



**Village of Lytton
MINUTES
Regular Council Meeting
Council Chamber, 380 Main Street, Lytton, BC
7:00pm Monday February 27, 2017**

IN ATTENDANCE:

Council:

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

Staff:

CAO, Rebecca Anderson
CFO, Margaret Stewart
Admin Clerk, Annette Turley

Public: None

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

2) **ADOPTION OF AGENDA**

17/47 **Moved, Seconded** by Councillors Hay/Callewaert-Haugen THAT the agenda be adopted as presented. **CARRIED**

3) **ADOPTION OF MINUTES**

(a) Minutes of the Regular Council Meetings February 14, 2017.

17/48 **Moved** by Councillor Hay THAT item (a) Minutes of the Regular Council Meeting February 14, 2017 be tabled until the next meeting as a page seemed to be missing. **CARRIED**

4) **DELEGATIONS** – None

5) **ADMINISTRATIVE MATTERS** - None

6) **CORRESPONDENCE**

a) **Action Items:**

i. Canadian Postmasters & Assistants Association – Resurrection of the postal bank.

17/49 **Moved, Seconded** by Councillors Hay/Polderman THAT Council write a letter of support to the Canadian Postmasters & Assistants Association on the resurrection of the postal bank. **CARRIED**

b) Information Items

- i. Northern Development Initiative Trust – 2017 Economic Development Capacity Building.
- ii. Civic Info – Addendum added to Civic Info site
- iii. Ministry of Forests, Lands and Natural Resource Operations – Prescribed Fire Burn Plan – Lytton Creek Gully Burn 2017.
- iv. Climate Action Revenue Incentive Program – Refresher on CARIP & Carbon Neutral Reporting. Council directed staff to register for the Webinar. Councillors will meet with the CFO at the Village Office for the session at 10:00-11:30 on Tuesday, March 14, 2017.

c) Correspondence Log – List attached

d) Outgoing Mail Log – List attached

17/50 Moved, Seconded by Councillors Polderman/Smith THAT the above noted correspondence be received and filed. **CARRIED**

7) ADMINISTRATIVE REPORTS

(a) CAO Rebecca Anderson – CAO Verbal Report

CAO Anderson reported on:

- Water project – RFP posted & two addendums also posted. Bids due March 1, 2017
- Water Project Coordinator Lonny Miller will be attending the next Council Meeting to give a project update.
- Next Lytton Community Water Meeting – choosing a date - either March 22 or March 23, 2017 @ 1:00pm.
- Public Works has been having issues with the sewer actuator and workers are manually draining the system every 4 hours.
- Public Works are finishing up with painting & flooring at the Info centre.
- New Economic Development/ Corporate Officer Andrew Schear starts on Wednesday March 1, 2017.
- CAO Course (MATI Successful CAO) attended February 17, 2017 – February 22, 2017.
- Attended CAO Forum February 22, 2017 – February 24, 2017.
- Fire Safety Review - Village of Lytton has not been invoiced yet.

17/51 Moved, Seconded by Councillors Hay/Polderman THAT CAO Rebecca Anderson's report be received for information. **CARRIED**

8) TREASURER/CORPORATE OFFICER REPORT

(a) Cheque listing for Council January 15 – January 20, 2017

17/52 Moved, Seconded by Councillors Polderman/Hay THAT January 15 – 20, 2017 Cheque Listing be received and filed. **CARRIED**

17/53 Moved, Seconded by Councillors Hay/Callewaert-Haugen THAT up to \$10,000.00 for the Fire Safety Assessment Review be taken from the General Stabilization Reserve fund. **CARRIED**

9) PUBLIC WORKS REPORT - None

10) FIRE DEPARTMENT REPORT – None

11) BYLAWS/POLICIES

(a) Fees & Charges Bylaw No. 689, 2017

17/54 Moved, Seconded by Councillors Hay/Callewaert-Haugen THAT the Village of Lytton Fees & Charges Bylaw No. 689, 2017 be given a final reading, AND THAT it be signed and corporate seal affixed.

CARRIED

OPPOSED Councillor Polderman

12) COUNCIL REPORTS

(a) Mayor Lightfoot

- Attended Museum Tea & Talk February 15, 2017
- Attended TNRD Workshop February 16 & 17, 2017
- Worked with CAO & Brent Sheppard on press release for age friendly grant
- Met with CFO Margaret Stewart and went over the budget.

(b) Councillor Callewaert-Haugen

Nothing to report

(c) Councillor Hay

- Attended Museum Tea & Talk February 15, 2017
- Attended February 16, 2017 budget meeting

17/56 Moved, Seconded by Councillor Hay/Mayor Lightfoot THAT Committee of the Whole meetings be scheduled during the first week of every month.

CARRIED

(d) Councillor Polderman

Nothing to report

(e) Councillor Smith

Nothing to report

Councillor Callewaert-Haugen left the meeting @ 8:24pm

17/57 Moved, Seconded by Councillors Hay/Smith THAT the Council Reports be received and filed.

CARRIED

13) OTHER BUSINESS ("Business Arising")

i. Rise and Report from February 14, 2017 In-Camera meeting.

17/58 Moved, Seconded by Councillors Hay/Smith THAT Council rise and report from February 14, 2017 In-Camera meeting; THAT Rebecca Anderson has successfully completed her six month probation period and be employed for the Village of Lytton as the Chief Administrative Officer.

CARRIED

ii. Two Rivers Farmers Market – Grant in Aide – Lytton Block Party May 19, 2017.

17/59 Moved, Seconded by Councillors Hay/Polderman THAT Council approves the Two Rivers Farmers Market request for Grant in Aide for the Lytton Block Party May 19, 2017 in the amount of \$250.00.

CARRIED

OPPOSED Mayor Lightfoot

14) CALENDAR OF EVENTS/OUTSTANDING ITEMS LIST

- Council Committee of the Whole meeting March 1, 2017 @ 2pm.

- 2nd VOL Budget Meeting March 16, 2017 @ 6:00pm Council Chambers.
- FireSmart clean up April 8th & 9th, 2017 below CP Rail track from underpass to IR 18.
- 3rd VOL Budget Meeting April 13, 2017 @ 6:00pm Council Chambers.

15) IN-CAMERA – None

16) ADJOURNMENT

17/60 Moved by Councillor Hay THAT the meeting adjourn at 8:34pm.

CARRIED



Mayor Jesso Lightfoot



Corporate Officer Rebecca Anderson