



**Village of Lytton
Minutes
Regular Council Meeting
Council Chamber, 380 Main Street, Lytton, BC
7:00pm Monday November 14, 2016**

IN ATTENDANCE:

Councillor Smith
Councillor Callewaert-Haugen
Councillor Polderman
Councillor Hay
Mayor Lightfoot

STAFF:

CAO Rebecca Anderson
Water Project Coordinator Lonny Miller
Public Works Leadhand Austin Doyle (7:23pm-9:36pm)
Administrative Assistant Annette Turley

PUBLIC:

Peggy Chute (left meeting @ 9:30pm)

1) **CALL TO ORDER** – Mayor Lightfoot at 7:00 pm

2) **ADOPTION OF AGENDA**

Late items:

- 6) a) iii. Nzenmen Child & Family – Invitation to grand opening after being certified November 22 @ 3pm.
- 7) b) Water Project Coordinator Lonny Miller – Water project update

16/291 Moved, Seconded by Councillors Hay/Polderman THAT the agenda be adopted as amended.
CARRIED

3) **ADOPTION OF MINUTES**

(a) Minutes of the Regular Council Meeting October 24, 2016

16/292 Moved, Seconded by Councillors Polderman/Hay THAT item (a) be adopted as presented.
CARRIED

4) **DELEGATIONS**

(a) Graham Held, BC Assessment – Risk to Roll Report and Revitalization Tax Exemptions

Mr. Held introduced himself and stressed to Mayor, Council & staff to contact him for any assessment information and assistance in the future.

Mr. Held explained that the “Risk to Roll” report is distributed twice a year and is intended for the CFO to help with budgeting purposes and provide historical information.

Mr. Held also explained the purpose of revitalization tax exemptions (something the Village currently does not have). He gave an example using the City of Kamloops where they created a Bylaw for revitalization tax exemptions for an unsuccessful area of town that is now thriving after having a tax break as incentive. Mr. Held offered his knowledge to provide the Village with examples of existing Bylaws if this is something the Village would like. Mr. Held answered any questions Mayor and Council had then left the meeting at 7:40pm.

(b) District of Lillooet, SLRD Margaret Hohner – Tourism from Whistler, Pemberton, Lillooet, Lytton to Hope.

Mrs. Hohner introduced herself and explained that SLRD is applying for a Destinations BC grant that will match whatever funding SLRD can raise with partnering communities for tourism. The intention of the project is to move traffic further north from Whistler. The main objective would be to keep people in our areas through the web, advertising, brochures or rack cards. The first contribution so far was for \$2500.00. Mrs. Hohner asked if the Village would be interested in this and if so she would need a commitment by November 23rd.

Mrs. Hohner thanked Mayor and Council for their time and will await an answer. Mrs. Hohner left the meeting at 7:58pm

5) ADMINISTRATIVE MATTERS – None

6) CORRESPONDENCE

a) Action Items:

- i. Two Rivers Community Services Society – Community Bulletin Boards

Mayor and Council directed staff to write a letter to Two Rivers Community Services Society requesting in the future to submit a written letter if any immediate attention is required for the bulletin boards, also as it is budget time to submit a maintenance schedule for the next year.

- ii. Ministry of Environment – Amendment to the Organic Matter Recycling Regulation

Council requested more information from the Mayor.

b) Information Items

- i. UBCM – New Federal Infrastructure Funding Announced
- ii. Lytton Museum & Archives – awarded outstanding achievement award for 2016

Council directed staff to send a letter of congratulation to the Museum.

- iii. Nzenmen Child & Family – Invitation to grand opening after being certified November 22 @ 3pm.

Councillor Callewaert-Haugen will attend and say a few words on behalf of the Village.

c) Correspondence Log – List attached

d) Outgoing Mail Log – List attached

16/293 Moved, Seconded by Councillors Hay/Callewaert-Haugen THAT the above noted correspondence be received and filed.

CARRIED

7) ADMINISTRATIVE REPORTS

(a) CAO, Rebecca Anderson – Verbal Update

CAO Anderson gave a verbal report on the following:

- Received 18 resumes for the CFO position, has provided copies for review to Mayor Lightfoot and Councillor Hay. Have a few more to review before a decision will be made.
- Was contacted by Dan Mundell Sr. regarding a ribbon cutting ceremony for Fibre Optics. Mayor Lightfoot has already started planning this and will continue to do so.
- Met with Brian Baxter of Baxter Mechanical and discussed Village fleet needs. Previous CAO requested an estimate for work to be done on LVFD fire truck, as repairs are required for its upcoming inspection, otherwise it may not pass inspection. The truck is almost 20 years old, and there will be

difficulty getting it insured when it is 25 years old. Mr. Baxter wishes to become certified for commercial vehicles.

- Worked with grant writer Tawnya Collins and the community housing grant application has been submitted. Working also on the CWWF application
- Attended a SILGA information session. One focus was the fire fighter's playbook. Having the fire hall audited was brought up.
- Working with IHA Jessy Bahti, Grant Writer Tawnya Collins and Project Coordinator Lonny Miller on the water project.
- Attended both FireSmart events on November 5 & 6th.
- Attended an Emergency BC workshop on hazard preparedness and brought back information for Shelia Maguire.
- Had an issue with one of the properties from last year's tax sale where BC assessment failed to communicate to Land Titles. BC Assessment owned their error and all is now well.
- Attended TNRD CAO's meeting November 4th. It was agreed to hold a another meeting on November 29th to discuss sharing with other municipalities the services of a Level 3 building inspector and a bylaw enforcement officer.
- Received 2017 budget from Fire Dept & Public Works and will be meeting with 2016 pool manager Caralee Jones on November 21st, and expect to continue working on the budget with Margaret when she comes next week.
- Governance session confirmed for January 6th with Judy Rodgers. She will meet individually with Council in the morning then the entire group in the afternoon and Saturday morning.
- Waiting to hear from Gordon McIntosh as to whether or not his session will take place on the 1st or 2nd of February.
- Attended VSA's stakeholder meeting regarding preparing highways for winter. Was shown a good safety video that we might put on the Village webpage.
- Had a brief meeting with Rosalin Miles about the water resources working group.

8) TREASURER/CORPORATE OFFICER REPORT

(a) Cheque listing for Council October 20, 2016 – November 9, 2016.

16/294 Moved, Seconded by Councillors Hay/Smith THAT the cheque listing be received and filed.

CARRIED

9) PUBLIC WORKS REPORT

(a) Austin Doyle, Public Works Lead Hand – options for public works vehicle

Mr. Doyle presented Mayor and Council with his suggestion for options for a public works vehicle, and regarding the budget item for replacing the Dodge 3500 in 2016. Council expressed preference that Mr. Doyle wait and transfer the unspent funds allocated in the 2016 budget and roll the funds into next year's budget for a new vehicle rather than replace the Dodge 3500. Mr. Doyle left the meeting at 9:39pm.

16/295 Moved, Seconded by Councillors Hay/Smith THAT Public Works report on options for a vehicle be received and filed.

CARRIED

10) FIRE DEPARTMENT REPORT – September Monthly Report

16/296 Moved, Seconded by Councillors Hay/Polderman THAT the September month end report be received and filed.

CARRIED

11) BYLAWS/POLICIES

12) COUNCIL REPORTS

(a) Mayor Lightfoot

- October 31, 2016 – Attended Fire Smart and Water Committee meetings.
- November 2, 2016 – Attended Special council meeting on Age Friendly Communities grant.

- November 5, 2016 – Attended Fire Smart event and helped remove fire fuel.
- November 8, 2016 – Attended VSA Stakeholders meeting.
- November 9, 2016 – Attended Special Council meeting on Clean Water Fund grant.
- November 10, 2016 – Attended TNRD meeting where John Ranta was appointed chair and Steve Rice was appointed vice chair.
- November 11, 2016 – Presented Prime Minister's Remembrance Day message.
- November 13, 2016 – Gave a greeting at the Remembrance Day pow wow.

(b) Councillor Callewaert-Haugen

Councillor Callewaert-Haugen could not attend the Remembrance Day ceremony, so Councillor Hay laid the wreath on her behalf.

(c) Councillor Hay

- Councillor Hay will be out of town from November 16th to December 2nd, 2016.
- Attended the Remembrance Day ceremony that was well received and the turnout was good.
- Will be attending the Gold Country meeting November 15, 2016.
- Watched a bit of the Village Volunteer Fire Fighter training on Saturday. Just want to congratulate them on a job well done.
- Councillor Hay inquired about 2016 funds for computers for Councillors.
- Councillor Hay made a brief report on the recent water committee meetings.

(d) Councillor Polderman

- Councillor Polderman asked if a three month review was going to be done on CAO Rebecca Anderson.
- Councillor Polderman asked about the status of hiring a CFO.

(e) Councillor Smith

- Participated in the Fire Smart on November 5th.

16/297 Moved, Seconded by Councillors Hay/Smith THAT the Council Reports be received and filed.

CARRIED

13) OTHER BUSINESS

(a) Appointment of 2 Voting Members to Water Resources Working Group

Council tabled this until a later date.

(b) Committee Preferences

Council was asked by Mayor Lightfoot to compile two lists, #1 a list of committees each Council members thinks the Village should have, and #2 a list of the Committees each Council member wishes to participate in. Please send lists to Mayor and CAO Rebecca.

(c) 2017 Council Meeting Schedule

16/298 Moved, Seconded by Councillors Hay/Callewaert-Haugen THAT the 2017 Council Meeting Schedule be adopted with the amendment that the September 25, 2017 meeting be cancelled due to UBCM.

CARRIED

(d) Village Christmas Light-up Contest

Council directed staff to review the policy.

16/299 Moved, Seconded by Councillor Hay and Mayor Lightfoot THAT Council continue the meeting past 10:00pm

CARRIED

(e) Office Christmas Holiday Closure

Council requested that the office be open until noon on December 23, 2016 and be closed from December 26 – January 3, 2017.

(f) Village Christmas Party

Council gave direction to staff to book the Christmas party with Ruth for Thursday December 22, 2016 @ the Legion 5:30 pm. \$20.00 gift exchange for those who wish to participate.

Council directed staff to produce stipends early.

16/300 Moved, Seconded by Mayor Lightfoot and Councillor Hay THAT all staff be given a \$25.00 cheque for a Christmas turkey bonus.

CARRIED

14) CALENDAR OF EVENTS/OUTSTANDING ITEMS LIST

- (a) Til'kemstin Community Health Center – Annual Sobriety Walk November 14th. Start at K.S.S @ 11:am
- (b) Lytton First Nation – South Spencer Road Emergency Response Debrief - November 17th Memorial Hall
- (c) Christmas Fair at Kumsheen Secondary School – December 1, 2016 1:00-7:00pm
(Two Rivers Community Service Society will hold annual Bucket Auction at the Fair. All proceeds go to the Food Bank)
- (d) Two Rivers Community Service Society – Setting up Christmas Tree in Pocket Park – December 4, 2016 @ 11:00am
- (e) Lytton First Nation Santa Parade – December 6, 2016 @ 3:30pm followed by the lighting of the Christmas tree in Pocket Park.
- (f) Lytton First Nation Elders Christmas Party – December 7, 2016 @ Memorial Hall
- (g) Lytton First Nation Kids Christmas Party – December 8, 2016 4:30-8:00pm Memorial Hall
- (h) CP Holiday Train – December 16th @ 12:45pm.

15) IN-CAMERA MEETING

16/301 Moved, Seconded by Councillors Hay/Callewaert-Haugen 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 10:20pm.

CARRIED

Rise and Report – November 14, 2016 In-Camera Meeting

16/302 Moved, Seconded by Mayor Lightfoot and Councillor Hay THAT Council approve Chad Douglas Haugan as a new member for the Village of Lytton Volunteer Fire Department.

CARRIED

16) ADJOURNMENT

16/303 Moved by Councillor Hay THAT the meeting adjourn at 11:45pm.

Mayor Jesso Lightfoot

Corporate Officer Rebecca Anderson