



**Village of Lytton
Regular Council Meeting
MINUTES
Council Chamber, 380 Main Street, Lytton, BC
7:00 pm – Monday, January 22, 2018**

IN ATTENDANCE:

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

STAFF:

CAO, Rebecca Anderson
CFO, Margaret Stewart

PUBLIC:

RCMP Sgt Curtis Davis, Peggy Chute, Bernie Fandrich, Chael Haugen

1) **CALL TO ORDER** – Mayor Lightfoot at 7:01 pm

2) **ADOPTION OF AGENDA**

18-16 Moved, Seconded by Councillors Hay, Polderman THAT the agenda be adopted as amended to add item 5(a): discussion of the BC Hydro Community ReGreening Program.

CARRIED

3) **ADOPTION OF MINUTES**

(a) Minutes of the Regular Council Meeting of January 8, 2017

18-17 Moved, Seconded by Councillors Callewaert-Haugen, Hay THAT the Minutes of the Regular Council Meeting of January 8, 2018 be adopted as amended to

- amend item #5(a) regarding the appointment of Councillors to the MTSAs and Partnership Agreement Committee; and
- amend item #5(a) to change “appoints” to “reappoints” for BR+E Steering Committee, Parcel DL225 Committee, and the Emergency Centre Committee.

CARRIED

4) **DELEGATIONS**

(a) Report by RCMP Sergeant Curtis Davis

Constable Mark Weibe transferred to the Lytton Detachment. He has nine years' service including in Sechelt and Deas Island traffic, both small town and traffic experience. He has specialized training in drug recognition and drug impairment. His family will be joining him to live here. In Spring, a member from the drug section in Fort St. John signed a request to come to Lytton. Constable Dave Robichaud is due to move out in May, and we are expecting another new recruitment to replace him. As of today, we have three constables, a Corporal and Sergeant Davis. By Spring, we should have added another constable. RCMP have been very busy dealing with highway conditions such as landslides, rocks falling, icy

conditions, the closure by Spence's Bridge for a couple of days, and the lengthier closure in Merritt. Luckily, no one has been hurt. There have been a couple of break-ins (one residence and a car), but some arrests have been made. Expecting more charges based on evidence from one of the break-ins. No one from the Lytton Detachment are expected to provide security at the G7 Conference scheduled to be held in Quebec this Spring. Constable Davis submits his police blotter articles to both the Lillooet and Ashcroft newspapers. Keys to the Lytton Detachment were provided to members of the Ashcroft RCMP Detachment, providing them access to the facilities here, so their presence in our community has increased (about 3 or 4 days per month). Lytton Detachment is mandated to police Highway 12 to Lillooet, top of Jackass Mountain, to about 10 kms outside of Spence's Bridge.

5) OTHER BUSINESS ("Business Arising")

- (a) VOL 2017 FireSmart Program & Community Action Plan - No action taken.
- (b) Ministry of Agriculture – Registration for Ministry of Agriculture's AAC workshops on Feb 21 & 27, 2018 - No action taken
- (c) Two Rivers Farmers Market – Lytton Area Agricultural Advisory Committee

Council directed staff to inform the President of the Two Rivers Farmers Market that, in the event of members from Two Rivers Farmers Market and Lytton First Nation creating a committee, Council is willing to participate and appoint members to the Committee.

- (d) Schedule upcoming meetings:
 - i. Audit & Budget COTW meeting – scheduled for Thursday, February 15, 2018 at 10:00 a.m.
 - ii. Public Works & Utility COTW meeting – Tuesday, February 6, 2018 at 10:00 a.m.
 - iii. Quarterly financial reports – to be delivered at the Audit & Budget COTW meeting on February 15th.
- (e) BC Hydro ReGreening Program – CAO Anderson reported that the maximum is approximately \$2500, and only the costs for purchasing trees are eligible. Shrubs are not an eligible expense under the program. Staff, including our Grant Writer, are communicating with public works about where trees might be needed about town, i.e. Caboose Park. We may need to wait until the next intake for this grant and take some time to plan ahead.

6) ADMINISTRATIVE MATTERS

- (a) Age-Friendly Seniors Housing Committee – Minutes from July 13 – November 8, 2017

18-18 Moved, Seconded by Councillors Smith, Polderman THAT the Age-Friendly Seniors Housing Society Minutes from July 13 – November 8, 2017 be received and filed.

CARRIED

(b) Partnership with LFN re Lytton water system upgrade – Urban Systems Consulting

Council directed staff to provide copies of Urban Systems' documents – the Discussion Agenda, Summary of Agreements, and Agreement Considerations – to Council via e-mail, in Word format, so that Council can provide CAO Anderson with their input by the end of January.

7) **CORRESPONDENCE**

(a) **Correspondence for Action**

i. SILGA – Community Excellence Awards

No action taken

(b) **Correspondence for Information**

- i. District of Kent – Legalization of Marijuana - Cannabis Sales Revenue Sharing
- ii. Green Communities Committee – GCC Communique Recycling Regulation
- iii. Interior Health – Construction Permit No. CP2017-54661 for VOL Water Treatment Upgrades

(c) **Incoming Correspondence Log – None**

(d) **Outgoing Mail Log – Letter to Danyta Welch Re: 2018 Age-Friendly Communities review**

18-19 Moved, Seconded by Councillors Hay, Polderman THAT the above noted correspondence be received and filed.

CARRIED

8) **ADMINISTRATIVE REPORTS**

(a) CAO Report – verbal report from Rebecca Anderson

CAO Anderson shared information from three webinars she attended:

i) Social Media Engagement by Local Government, a webinar by Civic Excellence – this included good information about the usefulness of local governments having a social media presence, but the simultaneous need for a social media policy and/or bylaw to govern it and for a designated staff member to monitor it on a daily basis. A former employee created a Facebook page for the swimming pool and added one of our head lifeguards as an administrator of the site during the 2017 summer. We need a policy in place to allow control of all sites operating under the name of the Village of Lytton.

ii) Collaborative Consent and Revitalizing Indigenous Laws: Pathways to Indigenous Water Governance and Co-Governance, a webinar by POLIS & University of Victoria – this webinar provided examples of the indigenization of Canadian legislative and regulatory procedures (comparable to the more advanced indigenization of Canada's education curriculum and system). Co-drafting of legislation has been done by the Government of Northwest Territories and indigenous leaders of NWT (described as "both hands on the pen"). There was discussion of the need to incorporate indigenous law (i.e. the law of nature) into our existing legal culture, procedures and laws. Since the 2014 decision of the Supreme Court of Canada, in the Tsilcotin case, the former method of government consultation with indigenous groups no

longer meets the legal requirement for consultation. Now, governments (including municipal governments) are required to engage in “Collaborative Consent” and the webinar presenters discussed the 7 Hallmarks of Collaborative Consent.

iii) Business Continuity Management for Local Government (in case of disaster), a webinar by MIABC. This raised questions regarding how to maintain business in the face of disasters. For example, if the Village’s administrative office were to burn down, how do we plan to continue the business of accounts payable and collection of taxes? It emphasized the need for development of, and continuous revision of, emergency response plans, as well as the need to engage in practices and exercises to test our ability to implement our emergency response plans.

CAO Anderson informed Council about EMBC Courses that are being offered in our area and that staff will attend. She encouraged Councillors to attend them also. Staff have compiled a notebook with information about the Council process for issuing an Evacuation Order. The binder is available at the Village office for review. RCMP are willing and able to assist. The School District also has emergency response plans, including plans for the evacuation of children.

CAO Anderson provided Council with an update on the status of the tender process for the Groundwater Development Project, and explained the legal requirements for negotiating a change to the scope of a project while maintaining the integrity of the tender process. Our Water Project Coordinator has contacted the other bidders to ascertain whether the project scope changes constitute a significant change or not that might require a new tender, and the replies from each indicate that the changes are not so significant as to warrant re-tendering the project. Timbro Construction is our low bidder, and has agreed to hold their estimate as is, while Opus and the Village work together to negotiate with Timbro for changes to the scope of the project as presented to Council and Opus by our engineer, Dan Mundall. A meeting was held with our partner, Lytton First Nation, to discuss the drafting of the partnership agreement and the status of the project. Urban Systems is preparing an interim agreement that will establish a communications protocol for the drafting of the partnership agreement. On Jan 23rd, a Technical Advisory Committee meeting will be held with Opus, Village staff, LFN representatives, and INAC personnel.

The Village’s application for the NDIIT Local Government Internship program was approved, and CAO Anderson will be travelling to Prince George for a “Meet & Greet” session on January 24th. This is an early opportunity to meet students interested in the program. We do not yet know who our intern will be. The intern will commence employment on May 1st.

The Age-friendly Seniors Housing Committee is planning to host a second workshop. This is a free workshop offered through the BC Healthy Communities Program. We received a letter from David Chong regarding a possible building site. The next Committee meeting is Thursday, January 25th.

18-20 Moved, Seconded by Councillors Hay, Polderman THAT the CAO Report dated January 8, 2018 be received for information. **CARRIED**

9) **TREASURER/CORPORATE OFFICER REPORT** - None

10) **PUBLIC WORKS REPORT** – None

11) **FIRE DEPARTMENT REPORT** – None

12) BYLAWS/POLICIES

- (a) Council Policy and Procedure Bylaw No. 692, 2017

18-21 Moved, Seconded by Councillors Hay, Smith THAT Bylaw 692, 2017 Council Procedure Bylaw, has been given a final reading and is to be signed and the corporate seal affixed. **CARRIED**

18-22 Moved, Seconded by Councillors Polderman, Smith THAT the next Regular Council Meeting will be scheduled for Wednesday February 7th instead of Wednesday February 14th. **CARRIED**

13) COUNCIL REPORTS

- (a) Mayor Lightfoot

On January 9, 2018, Mayor Lightfoot attended the NDI Regional Advisory Committee Meeting via telephone. Mitch Campsall was elected as Chair and Margo Wagner as Vice Chair. Lytton's application was approved in the amount of \$50,000 for the community foundation endowment fund. Also, our application to receive an intern was approved. NDI is accepting applications for the Northern Industry Innovation Fund, and the Marketing Initiatives and Strategic Initiatives Funds. The Northern Industry Innovation Fund has expanded to include projects for broadband, agriculture, manufacturing, etc. Perhaps these funds would provide opportunities for funding of the school project and our Grant Writer might be able to assist.

On January 11, 2018, Mayor Lightfoot participated in the River Festival Society meeting. The Society has decided to continue the program for another year as there are several new younger members that have joined the Society. They are hoping that the Village's Grant Writer will be able to assist with applications for grant funding to provide music and entertainment. The Society's next meeting is scheduled for Thursday, February 8, 2018.

Mayor Lightfoot attended the TNRD Board Meeting held January 18th. There was a Committee of the Whole meeting in the morning, where Committee members received information about the legalities regarding fire protection liabilities. A lot of communities are facing the same issues as Lytton with meeting the expected levels of service. This was followed by the regular Board meeting at which Committee appointments were made and a presentation was made by Fraser Basin Council. Everyone is encouraged to attend the Fraser Basin Council workshop on February 14th. Area I represented the Ashcroft Hub, a group that repurposed the elementary school, implementing improvements valued at \$65,000 for increased energy efficiencies.

Mayor Lightfoot attended the meeting with Lytton First Nation today regarding the Groundwater Development Project.

On January 24th, she will attend the Education Committee meeting at Lytton First Nations office. This is a leadership committee group, and it is anticipated to expand to become a more regular meeting that includes the broader community. Also on that day, the BC Interior Community Foundation is coming to have lunch with Council for the purpose of discussing the setup of our new endowment fund to include our matching grant funds, and how to manage the funds and options for how to use that money or invest it, or possibly to set up our own foundation. They will provide examples of what we can do with these funds.

On January 27th, Chamber of Commerce is hosting its annual dinner.

Mayor Lightfoot spoke with Marg Lampman, Mayor of Lillooet, who is championing the revitalization of the BC Rail line and talking with the Minister of Transportation. She is gathering information and support for this idea.

Gold Country Communities Society held a meeting and informed its members that their COO, Terri Hadwin, has resigned. They will be looking for a replacement.

(b) Councillor Callewaert-Haugen

Councillor Callewaert-Haugen is preparing to return to work and managing with a sick baby as well.

(c) Councillor Hay

Councillor Hay reported on the Age-friendly Seniors Housing Committee. The Committee's past minutes have been adopted and signed. At the last meeting, the Committee had good discussion with the BC Healthy Communities Program Coordinator, Sarah Ravlic, who will also be available at the next meeting, and who will be presenting the second workshop at a later date. UBCM has authorized an extension for the final report on the 2017 Age-friendly Communities grant.

Councillor Hay is organizing the Parcel DL225 Committee. He made contact with the Provincial Government representative that Council met with during the UBCM Convention in September 2017. Councillor Hay shared his e-mail communications with Gerry MacDougall, the Regional Executive Director of the Thompson Okanagan Region of the Ministry of Forests, Lands, Natural Resource Operations and Rural Development. The e-mails included a proposed timeline for the Committee and advised that Council had appointed Councillor Hay and Councillor Polderman to serve on this Committee, and proposed tasks that need to be completed for the Committee to commence its work. Councillor Hay will be preparing the Terms of Reference for the Committee and will present them to Council, as well as suggested Committee members, for Council's approval.

Councillor Hay attended the meeting with Lytton First Nations held earlier today regarding the Groundwater Development Project. Good consensus was arrived at by all present, and this is a great step forward.

(d) Councillor Polderman

Councillor Polderman attended the meeting held today with Lytton First Nations regarding the Groundwater Development Project.

He has been looking for community members to serve on the Emergency Centre Committee.

He looks forward to attending the luncheon meeting with the BC Interior Community Foundation representatives on January 24th.

He reviewed the PLBI Brochure sent to Council for the course on Project Management scheduled for April 4th. He thinks it is a particularly relevant course for Council and staff at this time. He would like equipment in Council Chambers that would enable many of us to gather to watch the webinar together, reducing the cost for attendance of the course.

(e) Councillor Smith

Councillor Smith attended the meeting with Lytton First Nations regarding the Groundwater Development Project. He also plans to attend the luncheon meeting with the BC Interior Community Foundation representatives on January 24th.

18-23 Moved, Seconded by Councillors Hay, Polderman THAT the Council Reports be received and filed. **CARRIED**

14) CALENDAR OF EVENTS

- Fire Smart meeting at noon on Thursday, January 11, 2018 in Council Chambers
- LGLA Elected Officials Seminar – January 23-25, 2018 in Kelowna
- BC Interior Community Foundation meeting at noon on Wednesday, January 24, 2018 in Council Chambers
- 35th Annual Chamber of Commerce Dinner – Saturday January 27, 2018 5:30pm @ the Parish Hall (tickets available @ Medical Clinic & Scotiabank \$25)
- Nominations for Candidates seeking election to municipal Council: September 4-14, 2018
- Municipal Election Date: October 20, 2018

15) IN-CAMERA

18-24 Moved, Seconded by Councillors Hay, Mayor Lightfoot THAT in accordance with Section 90(1)(k) and 90(2)(b) of the *Community Charter*, this portion of the meeting is closed to the public, AND THAT Council move into an in-camera session at 8:39 p.m. **CARRIED**

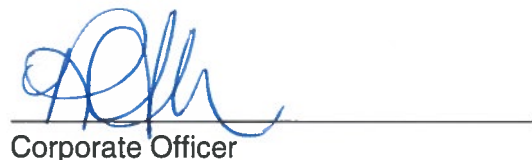
Council resumed the Regular Council Meeting at 9:07 p.m.

16) ADJOURNMENT

18-25 Moved, Seconded by Councillors Polderman, Smith THAT the meeting adjourn at 9:40 p.m. **CARRIED**



Mayor Jesso Lightfoot



Corporate Officer