



**Village of Lytton  
Minutes  
Regular Council Meeting  
Council Chamber, 380 Main Street, Lytton, BC  
6:00pm Monday August 22, 2016**

**PRESENT:** Mayor Jessoa Lightfoot  
Councillor Tiffany Callewaert-Haugen  
Councillor Ian Hay  
Councillor Jan Polderman (Via Skype)

**STAFF:** Lonny Miller, Interim CAO  
Rebecca Anderson, CAO  
Margaret Stewart, Interim CFO  
Annette Turley, Admin. Assistant

**PUBLIC:** Peggy Chute, Doreen Crozier, Margo Soper, Huntley Smith

1) **CALL TO ORDER** – Mayor Lightfoot at 6:00pm

2) **ADOPTION OF AGENDA**

**16/220 Moved, Seconded** by Councillors Hay/Callewaert-Haugen THAT the agenda be adopted as presented or as amended. **Carried**

3) **ADOPTION OF MINUTES**

(a) Minutes of the Regular Council Meeting August 8, 2016

**16/221 Moved, Seconded** by Councillors Hay/Callewaert-Haugen THAT item (a) be adopted as amended. **Carried**

4) **DELEGATIONS** - None

5) **ADMINISTRATIVE MATTERS**

(a) Lonny Miller, Interim CAO – Appointment of Officers

**16/222 Moved, Seconded** by Councillors Callewaert-Haugen/Hay THAT Rebecca Anderson be appointed as the Chief Administrative Officer, Corporate Officer, Chief Financial Officer and the Head of the Freedom of Information and Protection of Privacy for the Village of Lytton. **Carried**

Rebecca Anderson then took the Oath of Office for Chief Administrative Officer.

(b) Lonny Miller, Interim CAO – Signing Authorities

**16/223 Moved, Seconded,** by Councillors Hay/Callewaert-Haugen THAT the Bank of Nova Scotia signing authorities for the Village of Lytton be amended to remove Interim CAO Lonny Miller and include Chief Administrative Officer Rebecca Anderson. **Carried**

**16/224 Moved, Seconded**, by Councillors Hay/Callewaert-Haugen THAT all cheques or withdrawals for the Village bank accounts be signed by either Mayor Lightfoot or Councillor Callewaert along with either Chief Administrative Officer Rebecca Anderson or Receptionist/Clerk Karen Haugen. **Carried**

**16/225 Moved, Seconded**, by Councillors Hay/Callewaert-Haugen THAT the Municipal Finance Authority signing authorities for the Village of Lytton be amended to remove Interim Chief Administrative Officer Lonny Miller and include Chief Administrative Officer Rebecca Anderson. **Carried**

(c) Margaret Stewart, Interim CFO – Water Fund Cumulative Deficit

**16/226 Moved, Seconded**, by Councillors Callewaert-Haugen/Hay THAT the Water Fund Cumulative Deficit report be received and filed for information. **Carried**

(d) Lonny Miller, CAO – 2015 Statement of Financial Information (SOFI) and Annual Report

**16/227 Moved, Seconded**, by Councillors Callewaert-Haugen/Hay THAT Council approves the Statement of Financial Information for the year ending in 2015 as presented; AND THAT the Annual Report be presented for approval at the September 12, 2016 Regular Meeting of Council. **Carried**

AND THAT the required public notices for the Annual Report be posted immediately.

(e) Annette Turley, Administrative Assistant – Provincial Emergency Program Update

**16/228 Moved, Seconded** by Councillors Callewaert-Haugen/Hay THAT Council receives and files the Provincial Emergency Program Update report for information. **Carried**

## 6) CORRESPONDENCE FOR INFORMATION

### a) Action Items:

- i. Lytton River Festival – Village of Lytton's Sponsorship

**16/229 Moved, Seconded** by Councillors Hay/Callewaert-Haugen THAT the following items be approved for the "in kind" portion of the Village's sponsorship to the Lytton River Festival:

- Deliver stage on Wednesday August 31
  - Use of Council Chambers Friday September 2
  - Use of Village Office windows to display posters, move picnic table in caboose park to accommodate bouncy slide
  - Marking off reserved parking for food truck on the old Village Office site, Closure of 4<sup>th</sup> street on Thursday September 1
  - Use of empty lot on 6<sup>th</sup> & Fraser on Sunday September 4
  - Use of Swimming Pool with lifeguard Saturday September 3
  - Garbage bags for cleanup
- Carried**

Mr. Miller suggested to Council that better documentation including a site plan and a copy of insurance be provided in all future events.

ii. UBCM – Small Talk Forum Tuesday September 27, 2016

Mayor Lightfoot suggested that reporting requirements to small communities too ominous.

**b) Information Items**

i. NDIT – NDIT Board Selects New CEO

Council directed staff to send a letter of congratulations to the New CEO Joel Mckay and a card to Janine North thanking her for her many years of service.

ii. Joe Warshawsky – Looking for support at UBCM – Highways Maintenance Resolution

iii. Ministry of Finance – Lytton First Nation's intention to implement independent self-taxation on the Lytton Indian Reserves commencing in the 2017 calendar year

iv. MIABC – Voting Delegate

**c) Correspondence Log - None**

**d) Outgoing Mail Log – August 6 – 16, 2016**

**16/230 Moved, Seconded** by Councillors Hay/Callewaert-Haugen THAT the above noted correspondence be received and filed. **Carried**

**7) ADMINISTRATIVE REPORTS – None**

**8) TREASURER/CORPORATE OFFICER REPORT**

(a) Cheque listing for Council July 23, 2016 - August 5, 2016

**16/231 Moved, Seconded** by Councillors Callewaert-Haugen/Hay THAT the cheque listing be received and filed. **Carried**

**9) PUBLIC WORKS REPORT – None**

**10) FIRE DEPARTMENT REPORT – None**

**11) BYLAWS/POLICIES – None**

**12) COUNCIL REPORTS**

(a) Mayor Lightfoot

- Mayor Lightfoot Attended a Water Committee Meeting on Wednesday August 17, 2016 at the Village Council Chambers

- Mayor Lightfoot attended TNRD meeting in Merritt on August 17 & 18. There was a NDIT tour of Diacarbon Pellet plant along with Merritt's information center, museum and Baillie House. A volunteer dinner was held that evening, and a regular TNRD meeting was held the following morning.

(b) Councillor Callewaert-Haugen

Councillor Callewaert-Haugen attended the Water Committee Meeting on Wednesday August 17<sup>th</sup>.

(c) Councillor Hay

- Councillor Hay spoke with Patrick Wruck from the BC Utilities Commission in regards to residential inclining block electricity rates. Councillor Hay was informed and forwarded a form that residents can complete and the Village staff will send in by September 2, 2016.
- Councillor Hay complimented the Public Works Crew on another great job weed-whacking around the Village. Councillor Hay mentioned Station Road was missed.
- Councillor Hay believes there is a requirement for a heading in the Regular Council Meeting Agenda titled "Business Arising from the Minutes". Councillor Hay requested this be looked into and the bylaw be revised.

(d) Councillor Polderman

- Councillor Polderman spoke with the local electrician Rod Bate about the Waste Water Treatment Plant power bump problem. Mr. Bates informed him that approximately five years ago a request was put in for filter boards with the approximate cost of \$2,000.00 as a solution to this problem and was turned down by Council. Councillor Polderman suggested that this option be revisited.

Staff will look into this.

**16/232 Moved, Seconded** by Councillors Callewaert-Haugen/Hay THAT the Council Reports be received and filed.

**Carried**

**13) OTHER BUSINESS – None**

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

- (a) New CAO starts - August 22, 2016
- (b) By-Election Advanced Poll - August 31, 2016
- (c) River Festival - September 2 & 3, 2016
- (d) Water Committee Meeting – September 7, 2016 @ 6pm
- (e) By-Election - September 10, 2016
- (f) UBCM Convention September 26 - 30, 2016

**15) IN-CAMERA MEETING**

**16/233 Moved, Seconded** by Mayor Lightfoot THAT in accordance with Sec 90(1) of the Community Charter, this portion of the meeting is closed to the public, and that Council move into In-Camera at 7:36pm.

**Carried**

**16) ADJOURNMENT**

**16/234 Moved** by Councillor Hay that the meeting be adjourned at 8:10 pm.

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Mayor Jessoa Lightfoot

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Corporate Officer Rebecca Anderson