT the five iPads purchased for Council are assets belonging to the Village of Lytton and shall be temporarily on loan to each member for so long as he or she remains an elected official of the Village, and upon their having signed a document specifying the terms and conditions of the loan and, THAT they be returned when they are no longer on Council. **CARRIED**

(b) Opus DaytonKnight – Agreement

**17/7 Moved, Seconded** by Mayor Lightfoot and Councillor Polderman THAT CAO Rebecca Anderson is authorized to sign the MMCD Client/Consultant Agreement between the Village of Lytton and Opus International Consultants (Canada) Ltd. for the Engineering Services for Groundwater Development Design. **CARRIED**

(c) CAO Rebecca Anderson – Administrative Update (will be provided at meeting)

**17/8 Moved, Seconded** by Councillors Hay/Smith THAT CAO Rebecca Anderson's Administrative verbal update be tabled.

**8) TREASURER/CORPORATE OFFICER REPORT**

(a) Cheque listing for Council December 9, 2016 – January 5, 2017

(b) CFO, Margaret Stewart – 2016 Audit

**17/9 Moved, Seconded** by Mayor Lightfoot and Councillor Hay THAT BDO Dunwoody LLP be engaged to complete the Village's 2016 financial statement audit, at a cost not to exceed \$18,250.00.

**CARRIED**

(c) CFO, Margaret Stewart – Recommendations for 2017-2019 Fees & Charges Bylaw

**17/10 Moved, Seconded** by Councillors Polderman/Smith THAT the Village of Lytton increase the tax certificate rates to \$31.00 from the current \$10.00 and THAT we move to online services.

**CARRIED**

**17/11 Moved, Seconded** by Councillor Callewaert-Haugen/Hay THAT the cost of bulk water sales to contractors be increased to \$10.00 per cubic meter and staff expense to administer bulk water be increased to \$75.00 and THAT only Public Works can access hydrants to administer water, and THAT if bulk water is required after regular hours a call out fee (to be determined) will be charged to recover costs.

**CARRIED**

**17/12 Moved, Seconded** by Councillor Callewaert-Haugen and Mayor Lightfoot THAT Council increase the water and sewer rates as follows: Maintain the current 2% increase for sewer and a 5% increase in 2017, 5% increase in 2018 and 10% increase in 2019 for water.

**CARRIED**

OPPOSED Councillor Polderman  
OPPOSED Councillor Hay

**9) PUBLIC WORKS REPORT - None**

**10) FIRE DEPARTMENT REPORT – None**

**11) BYLAWS/POLICIES – None**

**12) COUNCIL REPORTS**

(a) Mayor Lightfoot

December 16, 2016 Mayor Lightfoot attended the Lyttonnet 10 year & Fibre Optic Celebration at the Village Council Chambers from 11:00am until 1:00pm. Also on the same day Mayor Lightfoot attended the CP Holiday Train event @ 1:00pm above the Lytton Elementary School.

December 22, 2016 Mayor Lightfoot attended the Village & Council Christmas party.

January 6 & 7, 2017 Mayor Lightfoot attended the Governance session with Judy Rodgers @ the Village Council Chambers.

(b) Councillor Callewaert-Haugen

December 16, 2016 Councillor Callewaert-Haugen attended the CP Holiday Train event @ 1:00pm above the Lytton Elementary School.

December 22, 2016 Councillor Callewaert-Haugen attended the Village & Council Christmas party.

January 6 & 7, 2017 Councillor Callewaert-Haugen attended the Governance session with Judy Rodgers @ the Village Council Chambers.

Mayor Lightfoot left the meeting at 9:50pm. Councillor Callewaert-Haugen chaired the remainder of the meeting as Deputy Mayor.

(c) Councillor Hay

December 16, 2016 Councillor Hay attended the Lyttonnet 10 year & Fibre Optic Celebration at the Village Council Chambers from 11:00am until 1:00pm.

December 22, 2016 Councillor Hay attended the Village & Council Christmas party.

January 6 & 7, 2017 Councillor Hay attended the Governance session with Judy Rodgers @ the Village Council Chambers.

(d) Councillor Polderman

January 6 & 7, 2017 Councillor Polderman attended the Governance session with Judy Rodgers @ the Village Council Chambers.

(e) Councillor Smith

January 6 & 7, 2017 Councillor Smith attended the Governance session with Judy Rodgers @ the Village Council Chambers. Liked Mrs. Rodgers advice when it comes to grants the squeaky wheel gets the grease!

**17/13 Moved, Seconded** by Councillors Callewaert-Haugen THAT the Council Reports be received and filed. **CARRIED**

**13) OTHER BUSINESS**

Councillor Hay inquired about bringing back the item "Business Arising" to the agenda.

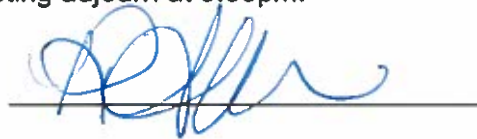
**14) CALENDAR OF EVENTS/OUTSTANDING ITEMS LIST – None**

**15) ADJOURNMENT**

**17/14 Moved** by Councillor Hay THAT the meeting adjourn at 9:55pm.



Mayor Jessa Lightfoot



Corporate Officer Rebecca Anderson