



**Village of Lytton
DRAFT Minutes
Regular Council Meeting
Council Chamber, 380 Main Street, Lytton, BC
7:00pm Monday December 12, 2016**

IN ATTENDANCE:

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

STAFF:

CAO Rebecca Anderson
CFO Margaret Stewart (Via Telephone)
Administrative Assistant Annette Turley

PUBLIC:

None

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

2) **ADOPTION OF AGENDA**

16/317 Moved, Seconded by Councillors Hay/Callewaert-Haugen THAT the agenda be adopted as amended with the following late additions:

6(a)(i) - Additional information on Gold Country highway signs.

6(a)(ii) - Thompson Nicola Regional District – Request for shared fire services re Fire Safety Review

8(b) - CFO Margaret Stewart – Financial Report

CARRIED

3) **ADOPTION OF MINUTES**

(a) Minutes of the Regular Council Meeting November 28, 2016

16/318 Moved, Seconded by Councillors Callewaert-Haugen/Polderman THAT item (a) be adopted as amended.

CARRIED

4) **DELEGATIONS** – None

5) **ADMINISTRATIVE MATTERS** – None

6) **CORRESPONDENCE**

a) **Action Items:**

- i. Gold Country – Request for Council's input on renovations to current "Stops of Interest" signs
- ii. TNRD – Proposal for Lytton to participate in shared costs for member municipalities' fire safety reviews

16/319 Moved, Seconded by Councillors Hay/Polderman THAT the Village of Lytton confirms its commitment to participate in the TNRD Fire Services Review Program up to a maximum cost of \$10,000.00.

CARRIED

b) **Information Items**

- i. UBCM – 2017 Age-Friendly Communities – Letter re grant approval and attaching program terms & conditions.

- ii. BDO – Planning Report to Council dated November 21, 2016 re engagement of their services for 2016 audit.

Council had questions regarding this report, which CAO Anderson deferred to the CFO, and this matter was tabled to later in the meeting when CFO Stewart joined the meeting. Council directed staff to assist Council in becoming better informed as to Council's role in monitoring and controlling the finances of the Village. CAO Anderson recommended that this be a topic for discussion at the upcoming Governance sessions in January/February.

- iii. OPUS – E-mail dated December 5th re Slow Sand Filtration O & M costs at District of New Hazelton
- iv. Catherine Dallaire, ODK – E-mail dated December 7th re Asset Management Project

c) Correspondence Log – List attached

d) Outgoing Mail Log

- I. Email to ODK from CAO Rebecca Anderson dated December 7th – RE: Draft MMCD Client/Consultant Agreement between ODK & Village of Lytton.
- II. List of other outgoing mail

16/320 Moved, Seconded by Councillors Polderman/Hay THAT the above noted correspondence be received and filed.

CARRIED

7) ADMINISTRATIVE REPORTS

- (a) CAO Rebecca Anderson - November 29 – December 12, 2016 CAO Report

16/321 Moved, Seconded by Councillors Hay/Polderman THAT CAO Rebecca Anderson's report be received and filed.

CARRIED

8) TREASURER/CORPORATE OFFICER REPORT

- (a) Cheque listing for Council November 24, 2016 – December 8, 2016.
- (b) Margaret Stewart – Financial Report – Council directed staff to inquire from BDO about the meaning of the terms regarding “materiality” and to obtain an estimate of the costs for the audit.

16/322 Moved, Seconded by Councillors Hay/Polderman THAT items (a) & (b) be received and filed.

CARRIED

9) PUBLIC WORKS REPORT – September, October & November Reports

16/323 Moved, Seconded by Councillors Hay/Polderman THAT Public Works reports for the months of September, October and November be received and filed for information.

CARRIED

10) FIRE DEPARTMENT REPORT – None

11) BYLAWS/POLICIES – None

12) COUNCIL REPORTS

- (a) Mayor Lightfoot

December 1, 2016 – Mayor Lightfoot attended the Kumsheen Secondary School Christmas craft sale & fundraiser.

December 2, 2016 – Mayor Lightfoot attended the Two Rivers Farmers Market Christmas sale.

December 7, 2016 – Mayor Lightfoot attended the Lytton First Nations Elders Christmas party.

****Reminder of the Lytton Net welcoming fibre optic ceremony on Friday December 16th in the Council Chambers from 11:00am – 12:30pm****

- (b) Councillor Callewaert-Haugen – Nothing to Report

(c) Councillor Hay

December 7, 2016 – Councillor Hay also attended the Lytton First Nation Elders Christmas party. Councillor Hay extended his thanks to Chief Janet Webster for such a great event. Councillor Hay inquired about the sloughing bank by CN and directed staff to look into this. Councillor Hay reported that resident Richard Swan had inquired of him about a request to purchase Village owned property. Councillor Hay directed staff to review the issue and provide the legal statutory justification for Council's previous decision on this matter.

(d) Councillor Polderman

Councillor Polderman reported that he had spoken with Peter Heaster from the museum about setting up a "Museum & Friends Society" for shares & investing. The museum does not want to be responsible for dealing with shares, so this is being postponed until the new year.

(e) Councillor Smith (absent with notice)

16/324 Moved, Seconded by Councillors Hay/Polderman THAT the Council Reports be received and filed.

CARRIED

13) OTHER BUSINESS

(a) Rise and Report – October 24, 2016 In-Camera Council Meeting.

16/325 Moved, Seconded by Councillors Hay/Polderman THAT Council rise and report from October 24, 2016 In-Camera meeting; THAT Council pursue further analysis regarding a remediation order under the director of Environmental Management Act as well as a municipal remediation action order under the Community Charter.

CARRIED

(b) NDI - Economic Development Building Capacity Grant 2017 funding application

16/326 Moved, Seconded by Councillors Hay/Callewaert-Haugen THAT Council authorizes staff to increase the total funding request for a further \$22,500.00, bringing the total funding request to \$50,000.00; AND THAT Council supports the finding application prepared by staff.

CARRIED

14) CALENDAR OF EVENTS/OUTSTANDING ITEMS LIST

December 14, 2016 @ 1:00pm (tentative) Water Resource Working Group Meeting @ LFN boardroom.

December 16, 2016 – Lyttonnet 10 year & Fibre Optic celebration @ Village Council Chambers from 11:00am until 1:00pm.

December 16, 2016 – CP Holiday Train @ 12:45 at tracks above Lytton Elementary School.

December 22, 2016 – Village & Council Staff Christmas party

January 6 & 7, 2017 – Governance Session with Judy Rodgers

15) IN-CAMERA MEETING

16/327 Moved, Seconded by Councillor Hay 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 9:13 pm.

CARRIED

Moved by Councillor Polderman THAT Council moved out of In-Camera and back to the regular meeting at 9:32pm

CARRIED

16) ADJOURNMENT

Moved by Councillor Polderman THAT the meeting adjourn at 9:33pm.

CARRIED

Mayor Jessoa Lightfoot

Corporate Officer Rebecca Anderson