



**Village of Lytton  
Minutes  
Regular Council Meeting  
Council Chamber, 380 Main Street, Lytton, BC  
7:00pm, Monday, April 10, 2017**

**IN ATTENDANCE:**

Mayor Lightfoot  
Councillor Callewaert-Haugen (absent with notice)  
Councillor Hay  
Councillor Polderman  
Councillor Smith

**STAFF:**

CAO, Rebecca Anderson  
CFO, Margaret Stewart  
EDO/CO, Andrew Schaer  
Administrative Clerk, Annette Turley

**PUBLIC:**

None

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

2) **ADOPTION OF AGENDA**

**Moved, Seconded** by Councillors Hay/Smith THAT the agenda be adopted as presented or amended.  
**Carried**

3) **ADOPTION OF MINUTES**

(a) Minutes of the Regular Council Meeting March 27, 2017

**Moved, Seconded** by Councillors Hay/Polderman THAT item (a) be adopted as presented. **Carried**

4) **DELEGATIONS** – None

5) **ADMINISTRATIVE MATTERS**

(a) Water Tender – update and action needed

**Discussion**

- A decision was made at the Budget Meeting not to spend money on improvements suggested by the Fire and Public Works Departments.
- During a recent call for service, the water tender malfunctioned and began leaking water.
- Mayor Lightfoot commented that according to Denise McIntyre, the water tender's fittings and caps were not sufficiently tightened, after being removed during winterization, due to the lack of a required wrench which had gone missing.

- Mayor Lightfoot suggested that Public Works should be responsible for winterizing the water tender in the Fall but that the Fire Department should ensure in the Spring that the water tender functions properly prior to its use.
- CAO suggested she meet with both Public Works and Fire Departments to coordinate/ensure operations and procedures are being followed.
- Mayor Lightfoot suggested that the Village establishes more clearer guidelines on where the VL Fire Department may attend a call for service.
- CAO, TNRD and VL Fire Department are in the process of providing documentation to Dave Mitchell & Associates (DMA) relating to Municipal Fire Department Master Fire Plans. As DMA will be collecting the same information from 10 municipalities, this process will take some time.

**Direction to Staff:**

- i. CAO to have a meeting with Public Works and Fire Department to distinguish the roles and responsibilities in order to coordinate/ensure operations and procedures are being followed relating to equipment maintenance and report back to Council.

**6) CORRESPONDENCE**

**a) Action Items:**

- i. Lytton First Nation – Requesting a donation for LFN's Easter Family Fun Day April 17, 2017.

**Moved, Seconded** by Councillor Hay/Polderman THAT the Village of Lytton donate two books of ten VL Pool tickets to Lytton First Nation's Easter Family Fun Day April 17, 2017. **Carried**

**b) Information Items**

- i. BC Housing & Consumer Services – Update on Owner Builder Authorization Exam
- ii. Office of the Seniors Advocate BC – Congratulate Village on recent receipt of provincial government Age-Friendly Grant.
- iii. UBCM – Consultation Paper: Responsible Conduct of Local Government Elected Officials.
- iv. NDIT – 2016 Grant Writing Support Program (VL received \$8,000 based on \$2,500 VL contribution)
- v. BC/Yukon Command Royal Canadian Legion – 13<sup>th</sup> Annual Military Service Recognition Book.

**Direction to Staff** CAO to send BC/Yukon Command Royal Canadian Legion a letter stating that the Village is not able to participate at this time.

**c) Correspondence Log – List attached**

**d) Outgoing Mail Log – List attached**

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

**7) ADMINISTRATIVE REPORTS**

**(a) CAO Rebecca Anderson - verbal report to Council**

**Discussion**

- BC WIP claim completed as of March 31, 2017
- Community Waster Water Fund Grant, staff will be submitting monthly budget/forecast reports and quarterly project progress reports which will be all submitted online.
- Working on the Opus on inclusion of well # 3 after receiving LFN's approval to include it in the VL's plan.
- Received draft Golder Report.
- Ground Water Development - Doug Dodge begun survey work on site.
- Municipal Insurance Authority did a site visit today of the Village Office for a free liability assessment.

- Don Burns of MIABC noted water stains on the ceiling tiles and recommended that Public Works investigate VL office building roof for leaks.
- Public Works has purchased a sewer camera that came in under budget. They have been busy street sweeping and PW Lead Hand will be attending the next Council meeting with an update.
- BC Hydro Re-Greening Grant for trees, received a verbal confirmation of grant availability – CAO is awaiting written confirmation.
- CAO has been working with LFN on the MTSA re: fire protection and water agreements. VL has been granted access to a copy of the Cooks Ferry Spences Bridge Agreement. Urban Systems sent out proposed methods for calculating rates which CAO will forward to next Regular Council Meeting for *in camera* consideration.
- Regarding Water, Sewer, Fire Protection and shared ownership of the infrastructure, VL CAO has asked Urban Systems to prioritize shared ownership of the infrastructure as VL needs to clarify ownership and rate issues.
- CAO reports that LFN CAO will be attending a meeting with INAC the week of April 10, 2017 and will report back to VL CAO.
- CAO stated that the current (Water) contract is vague and what is required for the new contract is agreement on the formula.
- Councillor Hay suggest that it may be beneficial to have Urban Systems attend an *in camera* Regular Meeting of Council to provide Council with addition information.
- Prescribed burning, BC Wildfire had a change in management and policies relating to payment of traffic control. Currently a three-way (VL/LFN/TNRD) cost sharing agreement is in place or the payment of traffic control. In the future VL will be submitting for traffic control grants.
- Councillor Hay advised that when dealing with MIABC that Staff should review the *Schedule of Insured Values* to ensure that the VL's assets are sufficiently (not over/under) insured.

**Moved, Seconded** by Councillors Hay/Smith THAT the CAO's report be received and filed for information. **Carried**

## 8) TREASURER/CORPORATE OFFICER REPORT

(a) Cheque listing for Council March 4, 2017 – March 20, 2017

(b) CFO, Margaret Stewart - verbal report:

- The audit is underway, the audit field work is on track and should be completed on Thursday April 13, 2017.

**Moved, Seconded** by Councillors Polderman/Hay THAT March 4, 2017 – March 20, 2017 Cheque Listing along with CFO, Margaret Stewart's verbal report be received and filed for information. **Carried**

## 9) PUBLIC WORKS REPORT - None

## 10) FIRE DEPARTMENT REPORT – None

## 11) BYLAWS/POLICIES

(a) CFO, Margaret Stewart – Report to Council re 2017-2021 Financial Plan By-law

**Moved, Seconded** by Councillors Hay/Smith THAT By-law 690, 2017, the 2017-2021 Financial Plan By-law, be given a final reading, be adopted AND THAT it be signed and the corporate seal affixed. **Carried**

## 12) COUNCIL REPORTS

(a) Mayor Lightfoot:

- March 30<sup>th</sup> Council attended a Water Meeting with LFN, BC Interior Health and the engineers (attending via teleconference) – had a good, productive discussion and clarified a few of the issues – namely Well #3.

- April 4<sup>th</sup> COW meeting was productive and developed some understanding on the issues.
- May Day Committee is having a meeting on Wednesday, April 12, 2017 at 4:00 PM and whether Council is amenable to Her Worship photocopying 200 - 300 May Day Program Agendas.
- Her Worship is in the process of getting details on the Block Party on Friday night. The Farmer's Market received an NDI grant for \$2,500 and the VL contributed \$250. Her Worship will remind the Farmer's Market to send a letter to Council to request that the street be closed to traffic for the event.
- Last year the sandbags used by participants to anchor the awnings were discarded after the event creating a visually unappealing mess – and will encourage event organizers to implement an alternate method.

**Moved, Seconded** by Councillors Hay/Polderman THAT the Village of Lytton donates as in-kind contribution the cost of photocopying to the May Day Committee up to a value of \$200. **Carried**

- (b) Councillor Callewaert-Haugen (absent with notice)
- (c) Councillor Hay:

- Reported that he attended the same meetings as Her Worship and that he had nothing further to report.

(d) Councillor Polderman

- He will be on holidays from April 27<sup>th</sup> to May 18<sup>th</sup>
- Saturday, April 8<sup>th</sup> cemetery clean-up volunteers were burning a large pile of wet pine needles creating a large wafting cloud of smoke which enveloped Loring Way resident's homes for 6 hours.

(e) Councillor Smith (none)

**Moved, Seconded** by Councillors Smith/Polderman THAT the Council Reports be received and filed. **Carried**

### 13) OTHER BUSINESS (“Business Arising”)

(a) Appointment of a Councillor to the BR+E Steering Committee

#### Discussion

**Moved, Seconded** by Mayor Lightfoot/Councillor Smith THAT Councillor Hay be appointed to represent Council on the Select Committee known as the BR+E Steering Committee with Councillor Polderman as an alternate. **Carried**

(b) Adoption of Terms of Reference for the BR+E Steering Committee

#### Discussion

**Moved, Seconded** by Councillors Polderman/Smith THAT the Terms of Reference for the BR+E Steering Committee, 'Committee Composition' (Page 1) section be amended to read: *“First Nations Representative – To Be Determined”* AND THAT the 'Steering Committee Chair' section (Page 3) be amended to read: *“The Chair shall be nominated by the sitting members of the Steering Committee.”* AND FURTHER THAT the Terms of Reference for the BR+E Steering Committee be adopted as amended. **Carried**

### 14) CALENDAR OF EVENTS/OUTSTANDING ITEMS LIST

- VOL Audit April 10<sup>th</sup> – 13<sup>th</sup>.
- FireSmart Meeting @ Village Office April 12, 2017 @ Noon.
- TNRD “Free Dump Day” April 22, 2017 (1 pick-up load per household)
- FireSmart clean up April 22<sup>nd</sup> & 23<sup>rd</sup>, 2017 below CP Rail track from underpass to IR 18.

Moved, Seconded by Councillors Hay/Smith THAT the meeting adjourn to an *in camera* session at 8:55 PM.  
Carried

15) IN-CAMERA

16) ADJOURNMENT

Moved by Councillor Polderman THAT the meeting adjourn at 9:53 PM. Carried

A handwritten signature in black ink, appearing to read "Jesso Lightfoot", written over a horizontal line.

Mayor Jesso Lightfoot

A handwritten signature in black ink, appearing to read "AS", written over a horizontal line.

Corporate Officer Andrew Schaer