



**Village of Lytton
Regular Council Meeting – MINUTES
Council Chamber, 380 Main Street, Lytton, BC
7:00 pm – Wednesday, March 14, 2018**

IN ATTENDANCE:

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

STAFF:

CAO Rebecca Anderson
Water Project Coordinator Lonny Miller

PUBLIC: Bernie Fandrich, Amanda Spinks

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

2) **ADOPTION OF AGENDA**

18-70 Moved, Seconded by Councillors Hay, Smith THAT the agenda be adopted as amended to change item 6(b) Minutes of the Special Council Meeting held February 15, 2018. **CARRIED**

3) **ADDITION OF LATE ITEMS**

18-71 Moved, Seconded by Councillors Hay, Callewaert-Haugen THAT the following late items be added to the agenda:

- Item 7(a) – Written report to Council from Water project Coordinator re Timbro Contracting Comprehensive Change Order #1;
- Item 7(c) – E-mail from Jennifer Thoss re Lytton U13 Coed Soccer Team and funding information;
- Item 10(a)(iv) – Letter from LFN seeking Council support for Community Easter Event; and,
- Item 10(b)(viii) – News Release re funding recipients under the federal Gas Tax Fund.

CARRIED

4) **DELEGATIONS** - None

5) **PUBLIC COMMENT** – Bernie Fandrich requested that copies of the agenda be made available for members of the public by posting them on the Village website, with sufficient time to review them in advance of Council meetings. He also inquired about obtaining copies of the notices regarding the free courses that are being offered through Community Futures Sun Country on April 27 & 28, 2018, which will be of interest to members of the Lytton & District Chamber of Commerce.

6) **ADOPTION OF MINUTES**

(a) Minutes of the Regular Council Meeting of February 7, 2018

18-72 Moved, Seconded by Councillors Hay, Callewaert-Haugen THAT the Minutes of the Regular Council Meeting of February 7, 2018 be adopted as presented. **CARRIED**

(b) Minutes of the Special Council Meeting of February 15, 2018

18-73 Moved, Seconded by Councillors Hay, Polderman THAT the Minutes of the Special Council Meeting of February 15, 2018 be adopted as presented. **CARRIED**

7) **BUSINESS ARISING**

- (a) Lonny Miller, Water Project Coordinator –Water Project update – Report to Council dated March 14, 2018 re Timbro Contracting’s Contemplative Change Order #1

18-74 Moved, Seconded by Councillors Hay, Polderman THAT Council approves Item #1 of the Contemplated Change Order for the installation of new DN200 Watermain from the Highway crossing to the 265 reservoir. **CARRIED**

18-75 Moved, Seconded by Mayor Lightfoot, Councillor Smith THAT Council approves the remaining items in the Contemplated Change Order #1, specifically for the Painting and Coatings of the seacan, the installation of 1005 meters of 2” fibre conduit from Well 3 to the new Water Treatment Plant, and the installation of additional pull boxes. **DEFEATED**

18-76 Moved, Seconded by Councillor Callewaert-Haugen, Mayor Lightfoot THAT Council approves the last two items of the Contemplated Change Order #1, specifically the installation of 1005 meters of 2” fibre conduit from Well 3 to the new Water Treatment Plant, and the installation of additional pull boxes. **DEFEATED**

18-77 Moved, Seconded by Mayor Lightfoot, Councillor Callewaert-Haugen THAT Council approves item #2 of the Contemplated Change Order #1, specifically for the painting of the seacan. **DEFEATED**

18-78 Moved, Seconded by Councillors Polderman, Callewaert-Haugen THAT Council award the contract to Timbro for the amount of their original bid plus the additional costs of the installation of the new DN200 watermain from the highway crossing to the 265 reservoir. **CARRIED**

- (b) Thompson River University Student Union – Draft Template letter re TRU funding re-evaluation

18-79 Moved, Seconded by Councillors Callewaert-Haugen, Polderman THAT Mayor Lightfoot will send a letter on behalf of Council in support of TRU Student Union’s “Fund the Future” initiative to request that the provincial government re-evaluate the Thompson River University funding formula. **CARRIED**

- (c) Lytton U13 Coed Soccer Team - E-mail dated March 14, 2018 from Jennifer Thoss

18-80 Moved, Seconded by Councillors Callewaert-Haugen, Polderman THAT the Village of Lytton will purchase jerseys, to a maximum cost of \$600, for the Lytton U13 coed soccer team. **CARRIED**

8) **REPORTS FROM STAFF**

- (a) CAO Report:

On March 1st, CAO Anderson attended the workshop of the Age-friendly Seniors Housing Committee, hosted by BC Healthy Communities and BC Housing. On March 2nd, she attended the Committee of the Whole budget meeting. On March 5th, she travelled to the TNRD offices in Kamloops to attend the meeting regarding the Building Regulations and the corresponding revisions needed for municipal bylaws. On March 6th and 7th, CAO Anderson went with Karen

Haugen and Tom McPhail to Cache Creek to attend the EMBC Course “Emergency Operations Centre Essentials”. A Red Cross agent held information sessions in the Council Chambers on March 8th, providing business support for recovery and compensation for lost revenue incurred as a result of wildfires, and CAO Anderson also attended a TNRD meeting re recent recycling changes, as well as the FireSmart Community Information Session held at the Lytton Anglican Parish Hall. On March 9, CAO Anderson attended a meeting with members of a community working group that are planning the outdoor fitness station project and assisted them with connecting to potential facilitators at BC Healthy Communities. On March 9th, she met with staff regarding the Groundwater Development Project and the proposed Contemplated Change Order #1. On March 12th, she joined the Age-friendly Seniors Housing Committee meeting to discuss the new information received at the workshop on March 1st, and also participated in the Technical Advisory Committee meeting regarding the Groundwater Development Project. On March 13th, she attended the FireSmart Board meeting to help plan for the community clean-up events scheduled for March 24 & 25, and then also attended the public meeting held by MP Jati Sidhu. Earlier today, CAO Anderson attended a telephone conference hosted by the Ministry of Jobs and TNRD member municipalities to discuss the proposed Intercommunity Business License Partnership program, which would provide a mobile business licensing system.

- (b) CFO Report – CAO Anderson reported that the preparation of the financial statements, year end and audit is ongoing.
- (c) Corporate Officer – Council directed CAO Anderson to reschedule the Committee of the Whole policy & procedures meeting.
- (d) Economic Development Officer – No report.
- (e) Public Works – CAO Anderson reported that the PW staff had new running boards installed on the Ford 250. They have also been preparing to patch roads. New door hatches are being installed at the water reservoirs to address the confined space issues identified there. PW Acting Lead Hand Rod Bate has set up the staff’s new smart phones with the SCADA System. Street sweeping will begin soon.
- (f) Fire Rescue – No report.

18-81 Moved, Seconded by Councillors Poldeman, Hay THAT Council receive the CAO’s report. **CARRIED**

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

10) **CORRESPONDENCE**

(a) **Incoming Correspondence for Action**

- i. Hen Knakst Tsitxw Society – Letter dated February 26, 2018 requesting donation for Annual Walk to End Violence Against Women

18-82 Moved, Seconded by Councillors Hay, Polderman THAT the Village of Lytton donate two books of pool tickets for fundraiser events. **CARRIED**

- ii. Lytton First Nations, Healthy City Project – Email dated February 27, 2018 requesting letter of support re Community to Community Form Grant application

18-83 Moved, Seconded by Councillors Callewaert-Haugen, Hay, THAT the Village of Lytton supports the activities described in Lytton First Nation's funding application prepared for the Community to Community grant program. **CARRIED**

- iii. nkshAytkn "Caring for Our Children" – letter received March 8, 2018 requesting monetary contribution towards feasibility study for new build on the Lytton Elementary School site.

18-84 Moved, Seconded by Mayor Lightfoot, Councillor Callewaert-Haugen THAT the Village of Lytton donate up to \$3,500 towards a feasibility study for a new build on the Lytton Elementary School site, to be contributed once all monies are in place that are needed to enable the group to proceed with the study, AND THAT this sum is to be paid from the Interior Endowment Fund. **CARRIED**

- iv. Lytton First Nation, Social Development Department – letter dated March 5, 2018 re request for donation for Community Easter Event

No action taken.

(b) Correspondence for Information

- i. Federation of Canadian Municipalities – Analysis of Federal Budget 2018
- ii. Cariboo Chilcotin Coast Tourism Association – letter dated February 15, 2018 inviting Council to 2018 Rural Tourism Summit "Beyond the Fire".
- iii. BC Municipal Climate Leadership Council – Invitation to attend the High Impact Leadership on Climate Action Workshop
- iv. Interior Health – Staffing announcement re Interim HCIS Health Services Manager TC Rural for the Communities of Ashcroft, Chase, Clinton, Lillooet, Lytton.
- v. Lytton Greyhound bus service – E-mail dated February 28, 2018 from Mayor Lightfoot to Eve Harris at Greyhound & Bridge River Lillooet News article "Lytton's Greyhound bus service ends June 1"
- vi. Green Municipal Fund Proposal 9448 – Email from Nathalie Lapointe, Project Officer, GMF re possible acceptance of costs as eligible upon meeting conditions specified.
- vii. Selina Robinson, Minister of Municipal Affairs & Housing; Wendy Booth, President, UBCM; Patti Bridal, President, LGMA – Letter dated March 6, 2018 re Update on the Working Group on Responsible Conduct
- viii. Federal Gas Tax Fund – News Release dated March 9, 2018 re Approved Projects

(c) Correspondence List – List provided to Council.

(d) Outgoing Correspondence – List provided to Council.

18-85 Moved, Seconded by Councillors Callewaert-Haugen, Smith THAT Council receive the above-noted correspondence for information and filing. **CARRIED**

11) REPORT FROM MAYOR

March 5th – the NkshAytkn Committee met. The group discussed the submissions for a feasibility study, the letter to the Minister of Education and letters from School District #74. Two urgent priorities are: lobbying for an extension of the May 14th deadline, issued by SD#74 and raising funds to proceed with the feasibility study.

March 6th – a small delegation made a presentation to the school board. Committee facilitator Gloria Raphael and LFN councillor Jason Robertson asked the board for an extension and expressed concern with the consultation process.

March 7th – Mayor Lightfoot participated with various agencies at Nicomen for an emergency services meeting. It was well organized and informative. The minutes from the meeting are part of tonight's agenda package.

March 8th – the Fire Smart Community meeting was held at the Parish Hall. Several presenters gave information regarding fire smarting our homes and community, and an overview of work planned for the area.

March 12th – the May Day committee met to review the upcoming event

March 13th – the Fire Smart committee met to organize details for the upcoming Fire Smart events planned for March 24th and 25th

The NkshAytkn Committee met for a brief meeting. The group was updated on the SD#74 meeting, the letter sent to the Minister of Education and fundraising for the feasibility study. A Go Fund Me page is being developed for persons wanting to contribute. LFN will manage the account. A public meeting is planned for April 12th.

Mayor Lightfoot joined many others to attend a community meeting at the Parish Hall held by MP Jati Sidhu.

Tomorrow the TNRD will hold its regular meeting in Kamloops

Friday, Gold Country will hold its meeting in Cache Creek. Terri Hadwin will be leaving the organization and the new CEO will be introduced to the group

12) COUNCIL REPORTS

(a) Councillor Callewaert-Haugen – nothing to report.

(b) Councillor Hay

Councillor Hay attended the Age-friendly Seniors Housing Committee workshop on March 1st, and will report further about that later in this meeting. He went to the Committee of the Whole Budget meeting held March 2nd. He also attended the public session with MP Jati Sidhu. He noted the Fire Department had closed some parts of the Village streets for the purposes of training, and requested that there be proper notification of Council and the public regarding traffic control for these events. CAO Anderson is working with them for the completion of the form for traffic control for training purposes. Also, he had observed the Fire Department attending to a grass fire near the ferry, and questioned whether the proper authorization had been granted for this. It was explained that since this area is within the Village's fire protection zone, the Fire Department did not require prior authorization for responding to this fire.

(c) Councillor Polderman

Councillor Polderman attended part of the Age-friendly Seniors Housing workshop held March 1st, and the Committee of the Whole Budget meeting held March 2nd. He went to the public session with MP Jati Sidhu.

(d) Councillor Smith

Councillor Smith attended the Committee of the Whole Budget meeting held March 2nd, and the public session put on by MP Jati Sidhu.

13) REPORTS FROM COMMITTEES OF COUNCIL & COMMISSIONS

- (a) The Age-friendly Seniors Housing Committee – Copies of the letter dated March 5, 2018 sent from the Committee to the Lytton Anglican Parish were presented to Council. Councillor Hay presented a written report to Council dated March 14, 2018, regarding the activities of the Committee since its formation approximately one year ago. Members were appointed to the Committee and Councillor Hay was elected as the Chair of the Committee. The Committee meets about once per month and have created Terms of Reference that were accepted by the Committee and by Council. Councillor Hay provided a summary of the 2017 funding received from the UBCM's Age-friendly Communities Program and the workshops provided to the Committee through that program and by Sarah Ravlic at BC Healthy Communities and by Danna Locke and Lisa Chapman of BC Housing. He reviewed the meetings held at UBCM 2017 Convention with the Honourable Selina Robinson, Minister of Municipal Affairs and Housing. The Committee attended the public session with MP Jati Sidhu. Upcoming activities include a meeting with CitySpaces consultants on March 22, 2018 via telephone conference to discuss the Needs and Assessment Study. He described the current 2018 funding received from the Age-friendly Communities Program, which will pay for the Needs and Demand Study.
- (b) Emergency Resource Meeting – Minutes dated March 7, 2018.

18-86 Moved, Seconded by Councillors Callewaert-Haugen, Smith THAT the Reports from Committees of Council be received and filed for information. **CARRIED**

14) NEW BUSINESS – None.

15) CALENDAR OF EVENTS

- 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 – Fire Smart Community Clean up Event
- April 4, 2018 – Project Procurement & delivery webinar
- April 8, 2018 – Cemetery Clean up day 10:00am – 2:00pm
- April 13 – 18, 2018 – Cariboo Chilcotin Coast Tourism Association Rural Tourism Summit
- April 14 & 15, 2018 New Pathways to Gold 10th Anniversary in Lytton
- April 17, 2018 – Han Knakst Tsitxw Society Annual walk to End Violence Against Women
- April 23, 2018 – Committee of the Whole audit meeting 3:30pm
- May 4, 2018 – Gold Country Community Society Regular AGM @ 10:30am
- May 18 & 19, 2018 Two Rivers Remix
- May 25 & 26 – 3rd annual Gold Country Tourism Symposium in Cache Creek
- September 4 – 14, 2018 - Nominations for Candidates seeking election to Council
- October 20, 2018 – Municipal Election day

16) IN-CAMERA

18-87 Moved, Seconded by Councillors Callewaert-Haugen, Hay 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 9:40 p.m. **CARRIED**

Mayor Lightfoot left the meeting at 9:49 p.m.

Councillor Callewaert-Haugen left the meeting at 9:52 p.m.


Lonny Miller left the meeting at 9:57 p.m.

Council resumed the Regular Council Meeting at 9:59 p.m.


18-88 Rise & Report – Moved, Seconded by Councillors Polderman, Hay THAT Council accepts Nicholas Quinlyn Kirszenstein as a member of Lytton Fire Rescue **CARRIED**

17) **ADJOURNMENT**

18-89 Moved, Seconded by Councillor Hay, Polderman THAT the meeting adjourn at 10:00 p.m. **CARRIED**



Mayor Jessoa Lightfoot



Corporate Officer/CAO Rebecca Anderson

