



**Village of Lytton  
Regular Council Meeting  
MINUTES  
Council Chamber, 380 Main Street, Lytton, BC  
7:00 pm – Wednesday, February 28, 2018**

**IN ATTENDANCE:**

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

**STAFF:**

CAO Rebecca Anderson  
CFO Margaret Stewart

**PUBLIC:** Keith Thom, Southern Interior Local Government Association (SILGA) Director & District of Peachland Councillor

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

2) **ADOPTION OF AGENDA**

**18-50 Moved, Seconded** by Councillors Hay, Smith THAT the agenda be adopted as amended to add item 7(c): PBLI webinar on “Project Procurement & Development”. **CARRIED**

3) **ADDITION OF LATE ITEMS**

**18-51 Moved, Seconded** by Mayor Lightfoot, Councillor Polderman THAT the following late item be added to the agenda as item 7(d): 2 Rivers Remix request for donation.

4) **DELEGATIONS**

(a) Presentation by Keith Thom, SILGA Director & District of Peachland Councillor

Mr. Thom presented an overview of the members of the SILGA Executive and discussed SILGA’s goals and 2017 initiatives. He outlined the tours and breakout sessions that are being offered at this year’s SILGA Convention occurring in Revelstoke in April 2018, and described the benefits of participating in the annual convention.

5) **PUBLIC COMMENT** – None.

6) **ADOPTION OF MINUTES**

(a) Minutes of the Special Council Meeting of January 26, 2018

**18-52 Moved, Seconded** by Councillors Callewaert-Haugen, Smith THAT the Minutes of the Special Council Meeting of January 26, 2018 be adopted as presented. **CARRIED**

## 7) BUSINESS ARISING

- (a) Request for funding for Lytton U13 Coed Soccer Team, from Jennifer Thoss

**18-53 Moved, Seconded** by Councillors Polderman, Smith THAT Council supports the Lytton U13 Coed Soccer Team AND THAT Council requests an update on the status of funding received and details of any other contributions received in support of the team.

**CARRIED**

**18-54 Moved, Seconded** by Councillors Polderman, Callewaert-Haugen THAT upon receiving the update and further information regarding funding and other contributions, the Village of Lytton will pay up to \$600 towards the purchase of Village of Lytton jerseys for the team.

Council directed staff to communicate to Jennifer Thoss that Council has an appetite to support the team but is wanting to first know if they have obtained alternative funding. Council also directed staff to make inquiries regarding the existence and possible availability of soccer equipment that may have been purchased in previous years with funding from the Village.

- (b) Water Project Update – Report dated February 28, 2018, by Lonny Miller, Water Project Coordinator

Council postponed this item to the Special Council Meeting scheduled for Friday, March 2, 2018, at 10:00 a.m.

- (c) PBLI Webinar, “Project Procurement & Development”, scheduled for April 4, 2018

**18-55 Moved, Seconded** by Councillors Polderman, Smith THAT the Village of Lytton will register for the PBLI’s April 4<sup>th</sup> “Project Delivery and Procurement” Workshop, to be attended via webinar by senior staff and any interested Councillors.

**CARRIED**

- (d) Request for funding and in-kind donation for the 2 Rivers Remix event on May 18-19, 2018

**18-56 Moved, Seconded** by Mayor Lightfoot, Councillor Hay THAT the Village make a cash contribution of \$1,000 to the 2 Rivers Remix event.

**CARRIED**

**18-57 Moved, Seconded** by Councillors Hay, Callewaert-Haugen THAT Council approve the closure of 4<sup>th</sup> Street, from Main to Fraser, from 9:00 a.m. on May 18<sup>th</sup> until 10:00 a.m. on May 20, 2018, providing that the laneway that lies between Main and Fraser (crossing 4<sup>th</sup> Street) will be kept open at all times.

**CARRIED**

Council directed staff to inform the 2 Rivers Remix executive that Council does not approve the use of Council Chambers during the event.

## 8) REPORTS FROM STAFF

- (a) CAO Report:

CAO Anderson was on holidays for a week, and then away the following week to attend the CAOs Forum in Vancouver. She provided an update on the content of the CAOs Forum – Performance Reviews and Coaching, session on Strategic Planning, a panel discussion on mentoring and succession planning, provincial government update on cannabis legislation and

the 2018 provincial budget, a roundtable on housing issues, and a discussion about professional association requirements for CAOs.

She also provided information regarding her plans for the coming week, which include a meeting at TNRD on changes to the BC Building Code that will require amending Village bylaws, an EMBC Course "EOC Essentials" that she will be attending with administrative staff Karen Haugen and Public Works staff Tom McPhail. There is a Red Cross information session being held at the Village office to provide support to local businesses that suffered financial losses due to the wildfires, and a FireSmart Community Information Session is being held at the Lytton Anglican Parish Hall on Thursday, March 8<sup>th</sup>. A Technical Advisory Committee meeting is scheduled for March 9<sup>th</sup> regarding the Groundwater Development Project, and a meeting with some members of the working group planning the outdoor fitness stations project.

(b) CFO Report:

CFO Stewart has been reviewing and revising the general budget, so that instead of a deficit budget, we are now ready to present a surplus budget at the next meeting, which will allow for transfers to reserves. At the next meeting, we will be reviewing the capital budget requests and presenting the revised general budget, which Council can then take away to consider, and then we will meet in the next 2-3 weeks to discuss the funds listed in the general budget. In early April, we will meet to discuss setting the tax rates. Council may schedule some additional meetings as they see fit to have further discussion on these issues.

CFO Stewart continues to work with the PhD student from University of Waterloo, Milos Posavljak, on the Comprehensive Asset Management Plan for which we received \$50,000 funding through FCM. She has been providing him with information, and he will be preparing a contract for the Village. The project runs from March 1, 2018 for the next 12 months after. We won't have the draft contract until mid-March, leaving about 11 months to complete the project after it is signed.

She has completed the reporting for the BC/Canada 150 grant that funded the museum's design for the addition to their main building. They spent about \$10,200 on the design for the addition to the building. They received \$15,000 funding under the grant program, and the program administrators allowed for the unspent funds remaining to be used to pay for a computer and software for the museum's archival project (the items requested as a capital budget request).

CFO Stewart has started a vehicle maintenance plan. She has also assisted our Public Works staff with registration to bring their confined space training and certification up to date. She continues working with the auditors and to complete the 2017 financial statements for the year end reporting requirements. The auditors will not be including a site visit in this year's audit, in order to provide the Village with a lower price for the audit. Everything will be conducted electronically, with the CFO ensuring provision of materials to the auditors, and then one of the audit team will come to the Village to review anything as needed and to meet with Council.

She is about to complete her finals for her university degree in Public Administration, expected to be graduating at the end of April 2018.

\$50,000 payment was made to the BC Interior Community Foundation and the Village of Lytton Community Fund has been set up. NDIT will now forward the \$50,000 in matching funds. Upon accumulation of interest over the next year, Council will need to establish terms for the distribution of these funds to local organizations.

- (c) Corporate Officer – There is a Committee of the Whole Policy & Procedures meeting scheduled for March 13 to review the draft 2017 Building Regulation Bylaw, a draft of a Conflict of Interest Policy and Ethics Policy, and to discuss proposed amendments to the Council Remuneration Bylaw and Council Expense Claims policy.
- (d) Economic Development Officer – No Report
- (e) Public Works – Tom McPhail passed his Waste Water Treatment Level II Certification. They are preparing to undertake street sweeping soon, noting that the brushes for the street cleaning attachment are good for one more year, but losing about 3 ¾” per year so probably need replacing next year. New running boards will be put on the new truck. Work is being done to patch holes in the streets, now that the weather is warmer.
- (f) Fire Rescue – No report.

9) **BYLAWS, POLICIES & RESOLUTIONS** – None

10) **CORRESPONDENCE**

(a) **Incoming Correspondence for Action**

- i. Lytton River Festival – NDIIT Funding Application

**18-59 Moved, Seconded** by Councillors Hay, Polderman THAT the Village of Lytton supports the application to Northern Development Initiative Trust from the Lytton River Festival for a grant up to \$2,500.00 for the 2018 Lytton River Festival from the NDIIT Fabulous Festivals Grant. **CARRIED**

- ii. Two Rivers Community Services Society – Support with the Lytton Cemetery Clean up

**18-60 Moved, Seconded** by Mayor Lightfoot, Councillor Callewaert-Haugen THAT the Village of Lytton supports the Two Rivers Community Services Society with their cemetery cleanup on Sunday, April 8, 2018 as requested in their letter dated February 21, 2018. **CARRIED**

- iii. Two Rivers Community Services Society – Letter of intent RE: installation of a series of outdoor fitness centers in and around the village.

Council directed staff to inquire of Two Rivers Community Services Society about the meeting requested in their letter dated February 19, 2018, to determine a time and place for the meeting.

- iv. TLKEMCHEEN Youth Basketball – request for donation/sponsorship for youth basketball teams.

No action taken.

(b) **Correspondence for Information**

- i. Recycling Council of BC – Annual Zero Waster Conference May 30 – June 1, 2018 in Whistler BC.
- ii. TNRD – The Current Highlights from the Board of Directors Meeting February 8, 2018

- iii. Local Government Program Services – Letter dated February 9, 2018 re Completion of FireSmart Project (SWPI-733: East Lytton FireSmart Project, 2017)
- iv. District of Sicamous – Letter dated February 14, 2018, re Cannabis Sales Revenue Sharing
- v. Town of Oliver – Letter dated February 16, 2018 re Alberta–BC Trade War
- vi. BC Farmers Association of Farmers Markets – Letter dated January 31, 2018 re Results of the BC Farmers Market Nutrition Coupon Program

**18-61 Moved, Seconded** by Councillors Hay, Smith THAT Mayor Lightfoot write a letter to Adrian Dix, Minister of Health, to express the Village of Lytton’s appreciation for their delivery of this program to our community.

- vii. Village of Chase – Letter dated January 18, 2018 re Prevention of Quagga & Zebra Mussels
- viii. Village of Chase – Letter dated January 18, 2018 re Revenue from Cannabis sales – Equitable share between Province & Local Government
- ix. City of Enderby – Letter dated February 20, 2018 re Revenue from Cannabis sales – Equitable share between Province & Local Government
- x. Wilderness Committee – Letter dated February 9, 2018 re Kinder Morgan’s Pipeline
- xi. Wendy Fraser – Email to Mayor dated February 22, 2018 re Update from Greyhound on bus services
- xii. Federation of Canadian Municipalities – Backgrounder Flyer “Municipalities to receive funding for 68 infrastructure initiatives across Canada”
- xiii. Lytton Anglican Parish – Letter dated February 19, 2018 re Village of Lytton Age Friendly Seniors Housing Committee

(c) **Correspondence List** – List provided to Council.

(d) **Outgoing Correspondence** – List provided to Council.

**18-62 Moved, Seconded** by Councillors Hay, Polderman THAT Council receive the above-noted correspondence for information and filing. **CARRIED**

## 11) REPORT FROM MAYOR

February 14<sup>th</sup> - May Day committee meeting. The group is exploring establishing itself as a non-profit so that fund raising efforts and event accounting can be managed in a more transparent manner. Next meeting is scheduled for March 12<sup>th</sup> at 4:30 at the Village office.

February 15<sup>th</sup> - the council met as a Committee of the Whole to review the 2018 budget.

February 20<sup>th</sup> – The Fire Smart committee met to review and organize the upcoming community Fire Smart meeting schedule for Mar. 8<sup>th</sup> 5:30- 7 p.m. at the Parish Hall

The Nkashaytn Caring Community education committee met during the day to review letters and future actions. That evening a community meeting was held at the Village Council chambers to receive input and to share strategies. The next meeting is scheduled for Mar. 5<sup>th</sup> and the following day a delegation will make a presentation to the SD board. Fund raising for the feasibility study is a priority and members are requested to contribute. Lytton first Nations will administer funds.

Wendy Fraser from the Bridge River News contacted Mayor Lightfoot for a response to Greyhound’s route announcements. She forwarded to the Mayor their release and it appears that the Fraser Canyon Route will be eliminated by the beginning of June. Their news release stated

that they will advise customers and effected communities. To date, nothing has been received by the Village.

February 21<sup>st</sup> – Mayor Lightfoot met with Sergeant Davis to review RCMP service and discuss this year's priorities.

The Museum Tea and Talk hosted many community members in the afternoon. Mayor Lightfoot had conversation with the museum executive regarding the \$6000 grant received from MLA Tegart several years ago. There was consensus that a wooden arbour entrance way and fencing across the site would be a good idea. Signage giving information was suggested. The group was excited about the prospect of improving the frontage, though shared that outside of the information for the signage, they did not want to be involved.

## 12) COUNCIL REPORTS

### (a) Councillor Callewaert-Haugen

Councillor Callewaert-Haugen attended the Nkashaytn Caring Community education committee meeting held February 20<sup>th</sup>. A student there offered to be responsible for the Go Fund Me campaign. Committee members asked for Councillor Callewaert-Haugen's assistance with the fund-raising, but Councillor Callewaert-Haugen has questions about which account the funds would be deposited to and whether the Village of Lytton could set up an account for this purpose. LFN may have set up an account for the Go Fund Me campaign funds to be deposited into, because they can also issue tax receipts.

She also attended the Legion dinner. On February 21<sup>st</sup>, she attended the Tea and Talk evening at the Lytton Museum.

### (b) Councillor Smith

Councillor Smith attended the Fraser Basin Council Meeting in Kamloops regarding flood mitigation. Lytton was well represented by Councillors Smith and Polderman, as well as two members of Lytton First Nation Council, and two members of Nicomen Indian Band. The best advice that he took away from the meeting for Lytton is that we need to pump out our storm sewer lines. He noted that some key stakeholders were not represented at the meeting such as CP Rail and CN Rail, BC Hydro, Telus, Ministry of Transportation or the local mining companies.

### (c) Councillor Polderman

Councillor Polderman was with Councillor Smith at the Fraser Basin Council Meeting in Kamloops. The presentation focussed on flood mitigation, how to reduce damage to property and infrastructure when the water rises and lowers. The key speaker shared the Kamloops' experience in past years when streets and roads had washed out due to heavy rainfall.

He also attended the TNRD Board of Directors meeting. The Board discussed the 2017 wildfires. There was about \$150 million in funding, of which about \$100 million has been distributed and there is about \$50 million remains available to address financial losses from the wildfires. There was discussion about how to proceed with distributing the remaining funds. The Board also discussed garbage disposal and the lack of sites to dispose of recyclables. The cost of this service has increased. The main topic of discussion was liability of local governments for fire brigades, that many of the fire departments don't meet firefighting standards under the existing regulations. Small communities cannot afford to

fund the fire brigades, but still want fire protection services. Some of the communities have a relatively large number of firefighters and TNRD representatives were providing small amounts of grant funding for their brigades, but the Board voted to no longer provide this funding due to liability issues. Possibly the communities will be asked to contribute more tax revenue towards maintaining their fire brigades, and some communities may have TNRD take over the administration of the fire brigades from the member municipalities with funding to be provided from the tax revenue of those municipalities. Most small communities struggle with appropriately funding their fire brigades, to provide a fire hall, fire truck, training, etc. The Board discussed the lack of grant funding to assist with these costs.

(d) Councillor Hay

Councillor Hay attended the Committee of the Whole meeting on February 15<sup>th</sup>. He recently received a phone call from a local resident inquiring about Council's progress with preparing legislation for the dispensary of cannabis in the Village of Lytton. He informed the resident that we are preparing for the introduction of the new federal legislation, and will be seeking legal advice as needed.

**18-63 Moved, Seconded** by Councillors Callewaert-Haugen, Polderman THAT the Council reports be received. **CARRIED**

### 13) REPORTS FROM COMMITTEES OF COUNCIL & COMMISSIONS

- (a) The Age-friendly Seniors Housing Committee – the Committee is holding a full-day seminar on March 1, 2018. The facilitator is Sarah Ravlic of BC Healthy Communities. A more thorough report will be provided to Council by Councillor Hay at the next meeting of Council. Councillor Hay will spend some time with CAO Anderson and the Committee to prepare a briefing package for presentation to our MP Jati Sidhu.
- (b) DL225 Land Advisory Committee – Councillor Hay will be communicating further with his contact at the provincial Ministry of Forests, Lands and Natural Resource.

### 14) NEW BUSINESS

### 15) CALENDAR OF EVENTS

- March 1, 2018 Age Friendly Seniors Housing Committee – Capacity Building Workshop 9:30am in Council Chambers
- March 2, 2018 Committee of the Whole – Budget Meeting @ 10:00am in the Council Chambers
- March 8, 2018 – Fire Smart Community Info Session @ Parish Hall 5:30-7:00pm
- March 13, 2018 Committee of the Whole - Policy & Procedure Meeting in Council Chambers @ 10:00am
- March 13, 2018 – MP Jati Sidhu @ Parish Hall 3:00 – 4:30pm
- March 24 & 25, 2018 @ 10 a.m. to 2 p.m. (lunch is provided) – FireSmart Community Cleanup events. Saturday, March 24<sup>th</sup> is at Snake Flat Road. Sunday, March 25<sup>th</sup> is at Pioneer Cemetery at West Lane and Fraser Street.
- April 8, 2018 – Cemetery Clean up day 10:00am – 2:00pm
- April 14 & 14, 2018 New Pathways to Gold 10<sup>th</sup> Anniversary in Lytton
- May 4, 2018 – Gold Country Community Society Regular AGM @ 10:30am
- May 18 & 19, 2018 Two Rivers Remix
- May 25 & 26 – 3<sup>rd</sup> annual Gold Country Tourism Symposium in Cache Creek
- Nominations for Candidates: September 4 – 14, 2018

➤ Election Date October 20, 2018

16) **IN-CAMERA**

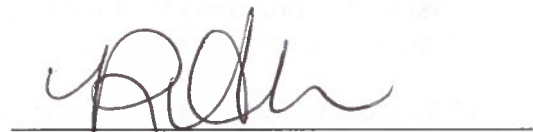
**18-64 Moved, Seconded** by Councillors Hay, Polderman THAT in accordance with Section 90(1)(k) and 90(2)(b) of the *Community Charter*, this portion of the meeting is closed to the public, AND THAT Council move into an in-camera session at 9:33 p.m. **CARRIED**

Council resumed the Regular Council Meeting at 9:49 p.m.

17) **ADJOURNMENT**

**18-65 Moved, Seconded** by Mayor Lightfoot, Councillor Hay THAT the meeting adjourn at 9:50 p.m. **CARRIED**

  
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Mayor Jesso Lightfoot

  
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Corporate Officer