



**Village of Lytton  
Minutes of the Regular Council Meeting  
Council Chamber, 380 Main Street, Lytton, BC  
7:00 pm – Wednesday March 27, 2019**

**In Attendance:**

**Council** - Mayor Polderman, Councillors: Callewaert-Haugen, Cranmer-Underhill, Hay, Murray

**Staff** – CAO Anderson, CFO Njenga, Water Project Coordinator Miller

**Members of the Public** - Peggy Chute, Nonie McCann, Curtis Davis, Rosalin Miles, Bernie Fandrich, Huntley Smith, Jim Steer, Irene Steer

- 1) **CALL TO ORDER** – Mayor Polderman at 7:03 pm
- 2) **ADOPTION OF AGENDA**

**Moved, Seconded** by Councillors Hay, Callewaert-Haugen THAT the agenda be adopted as amended to include the late items

3) **INTRODUCTION OF LATE ITEMS**

- 6(a) Copies of the draft minutes of the regular Council meeting held March 13, 2019
- 6(b) Draft minutes of the special Council meeting held March 6, 2019
- 8(b)(i) replacement of pages 9-13 re 2019-2023 Financial Plan
- 8(b)(vii) revised project scope and cost estimates for the Water System Upgrade Project
- 8(g) Water Project Coordinator Lonny Miller - Report dated April 4<sup>th</sup>, 2019
- 10(a)(ii) River Festival Society's funding application for NDIT Fabulous Festivals and Events

4) **DELEGATIONS**

- (a) Bernie Fandrich, President of Lytton & District Chamber of Commerce – Scenic & Historic Fraser Canyon Route (A proposal for a special designation for Highway #1 from Yale to Lytton)

**19-81 Moved, seconded** by Councillors Callewaert-Haugen, Murray, THAT Council provide a letter in support of the concept proposed, for the special designation of Highway #1 from Yale to Lytton as the "Scenic & Historic Fraser Canyon Route". **CARRIED**

- 5) **PUBLIC COMMENT** – Peggy Chute requested that Council and Staff kindly project their voices when speaking so it is easier to hear what is being discussed. Nonie McCann offered to answer any questions Council has at this point regarding the grant application for the River Festival (item 10(a)(ii)) and noted that Public Works Staff have been invaluable with their assistance with special events and festivals and it may be a challenge to manage logistics now that their work schedule has been modified to Monday through Friday. CAO Anderson advised that she and Public Works Rod Bate will plan staff scheduling to assist with special events that occur on weekends while ensuring that the Village will not incur overtime expenses for weekend or holiday Public Works staffing required for assisting with special community events such as Cemetery clean-up, May Days, and River Festival on September's Labour Day weekend.

6) **ADOPTION OF MINUTES**

(a) Minutes of regular Council meeting held March 13, 2019.

**19-82 Moved, Seconded** by Councillors Hay, Murray THAT the minutes of the regular Council meeting held on Wednesday, March 13, 2019, be adopted as presented.

**CARRIED**

(b) Minutes of the special Council Meeting held March 6, 2019

**19-83 Moved, Seconded** by Councillors Cranmer-Underhill, Murray THAT the minutes of the special Council meeting held March 6, 2019 be adopted as presented.

**CARRIED**

7) **BUSINESS ARISING - none**

8) **REPORTS FROM STAFF**

(a) Chief Administrative Officer – postponed until next regular meeting April 10<sup>th</sup>, 2019.

(b) Chief Financial Officer

i. Village of Lytton 2019-2023 Financial Plan Bylaw No. 699, 2019

**19-84 Moved, Seconded** by Councillors Hay, Cranmer-Underhill THAT the Village of Lytton 2019-2023 Financial Plan Bylaw No. 699, 2019 is hereby given fourth reading and final adoption.

**CARRIED**

ii. Treasury and Investment Report (banking and reinvesting). Scotiabank has offered an improved investment rate to the Village. Scotiabank's Small Business Banking Advisor at the Kamloops' Sahali Branch, Jorge Hernandez, will be attending the next regular Council meeting on April 10<sup>th</sup>, 2019 to provide a presentation to Council regarding investment opportunities for the Village at our local Lytton Branch of Scotiabank.

iii. Asset Inventory Report & assets to be decommissioned and sold. CFO Njenga has scheduled a meeting with Public Works Lead Hand, and a report will be provided at the next regular Council meeting on April 10<sup>th</sup>, 2019.

iv. Audit Progress Report – BDO Planning Report to Mayor and Council dated March 14, 2019

**19-85 Moved, Seconded** by Councillors Callewaert-Haugen, Hay THAT Council appoints BDO Canada LLP as auditors for the Village of Lytton for the 2018 audit.

**CARRIED**

v. Contract Review – Existing contracts and pending contracts

Postponed until next regular Council meeting April 10<sup>th</sup>, 2019

vi. Report on the status of the fire truck acquisition: CFO Njenga reported that he is in the process of preparing a quotation and proposal to share the costs of acquiring a new fire truck and also the construction of a new firehall, which he will present to our First Nation neighbours that receive fire protection services from the Village.

- vii. Report on the status of the Federal Gas Tax Strategic Priorities Fund – grant funds for the Water System Upgrade Project. CAO Anderson presented a copy of the revised project scope dated March 25, 2019, prepared by Engineer Dan Mundall.

**19-86 Moved, Seconded** by Councillor Callewaert-Haugen, Mayor Polderman THAT Council approve the revised project scope submitted by Dan Mundall dated March 25th, 2019 AND THAT Council authorizes staff to submit the revised project scope to the UBCM grant administrators of the Federal Gas Tax Strategic Priorities Fund.

**CARRIED**

- viii. Report on Long-term debt acquired for the construction of the Waste Water Treatment Plant. Amount remaining \$104,000 until 2023, including interest.

**19-87 Moved, seconded** by Councillors Callewaert-Haugen, Hay THAT Council receive and accept CFO Njenga's report dated April 4<sup>th</sup>, 2019 for information and filing.

**CARRIED**

(c) Corporate Officer - none

(d) Economic Development Officer - none

(e) Public Works – Postponed until Committee of the Whole meeting April 17<sup>th</sup>, 2019.

(f) Lytton Fire Rescue - none

(g) Water Project Coordinator – Report on the status of the Water Project dated March 27, 2019.

**19-88 Moved, seconded** by Councillors Hay, Callewaert-Haugen, THAT Council receive and accept Water Project Coordinator Miller's report dated March 27, 2019 for information and filing.

**CARRIED**

## 9) BYLAWS, POLICIES & RESOLUTIONS

(a) Building Regulations Amendment Bylaw No. 700, 2019

**19-89 Moved, Seconded** by Councillors Hay, Callewaert-Haugen THAT Council hereby gives 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings to Building Regulations Amendment Bylaw No. 700, 2019. **CARRIED**

## 10) CORRESPONDENCE

(a) Incoming correspondence for action

- i. Letter from Two Rivers Community Service Society dated March 7, 2019.

**19-90 Moved, Seconded** by Councillors Callewaert-Haugen, Murray THAT the Village will contribute the following in-kind contribution to the Two Rivers Community Service Society for the annual cemetery cleanup:

- Assistance of the Public Works staff with planning the pick-up and hauling away of debris;
- Availability of the Public Works truck and Public Works staff as operator of the truck on Sunday April 14<sup>th</sup> from 11:00 to 1:00 for debris removal;
- Use of the Village of Lytton Public Work's rakes;

- Following the clean-up, Public Works staff to haul away and dispose of the pine needles. **CARRIED**

- ii. Lytton River Festival – Request for Council support of funding application prepared for NDIT's Fabulous Festivals and Events Program

**19-91 Moved, Seconded** by Councillors Callewaert-Haugen, Murray THAT the Village of Lytton supports the funding application to the NDIT Fabulous Festivals and Events program from the Lytton River Festival Society for a grant of up to \$2500 for the Lytton River Festival. **CARRIED**

(b) Incoming correspondence for information – listed on the Incoming correspondence list.

(c) Incoming correspondence list

(d) Outgoing correspondence list

**19-92 Moved, Seconded** by Councillors Callewaert-Haugen, Hay THAT Council receive the above correspondence for information and filing. **CARRIED**

## 11) REPORT FROM MAYOR

Mayor Polderman reported that he has attended several meetings including a meeting with new personnel at the Scotia Bank. He and Dan Mundall Sr. from Lyttonnet had a meeting with representatives from Cache Creek regarding the installation of fibre optic internet in that community. A meeting will be scheduled in the next few months to bring together interested groups and individuals from the regional tech sector to discuss how to move the process forward. The TNRD board meets tomorrow and will be discussing the annual budget. Lytton may see an approximate \$8,000 reduction due to a change in the fee structure for the transfer station.

## 12) REPORTS FROM COUNCIL

(a) Councillor Callewaert-Haugen – no report

(b) Councillor Cranmer-Underhill –Councillor Cranmer-Underhill reported that she has received via email a copy of a letter sent by LFN Chief Webster regarding the Band's application to an infrastructure fund for development at LES. She also received an email regarding funding received for a new playground at LES by Lytton First Nation. Copies of these emails have been forwarded to CAO Anderson who will include them in the next meeting agenda.

(c) Councillor Hay - none

(d) Councillor Murray – Councillor Murray reported that he met with Councillor Cranmer-Underhill and Amanda Spinks, the Economic Development Officer from LFN, regarding the joint Agriculture Working Group. Although informal, it was a productive meeting focused primarily on the Food Hub, local Farmer's Market and how best to utilize the Healthy Community's feasibility study. Another meeting is being scheduled to further develop the Working Group's plan and set priorities. Council Murray also participated in the NDIT regional conference call. The committee discussed grant approvals and NDIT advised that there have been challenges getting grants into the system. It was noted that NDIT has received more Fabulous Festival grant applications than the Committee was aware of and Lytton's funding requests had not shown up in their system. The applications from the Village have now been prioritized and are under review. NDIT has also not published their new Housing Grant funding program as they

are awaiting administrative approvals. Also, the discussion with Amanda Spinks included the plan for a Council-to-Council get together to be scheduled when the new LFN Council is elected.

**19-93 Moved, Seconded** by Councillors Callewaert-Haugen, Hay THAT Council receive the Mayor's and Councillors' reports for information. **CARRIED**

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

- (a) Age-friendly Seniors Housing Committee – Committee Chairman, Councillor Hay Verbal report. There was a Committee meeting earlier today and things are moving along well. Committee member Sharon Smith and CAO Anderson reported out on the Jump Start Your Affordable Housing Project workshop that they recently attended, and the Committee would like to add a new member.

**19-94 Moved, Seconded** by Councillors Hay, Callewaert-Haugen THAT Council hereby appoints Reverend Angus Muir to the Age Friendly Seniors Housing Committee. **CARRIED**

**19-95 Moved, Seconded** by Councillor Cranmer-Underhill, Mayor Polderman THAT Council send a letter to the Wardens, the Bishop and the Pastor of the Territory of the Peoples Anglican Church expressing the Committee's preference to have the site for the Age Friendly Senior's Housing project to be the lot at 6<sup>th</sup> and Fraser Streets. **CARRIED**

- (b) Emergency Centre Committee – Mayor Polderman

Mayor Polderman would like an overview to be prepared of the firehall reserve fund and fire truck funding. He recollects that since 2009, funds have not been set aside for a new firehall and fire truck. Mayor Polderman will be meeting with staff to review the history of this situation, and also requests that staff undertake a budget review for Lytton Fire Rescue revenues, operating expenses, assets, liabilities, capital expenditures, etc.

- (c) nkshAytkn Caring for our Children Committee – Councillor Cranmer-Underhill reported that School Board 74 has agreed to support Lytton First Nation in their Expression of Interest for infrastructure funding for the LES site. In addition, funding for a playground site for the K-12 school has been approved.

- (d) Land Use Advisory Committee

**19-96 Moved, Seconded** by Councillors Hay, Callewaert-Haugen THAT the Council hereby appoints Councillor Gordon Murray and Mayor Polderman to the Land Use Advisory Committee. **CARRIED**

- (e) Business Retention and Expansion Steering Committee – Councillor Murray

**19-97 Moved, Seconded** by Councillors Hay, Callewaert-Haugen THAT the Business Retention and Expansion Steering Committee is hereby dissolved AND THAT Council hereby appoints Councillor Murray and Councillor Cranmer-Underhill as Council representatives to the Economic Development Working Group. **CARRIED**

#### 14) NEW BUSINESS

- (a) Council Professional Development – Workshops available through Eli Mina Consulting, October 16 & 17, 2019 in Vancouver: “Supporting Successful Meetings” (Oct. 16<sup>th</sup>) & “Robert’s Rules & Responsible Governance” (Oct. 17<sup>th</sup>). Council directed staff to register Mayor Polderman and CAO Anderson for these sessions.
- (b) Scheduling of review of Council’s Strategic Priorities dated December 2018, and review of Council’s Committee appointments made November 2018 – Council directed staff to put these items on the agenda for the Committee of the Whole meeting scheduled for Wednesday, April 17, 2019 at 5:00 p.m.
- (c) Repairs needed to the embankment above the CN property and below the properties along the west side of Fraser Street. Council directed to staff to contact CN and engage them on this matter.

#### 15) CALENDAR OF EVENTS:

- Annual Cemetery Cleanup (above KSS) – Sunday April 14, 2019 @ 10 a.m.
- 2019 MIABC Risk Management Conference - April 16-18, 2019 in Vancouver
- Committee of the Whole Meeting – Wednesday, April 17, 2019 @ 5:00 p.m.
- 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 MEETING

**19-98 Moved, Seconded** by Councillor Callewaert-Haugen, 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 9:03 pm.

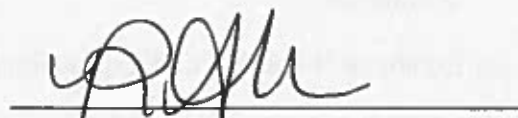
**CARRIED**

#### 17) ADJOURNMENT

**19-99 Moved, Seconded** by Councillors Callewaert-Haugen, Hay THAT the meeting adjourn at 9:17 p.m.

**CARRIED**

  
Mayor Jan Polderman

  
Corporate Officer/CAO Rebecca Anderson