



## MINUTES

of the Village of Lytton Regular Council Meeting  
at the Council Chambers, 380 Main Street, Lytton, BC  
7:00 p.m. Monday, May 14, 2012

**PRESENT:** Mayor Jessoa Lightfoot  
Councillor Rob Austen  
Councillor Denise MacIntyre  
Councillor Jim Steer  
Councillor Trisha Thorpe

CAO, CFO, Delegations, and  
Two members of the public

- 1) **CALL TO ORDER** - Mayor Lightfoot called the meeting to order at 7:00 pm
- 2) **ADDITION OF LATE ITEMS** - there were no late items
- 3) **ADOPTION OF AGENDA**

**12/104 - Moved, seconded** by Councillors Thorpe/MacIntyre that the agenda be adopted as presented

Carried

- 4) **ADOPTION OF MINUTES**

**(a) Minutes of the Regular Meeting of April 23, 2012**

**12/104 - Moved, seconded** by Councillors Austin/Thorpe that the Minutes of the Regular Meeting of April 23, 2012 be adopted as amended (spelling of "sent" resolution 12/89)

Carried

**(b) Minutes of the Committee of the Whole Meeting of April 30, 2012**

**12/105 - Moved, seconded** by Councillors Thorpe/MacIntyre that the Minutes of the Committee of the Whole Meeting held April 30, 2012 be adopted as presented.

Carried

**(c) Minutes of the Special Council Meeting of May 7, 2012.**

**12/106 - Moved, seconded** by Councillors Steer/MacIntyre that the Minutes of the Special Meeting of May 7th be adopted as amended (Councillor Steer was present)

Carried

## 5) **DELEGATIONS**

### (a) **Elizabeth Phillips, LFN** re BC Ambassador Program

Elizabeth explained the Ambassador Program and her involvement with volunteering locally in 2009 to qualify. The Provincial event is on August 17-18. She will be traveling to some 24 communities. Elizabeth confirmed councils wishes for promoting Lytton, and needs any ideas asap as she will be setting up a display. They are also selling T-shirts. Contact is Mike Hume and Elizabeth's contact information was provided.

Mayor Lightfoot and Council congratulated her on her nomination and wished her luck.

### (b) **Paddy Harrington of the Kamloops Foundation.**

Mr. Harrington presented a cheque for \$6320 and explained how the Foundation worked, recommending Council investigate matching funding opportunities from NDIT. A brochure was distributed. Mayor Lightfoot thanked him for his time and funding.

## 6) **ADMINISTRATIVE MATTERS** - department manager's reports will be presented at the second meeting of each month.\_

(a) **Notes** - of the May 3rd meeting with FOCUS Engineering regarding the status of the proposed sand filtration project, and the Green Municipal Fund Grant.

(b) **Notes** of the May 4th meeting with Brian Baxter regarding equipment maintenance and replacement options.

(c) **Accounts Payable report** for April.

**12/107 - Moved, seconded** by Councillors MacIntyre/Austen that Administrative Reports be received

Carried

## 7) **CORRESPONDENCE FOR INFORMATION**

(a) **Letter from the Chamber of Commerce** - Lytton Days Events for the May long week end. Note there was no request for a road closure for the dance Friday night, nor as to its intended location.

(b) **Gold Trail Board of Education** - Board Highlights

(c) **RCMP Reports**

**12/108 - Moved, seconded** by Councillors MacIntyre/Thorpe that Information items be received.

Carried

## 8) **BYLAWS and POLICY**

### a) **Bylaw 564, 2003 - Museum Commission.**

The CAO will obtain copies of the Commissions Policies and Procedures and if they adequately address banking and financial issues addressed by the Treasurer, they will be presented to Council to be adopted as an addendum to the bylaw.

**b) Policy 1002 - Staff Memberships**

**12/109 - Moved, seconded** by Councillors Thorpe/Austen that Existing Policy 1002 be repealed and replaced by the CAO proposal as submitted.

Carried

**c) Policy 1003 - Travel and Expenses**

**12/110 - Moved, seconded** by Councillors Austen/Thorpe that Council adopt Revenue Canada rates of \$.53/km, and that the per diem rates be increased to \$100/day for the Lower Mainland and Victoria, and \$75/day for the remainder of the Province, and that the policy include any other approved amendments to ensure it is current (2009/2004)

Carried

**d) Policy 1004 - CUPE Negotiating**

**12/111 - Moved, seconded** by Councillors Thorpe/MacIntyre that the existing policy #1004 be repealed and replaced by the CAO proposal as submitted.

Carried

**e) Bylaw No. 661, 2012 being the Village of Lytton Financial Plan for 2012 through 2017**

**12/112 - Moved, seconded** by Councillors Steer/Austen that Financial Plan Bylaw No. 661, 2012 be given the First Three Readings.

Carried

**f) Bylaw No. 662, 2012 being the Village of Lytton Annual Property Tax Bylaw.**

**12/113 - Moved, seconded** by Councillors Austen/Thorpe that the Annual Property Tax Bylaw No. 662, 2012 be given the First Three Readings.

Carried

**9) COUNCIL REPORTS**

**(a) Mayor Jessoa Lightfoot**

- Personnel - issues will be discussed In Camera
- Sub Regional Government (First Nations) - have agreed to meet. More to come.
- TNRD
- NDIT

**(b) Councillor Rob Austen - nothing to report at this time.**

- Recreation
- Fire Department -
- Parks -

**(c) Councillor Denise MacIntyre - nothing to report at this time.**

- Public Works
- Recreation Commission

**(d) Councillor Jim Steer**

- Museum Commission (liaison) - summer postings are out. Circulated minutes
- Chamber of Commerce (liaison) -

**(e) Councillor Tricia Thorpe**

- Gold Country - Meeting on the 25th for the Fall Fair
- Economic Development - addressing the Village Bingo Issues.

**12/114 - Moved, seconded** by Councillors Steer/Thorpe that Council reports be received  
Carried

**10) NEW BUSINESS**

**(a) Recommendations from the COTW Meeting of April 30th, 2012 as follows;**

**(b) Purchase of a new Back Hoe**

**12/115 - Moved, seconded** by Councillors MacIntyre/Austen that Council approve the purchase of a 2012 CAT 420E backhoe (to be charged against the Capital Works Reserve of \$386,722) for the sum of \$122, 869 less the trade of \$16,000 for the existing CASE back hoe, and that Public Works provide additional information and justification for the purchase of a CAT sweeper for and additional \$20,000.

Carried

**(c) Strategic Community Investment Fund (Small Community Grant)**

**12/116 - Moved, seconded** by Councillors Thorpe/Steer that Council agree with the recommendations of the CFO to divide the community grant equally over the next three years to ensure consistency in budgeting, and that the annual report allocate the grant to general operational and capital expenditures as required.

Carried

**(d) Web Site**

**12/117 - Moved, seconded** by Councillors Austen/Thorpe that the CAO be authorized to apply for funding from NDT to enhance and improve the Village's web site

Carried

**(e) Grant Application**

**12/118 - Moved, seconded** by Councillors Thorpe/Austen that Council authorize staff to proceed with an application to the Gas Tax Intake for funding for additional complimentary projects to support the water and sewer system upgrade, and to apply to UBCM for a study grant for a water and sewer master plan.

Carried

**(f) Housing Committee**

**12/119 - Moved, seconded** by Councillors Thorpe/MacIntyre that Council create a select committee to address housing issues consisting of Marie Hest, Dorothy Dodge, Christine Brown, Councillor Trish Thorpe, and Mayor Jessoa Lightfoot.

Carried

**(g) Fire Hall Committee** - This item was tabled to the next meeting to allow additional time for recruitment.

**(h) Multi Use Building** - Community Center - Community Kitchen - Downtown Revitalization (Economic Development Committee) This item was referred to the next meeting.

## **11. UNFINISHED BUSINESS**

**(a) Fire Inspections** - CAO advised Council that as per the advice of the Fire Commissioner's Office (Steve Watt) - Sec. 26 of the Fire Services Act requires that "regular" inspections of hotels and public buildings are required, and that annual fire inspections are not required. This item was therefore tabled indefinitely.

**(b) St. Bartholomew's Health Care auxiliary** - request for additional funding for a monitor.

**12/120 - Moved, seconded** by Councillors MacIntyre/Austen that Council donate an additional \$1500 for the purpose of purchasing two vital sign monitors.

Carried

Councillor Thorpe was recorded as opposed. CAO was requested to provide a Policy for donations.

**(c) BC Grape Grower's Association** - request for payment

**12/121 - Moved, seconded** by Councillors MacIntyre/Thorpe that Council request that staff pay the balance owing as requested.

Carried

**(d) Request from Mr. Richard Swan** - regarding a road closure proposal.

**12/122 - Moved, seconded** by Councillors Steer/MacIntyre that the CAO clarify the exact intended use of this property, and to obtain input/opinion from the adjacent property owners, and report back.

Carried

**(e) Chamber of Commerce** - lease agreement and fee for service - nothing to report

**(f) Caboose repairs** - waiting for design drawings from Marie Heaster

**(g) Kumsheen Rafting Adventures Ltd.** - renewal of Hyak lease and river take out fees.

**12/123 - Moved, seconded** by Councillors Austen/Thorpe that the CAO and Treasurer be authorized to negotiate a renewal proposal and recommendation for Council's consideration.

Carried

**(h) Two Rivers Farmer's Market** - request for road closure

**12/124 - Moved, seconded** by Councillors Thorpe/Austen that the Village agrees to close 4th Street from Main to the Legion lane on Fridays from June 1st through October 12th, as well as on May 21st for the May Day Market pending proof of liability insurance.

Carried

(i) **Lytton First Nation** - request for a donation in support of the student recognition night on June 5th

**12/125 - Moved, seconded** by Councillors Thorpe/Steer that the Village donate two books of 10 pool tickets - as per what was done last year.

Carried

(j) **Lytton Fire Rescue** - requesting attendance at a 4 day fuel management exercise. This item was tabled pending further information.

## **12. IN CAMERA MEETING**

**12/126 - Moved, seconded** by Councillors Austen/Steer that this portion of the meeting be closed to the public in accordance with Sec. 190(1)(c) of the Community Charter (employee relations). Time recorded was 9:53 PM

Carried

## **13. ITEMS BROUGHT FORWARD FROM IN CAMERA**

### **(a) Resignation of David Harrison, CFO**

**12/127 - Moved, seconded** by Councillors Thorpe/MacIntyre that Council accept the resignation of Mr. Harrison as of July 27th, subject to clarification of his departure date as noted.

Carried

## **14. ADJOURNMENT**

**12/128 - Moved** by Councillor MacIntyre that the meeting adjourn at 10:18 pm

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Mayor

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Corporate Officer