



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, December 10, 2012**

PRESENT: Mayor Jesso Lightfoot
Councillor Rob Austen
Councillor Denise MacIntyre
Councillor Jim Steer
CAO and CFO

Regrets: Councillor Tricia Thorpe

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

2) **ADDITION OF LATE ITEMS**

(a) Deputy Mayor appointment - 10(e)

3) **ADOPTION OF AGENDA**

12/356 - Moved, seconded by Councillors MacIntyre/Steer that the agenda be adopted as amended.

Carried

4) **ADOPTION OF MINUTES**

(a) Minutes of the Regular Meeting of November 26th, 2012

12/357 - Moved, seconded by Councillors Austen/MacIntyre that the Minutes of the Regular Meeting of November 26th, 2012 be adopted as amended.

Carried

(b) Minutes of the Committee of the Whole Meeting of November 27th, 2012

12/358 - Moved, seconded by Councillors Lightfoot/Austen that the minutes of the COTW Meeting of November 27th, 2012 be adopted as presented.

Carried

(c) Minutes of the In Camera Committee of the Whole Meeting of December 3rd, 2012

12/359 - Moved, seconded by Councillors Austen/Steer that the minutes and recommendations of the Committee of the Whole Meeting of December 3rd be adopted as presented, and that they be brought forward for discussion on this agenda.

Carried

5) DELEGATIONS

(a) **Ms. Pam Astbury and Kirk Guenther of FOCUS Engineering** will update Council on the Sand Filtration Water Improvement Project.

- CAO note - Get pre-design study grants before proceeding
- Confirm grant and budget before proceeding with design and build
- Pam recommended work with options and compare costs

Mayor Lightfoot thanked them for their presentation at 7:55 PM

6) ADMINISTRATIVE MATTERS

Reports are submitted at the 2nd meeting of each month.

7) CORRESPONDENCE FOR INFORMATION

(a) **Letter from Stg. Wessel** - regarding Road Rescue boundaries

(b) **Letter from Gold Country** - re-appearing as a delegation of January 14th.

12/360 - Moved, seconded by Councillors Austen/MacIntyre that correspondence be received for information.

Carried

8) BYLAWS and POLICY

(a) **Policy # 1003 Personnel Policy**

CUPE National has responded, agreeing with the interpretation and practice of using the date of employment as the anniversary date to calculate holiday time. Pay stubs will show a running balance of holiday balance of holiday time available. No change in policy is necessary, and the letter from CUPE will be placed in the Collective Agreement.

(b) **Policy 1005 - New Policy for purchasing fuel**

12/361 - Moved, seconded by Councillors Austen/Steer that policy 1005 be adopted as presented.

Carried

(c) **Policy 1006 (was 5005) Fire Department Remuneration**

12/362 - Moved, seconded by Councillors Austen/MacIntyre that policy 1006 be adopted as presented.

Carried

- Councillor Steer was recorded as opposed.

(d) **Bylaw No. 539-1** - A bylaw to amend Fire Department Constitution Bylaw 539, First Three Readings

12/363 - Moved, seconded by Councillors Steer/Austen that Bylaw No. 539-1 be given the First Three Readings. Review 5(c) in February.

Carried

(e) **Bylaw No. 555-1**, a bylaw to amend Lytton Fire Administration Bylaw No. 555, First Three Readings

12/364 - Moved, seconded by Councillors Austen/Lightfoot that Bylaw No. 555-1 be given the First Three Readings, as amended

Carried

(f) Fees and Charges Bylaw No. 663, Schedule A - Direction from Council is requested as to whether or not they wish to either lower the fees or provide free use of equipment etc. for non-profits or businesses that are struggling. - Mayor Lightfoot

12/365 - Moved, seconded by Councillors Steer/Austen that this matter be referred to staff for additional information and recommendations.

Carried

9) COUNCIL REPORTS

(a) Mayor Jessoa Lightfoot

- Personnel
- Sub Regional Government (First Nations) - December meeting has been cancelled. Reschedule in January.
- TNRD
- NDIT - pooling concept status and opportunities are under review.
- Housing Select Committee - No date set.
- Economic Development Select Committee - Marc Ismus (Minister Bell) - Community needs solutions. There will be a meeting on January 10th.

(b) Councillor Rob Austen

- Recreation
- Fire Department Liaison - there are no practices in December as per policy
- Fire Department Select Committee - Inspection Thursday at 10am
- Parks - talked to Peggy re: options. Will report further

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

- Public Works Liaison
- Recreation Commission - tabled to March after the Committee Open House.
- Fire Hall Select Committee

(d) Councillor Jim Steer

- Museum Commission - Minutes and Agenda for AGM Circulated/Luncheon on Wed Dec 13, 2012
- Chamber of Commerce
- Fire Hall Select Committee

(e) Councillor Tricia Thorpe - absent

- Gold Country Liaison
- Housing Select Committee
- Economic Development Select Committee

12/366 - Moved, seconded by Councillors Austen/Steer that Council reports be received for information.

Carried

10. NEW BUSINESS

(a) Request from Lytton Fire Rescue - re using 5th street and Main for a flagging course.

12/367 - Moved, seconded by Councillors Austen/Steer that that the Lytton Fire Rescue be authorized to use 5th street for a flagging course on January 19th and 20th, and to advise them that if they request the control or closure of Main Street that they will require approval from DOT as it is a numbered highway.

Carried

(b) Appointment of a Solicitor and Auditor for 2013 (Sec. 169 of the Community Charter)

12/368 - Moved, seconded by Councillors Austen/MacIntyre that Council instruct staff to tender the services of auditor and solicitor and report the result for consideration.

Carried

(c) Risk Assessment - Mayor Lightfoot

CAO and CFO recommend that the Pocket Park stairs be closed for the winter because of the snow and ice hazard. MIA will be conducting a risk assessment, and providing the Village with a road and sidewalk risk reporting procedure.

12/369 - Moved, seconded by Councillors Lightfoot/Austen that signs be posted at the base and top of the stairs stating they are "closed for winter and are considered as a hazard - Use at your own risk"

Carried

(d) Memo from CFO regarding re-allocation of funds.

12/370 - Moved, seconded by Councillors Austen/Macintyre that Council approve the re-allocation of \$3500 from the Public Works training budget to the Public Works Vehicle Maintenance.

Carried

(e) Appointment of Deputy Mayor

12/371 - Moved, seconded by Councillors Lightfoot /MacIntyre that Councillor Austen fill the position during Councillor Steers absence.

Carried

11. UNFINISHED BUSINESS

(a) **Chamber of Commerce - Lease agreement and fee for service** - The CAO has met with the Chamber and they are preparing a proposal for Council.

(b) **Rail Crossing/Raft Take out** - It was agreed that MOT and CN would work out a proposal and then contact the Village. MOT has since collaborated with the Village and a man gate is in place at the crossing.

12/372 - Moved, seconded by Councillors Steer/Austen that the Village forward and invoice to MOT for the time spent preparing the pedestrian gate at the crossing.

Carried

12. IN-CAMERA MEETING

12/373 - Moved, seconded by Councillors Austen/Steer that in accordance with Sec. 90(1) (a) (personnel), this portion of the meeting is closed to the public, and that Council move into In-Camera. Time recorded was 9:25pm.

Carried

13. ITEMS BROUGHT FORWARD FROM IN-CAMERA

12/374 - Moved, seconded by Councillors Austen/Steer that Council move back into the Regular Meeting, and that Council accept the resignation of CAO Bob Lafleur with regret.

Carried

14. ADJOURNMENT

12/375- Moved by Councillor Austen that the meeting adjourn at 9:44 pm

Mayor Jessoa Lightfoot

CAO