



**Village of Lytton  
Regular Council Meeting  
Council Chamber, 380 Main Street, Lytton, BC  
7:00pm Monday July 24, 2017**

**IN ATTENDANCE:**

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

**STAFF:**

CAO, Rebecca Anderson  
ED/CO, Martin Pilar  
CFO, Margaret Stewart (Via Telephone)

**PUBLIC:** Peggy Chute

1) **CALL TO ORDER** – Deputy Mayor Councillor Polderman at 7:00 pm

2) **ADOPTION OF AGENDA**

**17/197 Moved, Seconded** by Councillors Hay/Smith THAT the agenda be adopted as presented. **CARRIED**

3) **ADOPTION OF MINUTES**

(a) Minutes of the Regular Council Meeting of July 10, 2017

**17/198 Moved, Seconded** by Councillors Smith/Hay THAT items (a) Minutes of the Regular Council Meeting of July 10, 2017 be adopted as amended. **CARRIED**

4) **OTHER BUSINESS** ("Business Arising")

Councillor Hay inquired about the In-kind hours provided to the fuel management program for the years of 2015 & 2016, as estimated in the application submitted by the Village. CAO Rebecca Anderson cautioned that obtaining this kind of record may not be possible, and it may also be difficult to extract this information from our records, but will talk with CFO Margaret Stewart about this request and get back to Council.

5) **DELEGATIONS** – None

## 6) ADMINISTRATIVE MATTERS

### (a) Appointment of Corporate Officer

**17/199 Moved, Seconded** by Councillors Hay/Smith THAT Rebecca Anderson be removed as Corporate Officer, AND THAT Martin Pilar be appointed as the Corporate Officer, for the Village of Lytton.

### (b) Memorandum of Understanding with SD74 re Right of Way for the watermain construction – Agreement dated July 20, 2017

**17/200 Moved, Seconded** by Councillors Hay/Polderman THAT Council ratifies the Letter of Understanding between the Village of Lytton and School District No. 74 (Gold Trail) with regard to the construction of the watermain on the property of the Lytton Elementary School.

## 7) CORRESPONDENCE

### a) Action Items:

#### i. Invitation from BC Hydro for meeting at 2017 UBCM Convention – Email from Dag Sharma dated July 14, 2017

Council directed staff to accept the invitation and to make sure the meeting does not conflict with the Minister's meeting. Council would like to talk about the rates, power outages, failure of the dawn-to-dusk switches or sensors causing the pole lights to stay on during the day, and poles being hard to identify.

#### ii. Lytton River Festival – Lytton River Festival Sponsorship

**17/201 Moved, Seconded** by Councillors Hay/Polderman THAT Council continue to support the Lytton River Festival with an "in kind" sponsorship including the following:

1. Sweeping of Fraser Street and 4<sup>th</sup> street prior to event;
2. Delivery of the stage on Wednesday August 30<sup>th</sup>;
3. Use of the Village of Lytton windows to display large event posters.
4. Moving a picnic table in Caboose Park to accommodate the Bouncy Slide;
5. Marking off reserved parking for food truck on the old Village Office site (the strip between the Sipko's and Spinks' houses) on Thursday August 31<sup>st</sup>;
6. Closure of 4<sup>th</sup> Street and in front of the Visitor Center site on August 31<sup>st</sup> to Tuesday September 5<sup>th</sup>;
7. Use of the swimming pool on Saturday September 2<sup>nd</sup> from 4:15-5:15pm, and staff the pool with lifeguards supplied by the Village of Lytton.

**CARRIED**

Council directed staff to refer the Festival organizers to the Anglican Parish regarding their request for the use of the empty lot at 6<sup>th</sup> and Fraser, as the Parish is the owner of that property.

### b) Information Items

#### i. UBCM – Bilateral Talks for Next Phase of Infrastructure Plan

#### ii. Claire Perusse, Event Coordinator – 2017 Resource Breakfast

- c) Incoming Correspondence Log – None
- d) Outgoing Correspondence Log

**17/202 Moved, Seconded** by Councillors Smith/Hay THAT the above noted correspondence be received and filed. **CARRIED**

## 8) ADMINISTRATIVE REPORTS

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

CAO, Rebecca Anderson reported that Public Works Lead Hand, Austin Doyle, is on parental leave and Pat Maw is filling in as Acting Lead Hand during his absence. CAO Anderson gave a brief report on the activities of Public Works staff. The water tender has been filled with water and parked across from the fire Hall. A new key has been cut and the truck is ready to go. The fire Department was asked to start practicing with it in case it gets called out.

The pool has been going through some rough patches as the staff is green and new to roles. Issues with chlorine, water levels lowered so Public Works could etch the tiles. This did result in a few closures. The two head lifeguards will be offering courses in August for lifeguard training (has not happened in a long time here).

Water project: School District 74 signed the document granting permission for the construction at Lytton Elementary School. We have made some headway regarding the Right of Way requested from CP Rail, but no final response yet. Mr. Lonny Miller will be doing up a proper report for Council. We plan to schedule a Water Committee Advisory Meeting soon.

Municipal Transfer Service Agreements: Siska & Skuppah fire protection agreements have been grandfathered. Lytton First Nations agreement was sent off today. The agreement with LFN for sanitary sewer services was sent. The agreement with LFN for water services is going to take longer because of the proposed partnership agreement regarding the infrastructure. I am awaiting LFN's response to the proposed agreements.

Asset Management Report aka "Lifecycle Practices Assessment". Councillors Hay and Polderman have expressed their concerns about the document, as have a couple of the staff. CAO Anderson will be having a pre-meeting with Opus' Senior Management Specialist, Bernadette O'Connor, via Skype on Wednesday morning July 26, 2017. Council discussed the draft report with CAO Anderson.

Economic Development/Corporate Officer, Martin Pilar reported that a new business facade program grant application was approved by NDIT, for Klowa to be eligible to claim their costs to construct their new patio. There may possibly be another business owner interested in this program as well. Martin finished setting up the structure to enter the data for the business retention and expansion program and will be working on that for the next few weeks and then meet again with the BRE group.

9) TREASURER/CORPORATE OFFICER REPORT

- (a) Cheque listing for Council July 5, 2017 – July 19, 2017.

**17/203 Moved, Seconded** by Councillors Hay/Smith THAT July 5-19, 2017 Cheque Listing be received and filed. **CARRIED**

- (b) Margaret Stewart, CFO – Pool Rates

**17/204 Moved, Seconded** by Councillors Smith/Polderman THAT CFO, Margaret Stewart's Pool Rate report be received and filed. **CARRIED**

**17/205 Moved, Seconded** by Councillors Polderman/Smith THAT Council adopt the Swimming Pool Fees & Charges submitted by Moriah Wilber as an attachment to the CFO's report to Council, AND THAT Schedule "A" of the Fees & Charges Bylaw 689, 2017 be amended accordingly. **CARRIED**

**17/206 Moved, Seconded** by Councillors Hay/Polderman THAT the amended Schedule "A" to the Fees & Charges Bylaw 689, 2017 has passed 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings. **CARRIED**

**17/207 Moved, Seconded** by Councillors Hay/Polderman THAT there be a Special Council Meeting on Tuesday August 1, 2017 at 10:00am in the Council Chambers. **CARRIED**

Council directed staff to put the following matters on the agenda for the August 1<sup>st</sup> meeting: rescinding of Bylaw 562, 2011 Caboose Maintenance and Repair Reserve Fund; the purchase of a replacement pick-up for Public Works; business that may arise from the CFO's Report on the Reserve Funds.

Council directed staff to send a letter to Mr. Chute explaining why Bylaw 562, 2011 Caboose Maintenance and Repair Reserve Fund is being rescinded, and to reaffirm that the Caboose will continue to be maintained by the Village.

Council directed staff to bring forward any recommendations for resolution resulting from the report to a regular meeting of Council.

- (c) Margaret Stewart, CFO – Village of Lytton Reserves

**17/208 Moved, Seconded** by Councillors Hay/Polderman THAT Council accepts the CFO report on the Village of Lytton Reserves. **CARRIED**

- (d) Margaret Stewart, CFO – Revenue and Expense – Quarterly Reports through June 30, 2017

**17/209 Moved, Seconded** by Councillors Hay/Smith THAT the CFO Revenue and Expense Reports be received and filed for information.

10) PUBLIC WORKS REPORT – None

11) FIRE DEPARTMENT REPORT – None

12) BYLAWS/POLICIES – None

13) COUNCIL REPORTS

- (a) Mayor Lightfoot – none
- (b) Councillor Callewaert-Haugen – none
- (c) Councillor Hay

Councillor Hay attended an age Friendly Community Housing Meeting that went well and he will get Council the minutes once they have been approved.

Mr. Hay asked if CAO, Rebecca Anderson could pass on personal appreciation to members of Public Works on tremendous job of weed whacking.

Councillor Hay apologized to Councillor Smith for not reminding him of the RCMP award ceremony.

- (d) Councillor Polderman  
Councillor Polderman was looking for information on the Funding for the training for the firemen in 2010. Found the motion and the minutes, but could not find the agenda package as it was missing.  
Councillor Polderman spoke with CAO Anderson about the Lifecycle Practices Assessment report from Opus.
- (e) Councillor Smith  
Councillor Smith attended the RCMP ceremony and had a good visit with the RCMP members who attended.

**17/210 Moved, Seconded by Councillors Hay/Smith THAT the Council Reports be received and filed. CARRIED**

14) CALENDAR OF EVENTS/OUTSTANDING ITEMS LIST

- BCWS Community Information Session, Lytton Wildfire Preparedness – Friday, July 28, 2017 at 10 a.m.
- Committee of the Whole, Public Works/Utilities meeting – Tuesday, August 8, 2017 @ 10am
- CAO on holidays – July 31-August 15, 2017
- FireSmart Meeting – Wednesday, August 23, 2017 @ 12:00 noon
- River Festival – September 1-3, 2017
- UBCM Convention – September 25-29, 2017 in Vancouver.

15) IN-CAMERA

16) ADJOURNMENT

**17/211 Moved by Councillor Smith THAT the meeting adjourn at 9:46 pm.**

  
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Mayor Jesso Lightfoot

  
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Corporate Officer

