



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

IN ATTENDANCE:

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

STAFF:

CAO Rebecca Anderson

PUBLIC: Bernie Fandrich, Amanda Spinks, Sgt. Curtis Davis

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

2) **ADOPTION OF AGENDA**

18-90 Moved, Seconded by Councillors Hay, Polderman THAT the agenda be adopted as presented.

CARRIED

3) **ADDITION OF LATE ITEMS**

18-91 Moved, Seconded by Councillors Callewaert-Haugen, Smith THAT the following late items be added to the agenda:

- Item 6(b) – Draft minutes of Special Council Meeting held March 2, 2018
- Item 8(g) – RCMP Update – verbal report by Sgt. Curtis Davis
- Item 10(a)(iii) – Route Blue Rural Creates Project – Letter dated March 28, 2018 from Michelle Loughery and Stacey Phinnemore
- Item 10(b)(xi) – Announcement from Lytton First Nations re meeting on April 9 at Westside Hall
- Item 13(ii) – Age-friendly Seniors Housing Committee – Report from Councillor Hay (Committee Chair)
- Item 13(iii) – DL225 Land Advisory Committee – Report from Councillor Hay
- Item 14(ii) – Memorial for Joe Chute

CARRIED

4) **DELEGATIONS** - None

5) **PUBLIC COMMENT** –

6) **ADOPTION OF MINUTES**

(a) Minutes of the Regular Council Meeting of February 28, 2018

18-92 Moved, Seconded by Councillors Polderman, Callewaert-Haugen THAT the Minutes of the Regular Council Meeting of February 28, 2018 be adopted as amended to correct motion 18-60 to provide the name of the seconder of the motion.

CARRIED

- (b) Minutes of the Special Council Meeting of March 2, 2018

18-93 Moved, Seconded by Councillors Hay, Polderman THAT the Minutes of the Special Council Meeting of March 2, 2018 be adopted as amended to list absent councillors as "Absent with Notice" instead of "Absent with Leave". **CARRIED**

7) **BUSINESS ARISING**

- (a) Placement of sign for CWWF funding of Groundwater Development Project (4'X8' in size)

Council directed staff to use their discretion in placing the sign.

- (b) Appointment of CAO Rebecca Anderson as Chief Election Officer

CAO Anderson solemnly affirmed the Declaration of Office as Chief Electoral Officer.

8) **REPORTS FROM STAFF**

- (a) CAO Report – verbal report by CAO Anderson

CAO Anderson continues to participate in the meetings of the group discussing the partnership agreement with Lytton First Nations. The group is facilitated by Urban Systems, and members in attendance represent LFN, Dept. of Indigenous Services (DISC formerly known as INAC), WSP (aka Opus), and the Village of Lytton. The group is reviewing a draft interim partnership agreement, which is being reviewed by lawyers and then will be presented to Councils for the Village and LFN. We have adopted the "seven hallmarks of collaborative consent" as our guiding principles.

On March 22nd, I joined the Age-friendly Seniors Housing Committee for a meeting that included a telephone conference with City Spaces consultants to discuss the Needs & Demands Assessment (aka the Needs & Gaps Study).

The Mayor and Councillor Smith joined CAO Anderson for the FireSmart Community Cleanup event on March 24 & 25th. On Saturday, the group cleared the area near Albert Adams home on Snake Flat Road, and on Sunday, the group cleaned up the area at the south end of Fraser Street, Pioneer Cemetery and a small piece below O'Dwyer Park. There was a fantastic turnout of volunteers for both days.

- (b) CFO Report – It has been audit week, and a lot of staff away, so Annette is doing a great job of caring for the office and administration needs during their time away.

- (c) Corporate Officer – Verbal report by CAO Anderson

A Committee of the Whole Policy & Procedures meeting was held to discuss the draft of a new Building Regulation Bylaw, a Conflict of Interest Policy, the Council Remuneration Bylaw and the policy for compensation for travel and other expenses. Future work will focus bylaws and policies arising from new legislation regarding cannabis production, sale and use. There will be an ethics policy and new bylaws in preparation for the election.

- (d) Economic Development Officer – No report.

- (e) Public Works – verbal report by CAO Anderson

The staff held a luncheon to appreciate the contributions of the temporary Public Works Acting

Lead Hands, Owen Collings and Rod Bate, who substituted for Austin Doyle while he was away on parental leave for the past six months. We are extremely grateful for their willingness to fill the gap and keep the Village's operations running smoothly until Austin's return to work. Rod's last day is this Friday, and Austin returns to work on Monday. Rod will remain on the payroll temporarily to smooth the transition to Austin's resuming his role.

Staff have been working to address the orders issued in WorkSafe BC's inspection report done under their Confined Spaces Initiative. The focus has been on the WWTP, but some work has been done at the reservoirs also. Street cleaning will continue, and work was done to clean the raft takeout ramp. Future work will include preparing the pool for opening, sidewalk repair, road repair.

(f) Fire Rescue – verbal report by CAO.

CAO Anderson has scheduled a meeting with Fire Chief Jason Phillips, who has been responding to Lytton Fire Rescue calls more than usual during the past few weeks. We have had a number of fires already at 2 Mile, on the West Side, and Alkali Road. BCWS is conducting a number of controlled burns – one south of Kumsheen Secondary School, along the highway, and near Kumsheen Rafting location north of the airport. There are controlled burns scheduled for the near future north of the Village and for the Lytton Creek Gully burn.

(g) RCMP Report – Verbal report by Sgt. Curtis Davis

A new member will graduate in Regina on April 9th and will start work here on April 18th. Constable Robichaud's last day working here is April 15th after completing a 3-year position and he then transfers to Tofino Detachment. Shortly after, Lytton Detachment will welcome a new arrival transferring from a drug section at Fort St John and who has chosen to come to work in Lytton. Constable Harris requested and was granted an extension and will be completing a 3 ½-year period working for Lytton. A colleague from the Boston Bar Detachment visited and described issues they have experienced with a cannabis outlet there, and Sgt. Davis encourages Council to prepare the Village's legislation soon, in anticipation of the introduction of the new legislation by the federal government.

9) **BYLAWS, POLICIES & RESOLUTIONS**

(a) Policy #5011 – Conflict of Interest Policy

18-94 Moved, Seconded by Councillors Hay, Callewaert-Haugen THAT Policy #5011 Conflict of Interest Policy be adopted. **CARRIED**

(b) Bylaw #693, 2017 Building Regulations Bylaw

18-95 Moved, Seconded by Councillors Callewaert-Haugen, Polderman THAT Bylaw #693, 2017 Building Regulation Bylaw is given 1st Reading. **CARRIED**

Council directed staff to provide further information before taking the bylaw to 2nd Reading at the next Council meeting – re fees, definition of “farm buildings”, clarification of “low-human occupancy” and terms governing the use of shipping containers.

10) CORRESPONDENCE

(a) Incoming Correspondence for Action

- i. Cariboo Chilcotin Coast Tourism Association – Invitation to 2018 rural Tourism Summit “Beyond the Fire”, April 13-15, 2018 in Williams Lake.

No action.

- ii. Firewise Consulting – Letter dated March 5, 2018 re invitation to submit comments on the proposed framework for road rescue in rural areas outside Lytton’s jurisdiction.

Council directed staff to contact Emergency Management BC or Fire Chiefs Association of BC to schedule a one-hour delegation at a future Committee of the Whole meeting to discuss the issues and the comments that Council may wish to present in response to this invitation.

- iii. Rural Creates Project – Letter dated March 28, 2018 re partnership with Lytton for rural art and social tourism strategy known as the Route Blue – Rural Creates Project.

18-96 Moved, Seconded by Councillors Hay, Polderman THAT CAO Anderson send Route Blue Rural Creates project administrators an expression of interest but also expressing that Council is not able to make any further commitment until they are in receipt of further information. **CARRIED**

(b) Correspondence for Information

- i. NDIT – 2018 Economic Development Capacity Building Project # 5297 20 application has been approved for up to \$50,000.00.
- ii. NDIT – 2018 Grant Support Funding Project # 5356 20 application has been approved for \$8,000.00.
- iii. NDIT – 2017 Economic Development Capacity Building Funding Project # 4791 20 letter and cheque in the amount of \$25,677.53.
- iv. NDIT – VOL Community Fund Community Foundation Matching Grants Program Project # 5114 40 letter and enclosed cheque of \$50,000.00.
- v. UBCM – Membership
- vi. Mayor Lightfoot – Letter to Andy Shadrack RE: Passenger Transportation Board Decision Appeal
- vii. Stephen Bertulli, Opus – Lytton Groundwater Development notice of award
- viii. Rob Miller, Community Foundation – Village of Lytton Community Fund
- ix. Gold Country – Welcome noew COO John Hamilton
- x. Community Futures – Communicating as a leader and conflict management, free courses in Cache Creek April 27 & 28, 2018
- xi. Lytton First Nations – announcement of meeting scheduled for April 9, 2018 at Westside Hall re feasibility of building a bridge across the Fraser River.

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

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

18-97 Moved, Seconded by Councillors Hay, Callewaert-Haugen THAT Council receive the above-noted correspondence for information and filing. **CARRIED**

11) REPORT FROM MAYOR

March 15 – the Mayor travelled to Kamloops for the regular TNRD Board meeting. The highlights from that meeting are provided in the circular included in the agenda package for this meeting. An important item for discussion was the “Dry Cabin” regulation intended to assist wildfire-impacted property owners, and an amendment to that bylaw is being considered to allow owners to reconstruct a cabin without plumbing and onsite sewerage disposal system.

March 16 – Gold Country held a meeting in Cache Creek. This was Chief Operating Officer Terry Hadwin’s last day of employment there. The group thanked her and wished her success in her new position in Salmon Arm. The new Chief Operating Officer is John Hamilton.

March 20 – Mayor Lightfoot attended the NDIT meeting in 100 Mile House. The next intake for grant funding programs ends on May 12th, and there is approximately \$800,000 still available under some of the programs. Several members brought forward their workshop presentations on zoning for cannabis sales and the associated business fees. It was suggested that communities may want to initially prohibit sales until there is more clarity. Quesnel and the Capital Regional District presented the steps that they have taken in preparation for the legalization of sales of cannabis for recreational use.

March 21 – Council met for a Policy & Procedures Committee of the Whole meeting to review and give input on several bylaws and policies.

March 25 – The Mayor joined community members and staff for FireSmart event to clean up fire fuels around the Pioneer Cemetery, O’Dwyer Park and the south end of Fraser Street. There were about 20 people so much work was accomplished.

Met with RCMP Sgt Davis and signed the Community Priorities report. He provided a copy to the Mayor, and she will provide a copy to the rest of Council.

TNRD is holding a volunteer appreciation dinner on April 18, 2018. Invitations were emailed to Councillors, and need to RSVP if they intend to go.

12) COUNCIL REPORTS

(a) Councillor Callewaert-Haugen

Councillor Callewaert-Haugen attended the Policy & Procedures Committee of the Whole meeting held March 21st.

(b) Councillor Hay

Councillor Hay expressed that he is pleased with the street sweeping work being done by the public works staff and received quite a few complementary feedback from residents in town. He requested that CAO Anderson pass on his appreciation to them.

Councillor Hay commented that Constable Robichaud was a real good addition to our town. He did an excellent job for our community. Councillor Hay asked that our appreciation for his service be communicated to him on Council’s behalf.

Councillor Hay expressed appreciation to staff for the work done to acquire the grant funding that has been provided to the Village during the past couple of months.

He will report on the Age-friendly Seniors Housing events later on this meeting’s agenda.

(c) Councillor Polderman

Councillor Polderman attended the Policy & Procedures Committee of the Whole meeting on March 21st. He is looking forward to the street cleaning being done in some additional parts of town.

(d) Councillor Smith

Councillor Smith attended the FireSmart Community Cleanup event on March 25th, along with the Mayor and about 30 other people. He also attended the meeting with the Federal MP Jati Sidhu.

13) REPORTS FROM COMMITTEES OF COUNCIL & COMMISSIONS

- (a) TNRD – Mayor Lightfoot reported previously during this meeting regarding her attendance at the TNRD Board meeting.
- (b) The Age-friendly Seniors Housing Committee – Committee Chair Councillor Hay reported that a meeting was held on March 22nd and there was a conference call with CitySpaces consultants. The discussion was very enlightening to hear from them about the Needs and Demands Study, which will have to be done before we do a feasibility study. We are hoping to have a site acquired by the time the Needs and Demands Study is done. If all the steps are followed, the study and acquisition of a site ought to take about 6 to 9 months. The next meeting will be held on April 9th, when CitySpaces will present their plan for doing the Needs and Demands Study, and the Committee can provide their feedback on this. Councillor Hay will be preparing a letter to provide to the Minister of Housing and Municipal Affairs, Selena Robinson, to report on the Committee's activities and asking to meet with her again at the next UBCM Convention.
- (c) DL225 Land Advisory Committee – Councillor Hay reported that he has backed off his attempts to obtain a response from the Provincial Government staff because the end of March is their year end and they are too busy right now. He will resume his communications to them in early April.

18-98 Moved, Seconded by Councillors Callewaert-Haugen, Smith THAT the Reports from Committees of Council be received and filed for information. **CARRIED**

14) NEW BUSINESS

- (a) Lytton Fire Rescue – Application for access to locate temporary traffic control devices on Fraser Street (from 4th to 6th Streets) and on 5th Street (from the lane to Fraser Street) every Thursday from 7 to 9 p.m. for weekly practices.

18-99 Moved, Seconded by Councillors Callewaert-Haugen, Polderman THAT Council approve the application of Lytton Fire Rescue to locate temporary traffic control devices on Fraser Street (from 4th to 6th Streets) and on 5th Street (from the lane to Fraser Street) every Thursday from 7 to 9 p.m. **CARRIED**

- (b) Memorial for Joe Chute

18-100 Moved, Seconded by Councillors Hay, Smith THAT the Village of Lytton fly the Village's flag in Junction Park at half mast in honour of Joe Chute's passing, from March 29, 2018 until the day following his funeral.

18-101 Moved, Seconded by Councillors Polderman, Smith THAT staff purchase either a wreath or floral arrangement or, if the family prefers, make a donation in memory of Joe Chute and his service to the community of Lytton AND THAT the value of the item or donation be limited to no more than \$200. **CARRIED**

15) CALENDAR OF EVENTS

- April 4, 2018 Project Procurement & delivery webinar
- April 8, 2018 – Cemetery Clean up day 10:00am – 2:00pm
- April 9, 2018 – Age-friendly Seniors Housing Committee meeting – 11:00 a.m.
- April 11, 2018 – Special Council Meeting 10:00am
- April 12, 2018 – Public meeting re schools
- April 13 – 18, 2018 – Cariboo Chilcotin Coast Tourism Association Rural Tourism Summit
- April 17, 2018 – Han Knakst Tsitxw Society Annual walk to End Violence Against Women
- April 14 & 15, 2018 New Pathways to Gold 10th Anniversary in Lytton
- April 23, 2018 – Special Council Meeting 3:30pm
- April 24-27, 2018 – SILGA Conference in Revelstoke
- 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
- Nominations for Candidates: September 4 – 14, 2018
- Election Date October 20, 2018

16) IN-CAMERA

18-102 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 8:46 p.m. **CARRIED**

Council resumed the Regular Council Meeting at 9:40 p.m.

17) ADJOURNMENT

18-103 Moved, Seconded by Councillor Callewaert-Haugen, Hay THAT the meeting adjourn at 9:40 p.m. **CARRIED**



Mayor Jesso Lightfoot



Corporate Officer/CAO Rebecca Anderson

