



**Village of Lytton
Minutes
Regular Council Meeting
Council Chamber, 380 Main Street, Lytton, BC
7:30pm Monday May 8, 2017**

IN ATTENDANCE:

Mayor Lightfoot
Councillor Callewaert-Haugen
Councillor Hay
Councillor Polderman (Via Skype)
Councillor Smith

STAFF:

CAO, Rebecca Anderson
CFO, Margaret Stewart

PUBLIC:

April Andiel, BDO Auditor

1) CALL TO ORDER – Mayor Lightfoot at 7:30 pm

2) ADOPTION OF AGENDA

17/129 Moved, Seconded by Councillors Smith/Hay THAT the agenda be adopted as amended to include the addition of the letter from Two Rivers Farmers Market as item 6(a)(ii). **CARRIED**

3) ADOPTION OF MINUTES

(a) Minutes of the Regular Council Meeting held April 24, 2017

17/130 Moved, Seconded by Councillors Polderman/Smith THAT the Minutes of the Regular Meeting of Council dated April 24, 2017 be adopted as amended. **CARRIED**

4) DELEGATIONS – BDO Auditor

5) ADMINISTRATIVE MATTERS

- (a) MTSA Checklist: A tool for preparing Sewer Service Agreements
- (b) MTSA Checklist: A tool for preparing Fire Protection Service Agreements
- (c) MTSA Checklist: A tool for preparing Water Service Agreements

17/131 Moved, Seconded by Councillors Hay/Smith THAT the above noted information: MTSA checklists for Sewer, Fire and Water Service Agreements be received and filed for information, AND THAT CAO Anderson is authorized to proceed with negotiations with Lytton First Nations for the final Agreements. **CARRIED**

Direction to CAO Anderson to add a clause to the Fire Protection Services Agreement at sections 5.2 and 5.3, that both parties to the Agreement will share responsibility for the

promotion and recruitment of volunteer firefighters.

6) CORRESPONDENCE

a) Action Items:

- i. Nlha'7kapamx Child and Family Services Society – Invitation to 16th Annual Open House June 1, 2017 and requesting a door prize donation.

17/132 Moved, Seconded by Councillors Smith/Hay THAT Council approves the donation of 2 books of 10 swim tickets to Nlha'7kapamux Child and Family Services Society for a prize at their upcoming 16th annual open house. **CARRIED**

- ii. Lytton Two Rivers Farmers Market – letter dated May 8, 2017 re Block Party and Farmers Market

17/133 Moved/Seconded by Councillors Smith/Polderman THAT the Village will close off 4th Street between Main and the alley for the Block Party on May 19th from 4 p.m. to midnight and for the Farmers Market on May 22nd from 9 a.m. to 5 p.m. and every Friday from June 2nd to October 27th, 2017, from 9 a.m. to 5 p.m.; AND THAT permission is granted to the Lytton Two Rivers Farmers Market for access to the electrical outlets outside the Village Office for these events. **CARRIED**

Direction to staff to send a letter to Farmers Market President, Gordon Murray, to express:

- that Council has a concern that they have overloaded the outlets in the past and that the Farmers Market will be required to pay the cost of any repairs for damage incurred in the course of their accessing the electrical outlets outside the Village Office;
- That Council requires clean-up in a timely manner when these events are finished;
- That the Farmers Market Board must provide a copy of their liability insurance for the season; and
- That the Farmers Market must purchase their business license.

b) Information Items

- i. Tree Canada & BC Hydro – BC Hydro Community ReGreening Grant approval of up to \$1,200.00 to assist with the North End Main Street Beautification Project.

- ii. Interior Health – St. Bartholomew's change re Lab & X-ray Services

17/134 Moved/Seconded by Councillors Smith/Hay that a letter be sent by Mayor Lightfoot on behalf of Council, to Interior Health, expressing Council's dismay that the position of Lab and X-ray Technician has not been filled. **CARRIED**

- iii. Municipal Insurance Association – Risk Control Survey by Risk Management Services

Direction to staff to forward the survey report to TNRD management.

- iv. TNRD – Regional Solid Waste Management Plan Review April 2017
- v. UBCM – Completion of Community Wildfire Protection Plan (SWPI-487:Lytton CWPP Update 2015)
- vi. Opus – Groundwater Development Program (D-99404.00)

- vii. Be the Change group Inc – Commendation of Pat Maw (Public Works) re Filming
Direction to staff to put a copy of this commendation on Pat Maw’s employee file.
- viii. NDIT – 2017 Lytton Block Party: Fabulous Festivals & Events Program approval letter for \$2,500.00.
- ix. NDIT – 2016 Business Facade Improvement Program: Cheque for \$1,002.82 for 2016 funding.
- x. TNRD – The Current April 20, 2017.
- xi. BC Hydro – Columbia River Operations Summary Spring 2017.
- xii. BC Hydro – Columbia River Water Use Plan Update April 2017.
- xiii. Lytton Museum & Archives – Walking Tour sub-committee meeting May 4 @ 7pm @ the Museum.

c) **Correspondence Log – None**

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

17/135 Moved, Seconded by Councillors Hay/Smith THAT the above noted correspondence be received and filed. **CARRIED**

7) ADMINISTRATIVE REPORTS

(a) CAO Report – Report from CAO Rebecca Anderson (Verbal)

17/136 Moved, Seconded by Councillors Hay/Smith THAT the above noted CAO Report be tabled. **CARRIED**

8) TREASURER/CORPORATE OFFICER REPORT

(a) Cheque listing for Council March 21, 2017 – May 1, 2017

17/137 Moved, Seconded by Councillors Polderman/Smith THAT March 21, 2017 – May 1, 2017 Cheque Listing be received and filed. **CARRIED**

Direction to staff to put the issue of the Cheque Listing on the agenda for July 2017.

9) PUBLIC WORKS REPORT – None

10) FIRE DEPARTMENT REPORT

(a) February & March Reports

17/138 Moved, Seconded by Councillors Polderman/Smith THAT the February & March Fire Department Reports be received and filed. **CARRIED**

11) BYLAWS/POLICIES

(a) CFO, Margaret Stewart – Report to Council re Tax Rate Bylaw

17/139 Moved, Seconded by Councillors Hay/Polderman THAT Bylaw 691, 2017, the Tax Rate Bylaw, be given a final reading, be adopted AND THAT it be signed and the corporate seal affixed. **CARRIED**

12) COUNCIL REPORTS

(a) Mayor Lightfoot

- April 12th – The FireSmart Committee met to plan for the April 22nd event, and the May Day Committee met to review May Day activities and update the program.
- April 13th – Lonny Miller, Ms. Anderson and the Mayor met with Curtis Neville of IHA to discuss groundwater issues at the Health Centre site. Recent announcements that IHA intended to develop the heat pump system and concern on possible contamination of ground water were explored. Mr. Neville stated he would follow up, but he believed it would not affect the well water quality. The storm drain discharge was seen as a source of possible contamination and will be addressed.
- April 18th – several people advised that they would be unable to assist with the Fire Smart event on the 22nd. It was decided to postpone to a later date.
- April 19th – Bev Grosselier phoned the Mayor to advise that lab and X-ray services at the clinic would be on a restricted basis. The lab and X-ray technician has left and the position has not been filled. Part time lab services will be provided. X-ray services could be accessed at Lillooet and Ashcroft. The Mayor expressed concern over the doctors' ability to diagnose patients without proper support. Long term solutions might include point of care testing, although that would necessitate training at the local level. Ms. Grosselier advised that she would be sending a notice to the Village office the following day.
- April 20th – the Mayor attended the regular meeting of the TNRD.
- May 2nd – Council Committee of the Whole received an update from public works on their assistance with water project components, planning of trees, street sweeping and raft take-out issues. The swimming pool was also discussed, as well as the Recreation Commission. Discussion about the raft takeout, CN lease, access issues and user contracts, brought forth a number of questions and concerns.
- May 4th – The Mayor met with TNRD and community members for a table top exercise on emergency response.
- Mayor Lightfoot plans to attend the Gold Country AGM in Clinton on May 10th
- Mayor Lightfoot will be in Kamloops on May 11th to attend TNRD events
- There is a River Fest meeting on May 11th at 7:00 p.m., and Mayor Lightfoot encourages Councillors to attend.

17/140 Moved/Seconded by Mayor Lightfoot/Councillor Smith THAT a select committee be formed called the Raft Takeout Committee and that Mayor Lightfoot and Councillor Smith be appointed to this Committee. **CARRIED**

- (b) Councillor Callewaert-Haugen – Nothing to report.
- (c) Councillor Hay – Nothing to report.
- (d) Councillor Polderman – Nothing to report.
- (e) Councillor Smith – Nothing to report.

17/141 Moved, Seconded by Councillors Hay/Polderman THAT the Council Reports be received and filed. **CARRIED**

13) OTHER BUSINESS (“Business Arising”)

14) CALENDAR OF EVENTS/OUTSTANDING ITEMS LIST

- May 2 – VOL Committee of the Whole Meeting 10am
- May 4 – EMS Meeting 10am
- May 10 – Firesmart Meeting @ Noon
- May 18 – Lytton Elementary School – Fun Fair 2017
- May 21 – Kanaka Bar Indian Band – Lytton River Run/Walk 10 km Event
- May 19-22 – Lytton May Day Festival

15) IN-CAMERA

16) RISE AND REPORT

17/142 Moved, Seconded Councillor Hay/Polderman THAT the CFO report on the 2016 draft financial statements be accepted along with the 2016 Financial Statements as presented, pending the minor wording change to Note 2.f) discussed during the May 8, 2017 meeting.

CARRIED

Note 2. F) will be amended to read:

"The Village records liabilities for accrued employee benefits in the period in which they are earned. Employees are entitled to compensation for unused vacation and sick days, the amount of which can be carried forward and for how long is specified in the collective agreement and employments contracts. Employees are entitled to compensation for accrued vacation when the leave the Village's employment."

17) ADJOURNMENT

17/143 Moved by Councillor Hay THAT the meeting adjourn at 9:32 pm.



Mayor Jessoa Lightfoot



Corporate Officer Martin Pilar