



**Village of Lytton
DRAFT Minutes
Regular Council Meeting
Council Chamber, 380 Main Street, Lytton, BC
7:00 pm, Tuesday March 29, 2016**

PRESENT: Mayor Jessoa Lightfoot
Councillor Ian Hay
Councillor Jan Polderman
Councillor Tiffany Callewaert-Haugen (absent with notice)
Councillor Rob Austen

STAFF: Keir Gervais, CAO
Annette Turley, Administrative Clerk

PUBLIC: Peggy Chute, Doreen Crozier, Dave Crozier, Huntley Smith

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

2) **ADOPTION OF AGENDA**

16/068 Moved, Seconded by Councillors Austen/Hay that the agenda be adopted as amended. **Carried**

3) **ADOPTION OF MINUTES**

(a) Minutes of the Regular Council Meeting March 14, 2016

16/069 Moved, Seconded by Councillors Hay/Austen that the Minutes of the Regular Council meeting March 14, 2016 be adopted as presented. **Carried**

4) **DELEGATIONS**

None

5) **ADMINISTRATIVE MATTERS**

(a) Schedule Water Committee Meeting

A follow up meeting with staff & Council was scheduled for 4:30pm Thursday March 31, 2016 at the Council chambers.

6) **CORRESPONDENCE FOR INFORMATION**

a) **Action Items:**

i. School District No. 74 (Gold Trail) - Meet with Board of education.

Mayor and Council set some tentative dates for the Mayor to follow up with the School District and arrange a meeting.

b) **Information Items:**

- i. Northern Development Initiative Trust - Economic Snapshot - Divergent Paths
- ii. Gordon Ruth, Auditor General for Local Government - AGAL Audit Report - City of Campbell River; Regional District of Fraser-Fort George.
- iii. LGMA - Building Act Updates and Survey
- iv. FCM - News - Week of March 14, 2016
- v. FCM - Federal Budget 2016: A big win for municipalities
- c) **Correspondence Log March 10 - 21, 2016.**
- d) **Outgoing Correspondence**

16/070 Moved, Seconded by Councillors Austen/Hay that Correspondence for Information, Correspondence Log & Outgoing Mail Log be received and filed. **Carried**

7) ADMINISTRATIVE REPORTS

- (a) CAO Gervais – Village of Lytton Reserve Fund Bylaws
- (b) Resolutions/Directions to CAO

No recommendation accompanies this report, as the bylaws noted in this report are listed on the agenda for Council's consideration under the "Bylaws/Policies Section."

8) TREASURER/CORPORATE OFFICER REPORT

- (a) Accounts Payable Cheque Listing
- (b) Contractor/Subcontractor February, 2016 Month Report

9) PUBLIC WORKS REPORT

None

10) FIRE DEPARTMENT REPORTS

February Month End Report

11) BYLAWS/POLICIES

- (a) Village of Lytton Bylaw 679 Gas Tax Reserve Fund Establishment
RECOMMENDATION: "THAT Village of Lytton Gas Tax Reserve Fund Establishment Bylaw 679 be given first, second and third readings."

16/071 Moved, Seconded by Councillors Austen/Polderman to send the Village of Lytton Bylaw 679 be given first, second and third readings. **Carried**

- (b) Village of Lytton Bylaw 680 Financial Stabilization Reserve Fund Establishment
RECOMMENDATION: "THAT Village of Lytton Financial Stabilization Reserve Fund Establishment Bylaw 680 be given first, second and third readings."

16/072 Moved, Seconded by Councillors Polderman/Austen that the Village of Lytton Financial Stabilization Reserve Fund Establishment Bylaw 680 be tabled until after the lawyers have noted on whether or not definitions are needed. Mayor Lightfoot opposed. **Carried**

- (c) Village of Lytton Bylaw 681 General Capital Projects Reserve Fund Establishment
RECOMMENDATION: "THAT Village of Lytton General Capital Projects Reserve Fund Establishment Bylaw 681 be given first, second and third readings."

16/073 Moved, Seconded by Hay/Austen that the Village of Lytton Bylaw 681 General Capital Projects Reserve Fund Establishment be given first, Second and third readings.
Carried

- (d) Village of Lytton Bylaw 682 Land Sale Reserve Fund Establishment
RECOMMENDATION: "THAT Village of Lytton Land Sale Reserve Fund Establishment Bylaw 682 be given first, second and third readings."

16/074 Moved, Seconded by Councillors Austen/Polderman that the Village of Lytton Land Sale Reserve Fund Establishment Bylaw 682 be given first, second and third readings.
Carried

- (e) Village of Lytton Bylaw 683 Legal and Insurance Reserve Fund Establishment
RECOMMENDATION: "THAT Village of Lytton Legal and Insurance Reserve Fund Establishment Bylaw 683 be given first, second and third readings."

16/075 Moved, Seconded by Councillors Hay/Polderman that the Village of Lytton Legal and Insurance Fund Establishment Bylaw 683 be given first, Second and third readings.
Carried

- (f) Village of Lytton Bylaw 684 Sewer Capital Reserve Fund Establishment
RECOMMENDATION: "THAT Village of Lytton Sewer Capital Reserve Fund Establishment Bylaw 684 be given first, second and third readings."

16/076 Moved, Seconded by Councillors Polderman/Hay that the Village of Lytton Sewer Capital Reserve Fund Establishment Bylaw 684 be given first, second and third readings.
Carried

- (g) Village of Lytton Bylaw Vehicle Equipment Reserve Fund Establishment
RECOMMENDATION: "THAT Village of Lytton Vehicle Equipment Reserve Fund Establishment Bylaw 685 be given first, second and third readings."

16/077 Moved, Seconded by Councillors Hay/Polderman that the Village of Lytton Vehicle Equipment Reserve Fund Establishment Bylaw 685 be given first, second and third readings.
Carried

- (h) Village of Lytton Bylaw 686 Water Capital Reserve Fund Establishment
RECOMMENDATION: "THAT Village of Lytton Water Capital Reserve Fund Establishment Bylaw 686 be given first, second and third readings."

16/078 Moved, Seconded by Councillors Polderman/Austen that the Village of Lytton Water Capital Reserve Fund Establishment Bylaw 686 be given first, second and third readings.
Carried

12) COUNCIL REPORTS

(a) Mayor Lightfoot

- March 15, 2016: Participated in the NDIT meeting via phone (conference call), three local applications for community halls and ballpark improvements were approved. Also attended the Village of Lytton Special Budget Meeting.
- March 22, 2016: Received a letter from Interior Health Administrator, Bernie Easson – Inviting Mayor and Council to meet with Interior Health CEO and Board chair from 3:45 – 4:15pm on April 5, 2016 at the St. Bartholomew Health Center.
- March 22, 2016 Received email from CAO Gervais re: TNRD Table Top Exercise April 12, 2016 – Please respond by April 4, 2016.

- March 23, 2016: Attended the Water Committee Meeting.
 - Reminder that April 21, 2016 at 4:30pm is the Village's Special Budget Meeting.
 - March 24, 2016: At the TNRD Regular Board Meeting, Area I Director Rice made the motion to give \$20,000.00 to the Village of Lytton for swimming pool repairs.
- (b) Councillor Austen
- March 23, 2016: Attended the Water Committee Meeting on and felt that it offered good informative information.
- (c) Councillor Callewaert-Haugen
- No report
- (d) Councillor Hay
- Unfortunately, missed the Chamber of Commerce Meeting.
 - March 23, 2016: Attended the Water Meeting. CAO Gervais is to be commended on the organizing of the Meeting and keeping the Agenda on track. Councillor Hay was pleased to meet the representatives from the various stakeholder agencies. Lots of good information shared. I think it was a tremendous step in the right direction.
 - A resident recently pointed out that the current Burning Permit requires updating, as the 'Conditions' section includes some unreasonable expectations. Councillor Hay also pointed out to staff that when he looked up the permit on the website the name on the file said "City of Grand Forks", so a change of some sort is required.
 - Councillor Hay noted that the work he and the CAO were doing on the Council Procedure Bylaw is now behind schedule. CAO Gervais reminded Council that he has been reporting this fact to Council for the past two weeks, and indicated there are simply higher priority matters at hand presently. Councillor Hay provided CAO Gervais a copy of the Bylaw containing some comments he had made.
 - Councillor Hay expressed his thanks to Public Works for their quick attention to the problem regarding the no-post barriers that were fixed on Ponderosa Heights and suggested a long-term solution should be sought.
- (e) Councillor Polderman
- March 23, 2016: Attended Water Committee Meeting and found the information very interesting. Councillor Polderman was interested in learning more about the fact that viruses can be found in water.
 - Councillor Polderman informed Council that he will be leaving on vacation April 13, 2016.

16/079 Moved, Seconded by Councillors Austen/Polderman that the Council Reports be received and filed.

13) OTHER BUSINESS

Daniel Steiner, Grant Specialist - New Building Canada Fund - Small Communities Fund (NBCF-SCF) program, deadline April 28, 2016.

Council decided to table this until after the next Water Committee Meeting.

14) CALENDAR OF EVENTS/OUTSTANDING ITEMS LIST

None

15) IN-CAMERA MEETING

16/080 Moved, Seconded by Mayor Lightfoot that in accordance with Sec 90(1) of the Community Charter, this portion of the meeting is closed to the public, and that Council move into In-Camera at 8:43pm. **Carried**

16) ADJOURNMENT

16/081 Moved by Councillor Austen that the meeting adjourn at 9:32pm.

Carried

Mayor Jessoa Lightfoot

CAO Keir Gervais