



## MINUTES

of the Village of Lytton Regular Council Meeting held  
at the Council Chambers, 380 Main Street, Lytton, BC  
at 7:00 p.m. Monday, June 25, 2012

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

CAO, Enid Keir, delegation, three members of the public

1) **CALL TO ORDER** - Mayor Lightfoot called the meeting to order at 7:00 pm

2) **ADDITION OF LATE ITEMS**

(a) Tax Rate Amending Bylaw 662-1, 2012 under Item 8(c)

3) **ADOPTION OF AGENDA**

**12/181 - Moved, seconded** by Councillors Thorpe/Austen that the agenda be adopted as amended

Carried

4) **ADOPTION OF MINUTES**

(a) **Minutes of the Regular Meeting of June 11, 2012**

**12/182 - Moved, seconded** by Councillors MacIntyre/Thorpe that the Minutes of the Regular Meeting of June 11, 2012 be adopted as presented

Carried

5) **DELEGATIONS**

(a) **Lauren Austen (Grant Writer)**

presented a power point presentation regarding grants that are available that compliment Councils priorities and committees as per the three year plan.

Mayor Lightfoot thanked Mrs. Austen for her information, which will be provided to the Committee Chairs for recommendation.

6) **ADMINISTRATIVE MATTERS**

(a) CAO Report (attached)

- (b) Public Works Report (attached)
- (c) Treasurers Report (absent)
- (d) Fire Chiefs Report (not received again)

**7) CORRESPONDENCE FOR INFORMATION**

**(a) Cariboo Chilcotin - Coast Corridor Study**

**(b) TNRD - Bear Alert**

**12/183 - Moved, seconded** by Councillors MacIntyre/Thorpe that Information items be received.

Carried

**8) BYLAWS and POLICY**

**(a) Policy #9002 - (finance) Requests for Donations**

**12/184 - Moved, seconded** by Councillors Austen/Thorpe that Policy #9002 be adopted as presented

Carried

**(b) Bylaw No. 659-1, Fees and Charges Amending Bylaw**

- **12/185 - Moved, seconded** by Councillors Steer/Austen that Bylaw No. 659-1, 2012, being a bylaw to amend Fees and Charges Bylaw 659 by removing any reference to charging user fees on vacant land - be given the First Three Readings.

Carried

**(c) Bylaw No. 662-1, 2012 - Tax Rate Amending Bylaw, first Three Readings**

**12/186 - Moved, seconded** by Councillors Austen/Thorpe that Tax Rate Amending Bylaw No. 659-1 be given the First Three Readings.

Carried

Enid Keir was thanked for all of her extra work in making corrections to the tax rates and entering information into the software system that required a special effort by the software provider.

**12/187 - Moved, seconded** by Councillors MacIntyre/Thorpe that a Special Meeting of Council be held on June 26th at 8:00 p.m. to give final reading and adopt bylaw 662-1

Carried

**9) COUNCIL REPORTS**

**(a) Mayor Jessoa Lightfoot**

- Personnel - issues will be discussed In Camera
  - Sub Regional Government (First Nations) - meeting was held June 11th (minutes)
  - TNRD - this Thurs/Friday
  - NDIT - had a very short meeting
  - Housing Select Committee - nothing to report
  - Economic Development Select Committee - nothing to report
- Mayor Lightfoot noted that she attended the Grad and had a very enjoyable time.

**(b) Councillor Rob Austen**

- Recreation - enquiries regarding a youth park at hobo hollow.

- Fire Department -
- Parks - Trees and irrigation are completed at the municipal office.

**(c) Councillor Denise MacIntyre**

- Public Works - trees on main street leaning (will be pruned on June 27th)
- Recreation Commission- nothing to report
- Fire Hall Select Committee - no meeting yet.

**(d) Councillor Jim Steer**

- Museum Commission (liaison) - working with staff on the finance issues.
- Chamber of Commerce (liaison) - nothing to report at this time.
- Fire Hall Select Committee - have not met yet.

**(e) Councillor Tricia Thorpe**

- Gold Country Liaison - 6 launch dates in 6 different locations, Lytton launch will be at River Fest on August 31st. at the Lytton Caboose Park at 2p.m.
- Housing Select Committee - nothing to report.
- Economic Development Select Committee - Shop local bingo is up and running.

**12/188 - Moved, seconded** by Councillors Austen/MacIntyre that Council reports be received

Carried

**10) NEW BUSINESS**

**(a) Annual Report** (presented at the meeting)

**12/189- Moved, seconded** by Councillors MacIntyre/Steer that this item be referred to the Special Meeting of June 26th to allow Council time to review it.

Carried

**(b) "SOFI" Statement of Financial Information** (presented at the meeting)

**12/190 - Moved, seconded** by Councillors Thorpe/MacIntyre that this item also be referred to the Special Meeting of June 26th to allow time for review by Council.

Carried

Council thanked Mrs. Enid Keir for the hours of extra time and effort required to put these two reports together, to prepare and print tax notices, and to make all the corrections to rates, exemptions and entries after consulting with Ministry Staff, our auditor and our software providers numerous times.

**(c) Council Summer Break**

**12/191 - Moved, seconded** by Councillors Austen/MacIntyre that Council cancel the July 23 and August 13 Regular Meetings, and that a Special Meeting will be called if required by the Mayor.

Carried

**(d) Nzenman Child and Family Development Center** - request for donations.

**12/192 - Moved, seconded** by Councillors MacIntyre/Thorpe that the Village donate \$100.00.

Carried

CAO will report the balance of funding available from Council's Public Relations budget of \$6000 when cash requests are received.

## **11. UNFINISHED BUSINESS**

**(a) Request from Richard Swan** - regarding the proposal to close a portion of a road.

**12/193 - Moved, seconded** by Councillors Austen/Steer that the CAO contact Mr. Swan and advise him that the Village would prefer to rent the subject property to him conditional that he does not use the property contrary to the Zoning Bylaw, and explain the issues of purchasing it.

Carried

**(b) Chamber of Commerce** - Lease agreement/Fee for service agreement - proposal was presented to the Chamber. Their executive will review it over the summer.

**(c) Caboose repairs** - Mrs. Heaster has prepared final drawings for submission to the Building Inspector. The CAO will then request bids.

**(d) Hyak, Kumsheen and Fraser River Rafting** Kumsheen has pulled out, Hyak will be submitting a proposal, then Fraser River will be advised. Hyak will be presenting In Camera.

**(e) Museum Commission** - Councillor Steer and staff are dealing with the issues.

**(f) Huntley and Sharon Smith** - rezoning of old mill site. CAO will contact the owners.

**(g) Two Rivers Community Service Society** - flea market next to Farmer's Market. Mrs. Noni McCann advises that they will not be hosting this event, and that the ad in the local paper was placed in error.

## **12. IN-CAMERA MEETING**

**12/194 - Moved, seconded** by Councillors MacIntyre/Thorpe that this portion of the meeting be closed to the public in accordance with Sec. 90 (1) (c) of the Community Charter (employee relations), and Sec. 90(1)(e) disposition of land. Time recorded was 8:03 pm.

Carried

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

**12/195 - Moved, seconded** by Councillors MacIntyre/Steer that Council move back into the Regular Meeting at 9:48 pm

**12/196 - Moved, seconded** by Councillors Austen/MacIntyre that the CAO has met and exceeded Councils expectations, and has now passed his probation.

## **14. ADJOURNMENT**

**12/197 - Moved** by Councillor MacIntyre that the meeting adjourn at 9:50 pm

Mayor

CAO