



**Village of Lytton  
Regular Council Meeting  
MINUTES  
Council Chamber, 380 Main Street, Lytton, BC  
Wednesday, March 13, 2019 @ 5:00 pm**

**IN ATTENDANCE:** Mayor Polderman, Councillor Murray, Councillor Hay  
**Absent with notice:** Councillor Cranmer-Underhill  
**Absent:** Councillor Callewaert-Haugen

**STAFF:** CAO Anderson, CFO Njenga, PW Lead Hand Bate, Water Project Coordinator Miller, Intern Goodall

**PUBLIC:** Mr. Huntley Smith, Mrs. Peggy Chute, Mr. Chris O'Connor

1) **CALL TO ORDER** – Mayor Polderman at 5:08 pm.

2) **ADOPTION OF AGENDA**

**19-66 Moved, Seconded** by Councillors Murray, Mayor Polderman THAT the agenda be adopted as amended to add late items 8(a) and 8(b). **CARRIED**

3) **ADDITION OF LATE ITEMS**

- 8 b) CFO YTD Performance report for 2019 Budget
- 8 b) Community Charter Division 5 – Officers and Employees

4) **DELEGATIONS** - None

5) **PUBLIC COMMENT** – Mr. O'Connor stated that regarding the Tourism Coordinator position he believes that tourism is 'a bust' with respect to having a positive impact on the local economy. He advised Council that he wants to see an Economic Development Officer hired. He also stated that he has concerns about the Interior Health Authority's geothermal system on the local aquifer.

6) **ADOPTION OF MINUTES**

(a) Adoption of Minutes of the Regular Council Meeting held Wed. February 27, 2019

**19-67 Moved, Seconded** by Councillor Murray, Mayor Polderman THAT the Minutes of the regular Council meeting held on Wednesday February 27, 2019 be adopted as presented. **CARRIED**

7) **BUSINESS ARISING**

(a) Inauguration of Councillor Ian Hay –Councillor Ian Hay had already joined CAO Anderson in her office and was sworn in by CAO Anderson at 5:08, to facilitate meeting quorum.

(b) Canadian Federation of Independent Business (Item brought forward from December 12, 2018 Council meeting) – Letter from CFIB dated November 15, 2018 suggesting a meeting with Council

Direction to Staff to arrange for a delegation up to 10 minutes in length.

(c) Establishment of Select Committee – Land Advisory Committee

**19-68 Moved, Seconded** by Councillors Murray, Hay THAT Council hereby establishes a select committee pursuant to section 124 of the Community Charter that will be known as the Land Use Advisory Committee AND THAT the select committee known as the Parcel DL225 Land Advisory Committee is hereby dissolved. **CARRIED**

Direction to staff to include an item on the agenda of the March 20, 2019 Committee of the Whole meeting for discussion and recommendations regarding Council's appointment of members to serve on the Land Use Advisory Committee.

8) **REPORTS FROM STAFF**

(a) **Chief Administrative Officer** – Verbal report by CAO Anderson that her time during the past weeks has been devoted to the following tasks:

- Contract drafting – addendum drafted to CFO's employment contract
- Litigation issues – to be discussed during the in-camera session
- Attended a meeting with four members of Interior Health's Public Health Department – topics included programs to reduce smoking, cannabis related issues, extreme heat emergency program, seniors' programs, food sustainability and diet/nutrition issues, promotion of physical exercise, etc. The IH staff will be preparing a presentation to come to Council.
- Development of 155 South Main Street property – meetings with BCWS Forest Protection Technician and Building Inspector
- Asset Management Project – final reporting is due. Received a 641-page report plus there are forms to be completed.
- Groundwater Development Project – construction meetings and staff meetings to discuss the budget, construction issues, grant funding claims, correspondence, reports, CCO #14, BC Hydro construction and installation of power supply.
- Attended a webinar re CARIP reporting – 2018 report is due in June 2019
- Communications with Environment Canada re cleanup of hazardous spill site at the accident scene on Old Trans Canada Highway
- Review of TNRD draft Building Regulations Amendment Bylaw
- Age-friendly Seniors Housing Workshop held March 12, 2019 with Michael Shapcott of Sorrento Centre
- Financial contribution sent with letter to nkshAytKn for the feasibility study costs
- Staff meeting was held to discuss the website redesign project, the Economic Development Working Group, and the BC Rural Dividend funding
- Attended the meeting at the Ashcroft Terminal on March 11th
- Attended the FireSmart Board meeting
- Met with Tree Canada grant funding administrator to discuss what tasks and project activities we would like to see grant funding for Lytton
- Meeting with CFO & Scotiabank representative re investment interest rates

**19-69 Moved, Seconded** by Councillors Murray, Hay THAT the CAO's Verbal Report dated March 13<sup>th</sup> be received for information.

**CARRIED**

(b) **Chief Financial Officer** – Report by CFO Njenga

- i. **CFO YTD Performance report for the 2019 Budget** CFO Njenga advised that he has been in discussion with several Credit Unions and the Scotia Bank to investigate financial instruments and accounts that can provide a better return on investment.

*Point of Order: Councillor Hay called for a Point of Order due to Mr. O'Connor interrupting CFO Njenga during his report and then directing questions from the floor. Councillor Hay and Mayor Polderman explained that the public has the opportunity to comment only on agenda items at the start of the meeting as outlined in the agenda.*

Council asked several questions to clarify items in the Performance report which CFO Njenga answered. He then requested that Council feel free to bring forward questions at any time.

Council directed the CFO to provide a breakdown of the Water Project Expenses listed at page 8 of the Performance Report.

- ii. **Community Charter Division 5 – Officers and Employees.** CFO Njenga included this item in his report to Council to confirm his responsibilities to the Village as outlined in the Community Charter. Council noted that they cannot oppose the Charter but do have the authority to add to the CFO duties in Division 5.

**19-70 Moved, Seconded** by Councillors Hay, Murray THAT the CFO's YTD Performance report for the 2019 Budget be received and filed. **CARRIED**

(c) **Corporate Officer** – none

(d) **Economic Development Officer** – none

(e) **Public Works** – CAO Anderson and Lead Hand Rod Bate, Report on Public Works

- i. Improving the energy efficiency of the Public Works shop - Verbal report by CAO Anderson and Public Works Lead Hand Bate re insulation installed above ceiling & Proposal by MSA Insulating Inc.

CAO Anderson - A strategic priorities workplan is being undertaken for the Public Works division. This will allow staff to develop a budget and plan for expenses to reduce the need for *ad hoc* requests for project and operational funding. CAO Anderson also acknowledged the additional work undertaken by the Public Works staff to assist with the Groundwater Development Project, in particular Lead Hand Bate's contributions. The Lead Hand attends all construction meetings and has lent his expertise in a variety of ways over and above his regular duties.

Lead Hand Bate - reported to Council that attempts are being made to upgrade the PW Shop and make it more energy efficient. The PW staff would like to fill the building corners with concrete to mitigate the cracks. Moreover, with no insulation in the building ceiling the propane costs are extremely high. So far, staff have weather sealed the doors to improve efficiency and have organized the space so the trucks can now be parked inside. There is surplus equipment that can be sold off. Also, sidewalk replacement work needs to be done.

It was noted that green energy grant funding exists and that there may be funds available to pay for the insulation and energy efficiency improvements to the PW Shop

**19-71 Moved, Seconded** by Councillors Hay, Murray THAT Council approves the expenditure of up to \$3480.00 plus GST for fiberglass insulation to be purchased and installed in the ceiling of the Public Works Shop AND THAT Staff are directed to investigate grant funding opportunities to cover part, or all, of the cost. **CARRIED**

- (f) **Fire Rescue – none**
- (g) **Water Project Coordinator – Water Capital Project Report by Lonny Miller, Water Project Coordinator, dated March 13, 2019**

**19-72 Moved, Seconded** by Councillors Murray, Hay THAT the Water Project Update Report dated March 13, 2019 be received for information and filed; AND THAT the estimate from ComCom Services Ltd. dated March 3, 2019 in the amount of \$19,713.75 be approved and included in the Water Development Project as a separate item from the Timbro Contract. **CARRIED**

- (h) **Engineering Consultant – Report by Engineering Consultant Dan Mundall dated February 27, 2019**

**19-73 Moved, Seconded** by Councillors Hay, Murray THAT Council receive the Report to Council by Mundall Engineering & Consulting dated February 27, 2019 for information and filed. **CARRIED**

- (i) **Local Government Management Intern**

- i. **Tourism Coordinator Position 2019 – Report by Kim Goodall dated March 13, 2019**

**19-74 Moved, Seconded** by Mayor Polderman Councillor Hay THAT Council for the Village of Lytton supports the application to Canada Summer Jobs from the Village of Lytton for a Tourism Coordinator to manage the Visitor Information Centre for the 2019 season; AND THAT the Village will cover wage and employment costs up to the amount of \$3,500.00 **CARRIED**

- ii. **EMBC Training for Elected Officials held February 28, 2019 – Verbal report by Kim Goodall**

- **Planning – needs to consider all risks and be flexible. (Review bylaw and update if required)**
- **Legislated responsibilities for Local Government. Lead high level decision making and are the policy group (e.g. choosing to save X or Y). Also act as spokesperson. Not involved in operations.**
- **Need to understand the reimbursement approval using 'Blue Book' rates. During an event discuss in advance of expenditure. What are you trying to accomplish? How does it fit into BCEMS Response Goals?**
- **Task numbers are critical – required for reimbursement.**
- **Leaders need to lead.....and require the correct information. Wait to hear from the EOC and double check with the EOC before publishing information in any format. Ensure messages contain the Date & Time.**
- **State of Local Emergency allows for extraordinary powers (e.g. tree removal, access to land). Council is required to update the SOLE every seven days.**
- **Support your ESS Program and volunteers.**

- Elected officials should attend the ESS Site – not the EOC

## 9) BYLAWS, POLICIES & RESOLUTIONS

### (a) Village of Lytton 2019-2023 Financial Plan Bylaw No. 699, 2019

Discussion resulted in the final reading of this bylaw being postponed pending amendments to the budget. A motion was put forward to account for the creation of a contingency fund.

**19- 75 Moved, Seconded** by Councillor Murray, Mayor Polderman THAT the Village of Lytton Council will include a Contingency Fund to a maximum of \$10,000 within the 2019 budget.

**CARRIED**

## 10) CORRESPONDENCE

### (a) Incoming correspondence for action

- i. Letter to Council from Jim McMillan dated March 8, 2019.

Direction to staff to draft correspondence for Mayor Polderman's signature.

### (b) Incoming correspondence for information – See Incoming Correspondence List

### (c) Incoming correspondence list

### (d) Outgoing correspondence list

**19-76 Moved, Seconded** by Councillors Hay, Murray THAT Council receive the above correspondence for information and filing.

**CARRIED**

## 11) REPORT FROM MAYOR

- The Mayor attended the EOC Table Top exercise on March 5<sup>th</sup>, the COTW on March 6<sup>th</sup>, and the Ashcroft Inland Port meeting on March 11<sup>th</sup>. More training opportunities for Emergency management and planning will be coming up shortly.
- The Ashcroft Terminal is an exciting project and will have a positive economic impact on the area although it will also create challenges for communities. Housing needs and job creation were discussed however, the details on the skills requirements needed were a bit vague.
- Information regarding the need for Heavy Equipment Operators was forwarded by email from the CAO to Council and interested residents.
- Mayor Polderman attended the Michael Shapcott presentation hosted by the Age Friendly Seniors Housing Committee which offered some great information and suggestions for moving plans forward.
- The Mayor and CAO Anderson met to discuss formalizing the reporting process from the Public Works department. Public Works will provide Council with information regarding the work and projects they have accomplished so that Council can inform the Village residents in a timely manner.

## 12) COUNCIL REPORTS

(a) Report from Councillor Tiffany Callewaert-Haugen – None

(b) Report from Councillor Paula Cranmer-Underhill – None

(c) Report from Councillor Hay:

Councillor Hay reported that he is honoured to have been elected back on Council and that he looks forward to being a part of moving the Village forward once again. During his campaign, he visited many residents in their homes and had a chance to hear their views on many different aspects of the Village and the way things are going.

One of the points which was brought to his attention, by residents both directly and indirectly involved, was the matter of the Fuel Management Project, with the main focus directed to the financial support it brings to the Village. Councillor Hay noted that he has been off Council since November and most of the Village discussions regarding this project have been held In-Camera. The talks he was involved with the residents had to do with some potential workers being aware that the RFP stated that the crew should be ready to start the project on 10 December 2018 (might have provided a much-needed paycheque for the Christmas Season) and when approached by contractor(s) committed to work for them. When the project did not start ON 10 December 2018, these individuals still stood by their commitment with hopes of working soon. Other concerns from "indirectly" involved residents had to do with rent, food, etc. They were told by family members that they would soon be working and then could pay rent, as well as other monthly bills. The promised work contract has not materialized and Councillor Hay got the sense that these residents were upset at the loss of employment and income. Councillor Hay said that some of these individuals told him they would not make themselves available for future work on this project, as they felt so deeply disappointed that the project had not begun as planned. The Village is the people and Councillor Hay feels strongly that the Village's elected leaders and staff need to act to preserve their trust in us. These workers told Councillor Hay that they have lost 3+ months of pay because of the delay in awarding the contract, and Councillor Hay expressed sympathy for their loss and looks forward to being more involved with the discussions about this project in the future, and supporting employment opportunities through such projects.

Councillor Hay noted that the following pages on the Village website are out of date (just two he came across):

<http://www.lytton.ca/sites/lytton.civicwebcms.com/files/media/Lytton%20-%20Investment%20Ready%20Profile%20%28web%29.pdf>

<http://www.lytton.ca/sites/lytton.civicwebcms.com/files/media/CouncilCommittees2015.pdf>

- (d) Report from Councillor Gordon Murray. Councillor Murray attended the most recent May Days meeting and advises that the Committee has formed into a Society. The festival plan for 2019 is much the same as has occurred in previous years. A letter to Council will be forthcoming requesting a street closure for the event. Councillor Murray will be attending an Economic Development working group meeting in the near future to move that initiative forward and he will attend the NDIT meeting next week and is interested to hear about grant funding options for festivals.

**19-77 Moved, Seconded** by Councillors Hay, Murray THAT Council accepts the Mayor and Councillors reports to Council. **CARRIED**

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

- (a) Age-friendly Seniors Housing Committee – Committee Chairman, Councillor Hay  
12 March 2019 meeting of the Age-Friendly Seniors Housing Committee was unique, as the Committee hosted a three (3) hour meeting with a Guest Speaker, Michael Shapcott as well as representatives from interested Housing representatives from Ashcroft and Lillooet. Approximately, 20 people were in attendance.

A very brief bio on Mr. Shapcott: Michael Shapcott is a Canadian academic whose public policy research focuses on housing, homelessness, and the relationships between health, poverty and housing. He has worked on housing and homelessness initiatives at all levels of government including international levels. He is currently Director of the Affordable Housing and Social Innovation at the Wellesley Institute (WI), a non-profit and non-partisan research and policy think tank in Toronto, Ontario, Canada. He was previously Executive Director of the Community/University Research Partnerships (CURP) program at University of Toronto's Centre for Urban and Community Studies, where he promoted links between academic research and social justice. Shapcott is a founding member of the National Housing and Homelessness Network and the Toronto Disaster Relief Committee and the Toronto Environmental Alliance, of which he continues to be a board member. Prior to that, he was manager of government relations and communications at the Co-operative Housing Federation of Canada (Ontario Region). Michael Shapcott went to Alexander Galt Regional High School (1970 – 1972) and took courses including political science at the University of Calgary (1980 – 1982) and then studied Law at the University of Toronto (1983 – 1986). He did not go before the bar but instead began to work at the Christian Resource Centre, then as a manager at both Houses Opening Today (HOT) and with the Homes First Society, an innovative initiative that has become an integral part of many housing programs. In 1989, Shapcott, Bart Poesiat and future Toronto mayor Barbara Hall created the Rupert Pilot Project[9] to fund affordable housing initiatives which received substantial funding in the early 1990s from the Ontario government. He currently holds the position of Executive Director at Sorrento Centre Anglican in the community of Sorrento, BC.

Mr. Shapcott first provided a very nice bit of background to qualify himself as being an authority on Housing both nationally and internationally. He then, after the lunch break, focused on the work done to date by the Lytton Age-Friendly Seniors Housing Committee and on several occasions commended the Committee for the great work they had accomplished over the last two years.

Mr. Shapcott answered questions pertaining to the potential project here in Lytton as well as for those other people in attendance. The Meeting ended shortly after 1400 hours and Chair Hay presented Mr. Shapcott with a card signed by all the attendees as well as a nice gift made by one of the local artisans. Councillor Hay personally feels it was an extremely worthwhile day and certainly complimented the work already undertaken by and completed by the Age-Friendly Seniors Housing Committee.

The next Committee Meeting will be held on 27 March 2019 (Wednesday) at 11:00 am in the Council Chambers and Padre Angus Muir will be in attendance.

*Point of Order - Mr. O'Connor again spoke out of turn and Councillor Hay called Point of Order. A 12-minute pause occurred at this point in the meeting proceedings as Mr. O'Connor was asked to leave the meeting, first by Councillor Hay and then directed to leave by Mayor Polderman. Mr. O'Connor refused to leave by his own volition and was escorted from Council Chambers by the RCMP after an officer arrived on scene.*

- (b) Emergency Centre Committee – Mayor Polderman. The Mayor spoke to both this item and item (d). He spoke with CAO Anderson and CFO Njenga regarding resolution 0972 which had

been put in place in 2009 to not fund the Fire Hall for one year so that the Firefighters could be brought up to level one training. No funding for the new Fire Hall has been set aside since 2009, meaning the account is approximately \$160,000 short. The money is still in the Village's accounts but has not been transferred to the Fire Hall account. Mayor Polderman would like the pending Land Committee to be involved in site selection. He also noted that the Fire Department should be supported by Committee oversight for their budgeting, recruitment needs and other initiatives like outside participation in funding. It may be that their oversight requirements be undertaken by the Emergency Centre Committee.

*The meeting was briefly paused again as the RCMP officer returned to Council Chambers to verify that Mayor Polderman had requested Mr. O'Connor to leave. Mayor Polderman affirmed his request.*

(c) nkshAytkn Caring for our Children Committee – Councillor Cranmer-Underhill. N/A

(d) Emergency Preparedness Working Group – Mayor Polderman, re EOC Spring Refresher session held March 5, 2019

**19-78 Moved, Seconded** by Councillors Murray, Mayor Polderman THAT Council accepts Councillors reports from Committees and Commissions. **CARRIED**

14) **NEW BUSINESS** – none

15) **CALENDAR OF EVENTS**

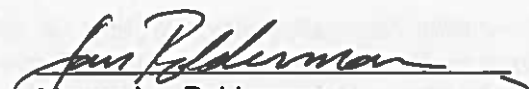
- Committee of the Whole Meeting – Wednesday March 20<sup>th</sup>, Council Chambers
- 2019 MIABC Risk Management Conference - April 16-18, 2019 in Vancouver
- 2019 SILGA Convention – April 30 – May 3, 2019 in Penticton
- Gold Country Annual Tourism Symposium – May 3 & 4, 2019
- 2019 Clinton Annual Parade “Transportation Through the Ages” – May 13, 2019, 11:00 a.m.
- Registration opens for UBCM 2019 Convention – Tuesday, July 2<sup>nd</sup>
- Gold County Geocaching Event in Lytton – September 21<sup>st</sup>
- UBCM 2019 Convention – Sept. 23-27, 2019 at Vancouver Convention Centre

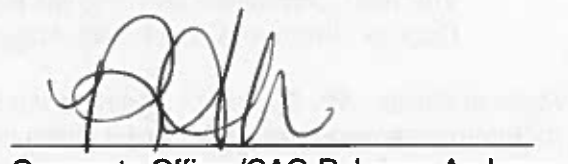
16) **IN-CAMERA**

**19-79 Moved, Seconded** by Councillors Hay, Murray 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 7:25 pm. **CARRIED**

17) **ADJOURNMENT**

**19-80 Moved, Seconded** by Councillors Murray, Cranmer-Underhill THAT the meeting adjourn at 7:30 pm. **CARRIED**

  
Mayor Jan Polderman

  
Corporate Officer/CAO Rebecca Anderson