



**Village of Lytton  
Minutes – Regular Council Meeting  
Council Chamber, 380 Main Street, Lytton, BC  
7:00 pm – Wednesday May 22, 2019**

**IN ATTENDANCE:**

**Council:** Mayor Polderman, Councillor Callewaert-Haugen, Councillor Hay and Councillor Murray;

**Absent with notice:** Councillor Cranmer-Underhill

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

**Public:** Peggy Chute

- 1) **CALL TO ORDER** – Mayor Polderman called the meeting to order at 7:00 pm
- 2) **ADDITION OF LATE ITEMS**
  - Item 8(g) – Water Capital Project Report dated May 22, 2019 by Water Project Coordinator Lonny Miller
  - Item 10(b)(v) – Letter received May 21, 2019 from Social Planning and Research Council (SPARC) BC re Access Awareness Day on June 1, 2019
- 3) **ADOPTION OF AGENDA**

**19-144 Moved, Seconded** by Councillors Callewaert-Haugen, Hay THAT the agenda be adopted as amended to add late items. **CARRIED**
- 4) **DELEGATIONS** – None.
- 5) **PUBLIC COMMENT** - None
- 6) **ADOPTION OF MINUTES**
  - (a) Minutes of the regular Council meeting held April 10, 2019
 

**19-145 Moved, Seconded** by Councillors Callewaert-Haugen, Hay THAT the minutes of the regular Council meeting held on Wednesday, April 10, 2019, be adopted as presented. **CARRIED**
  - (b) Minutes of the regular Council meeting held April 24, 2019
 

**19-146 Moved, Seconded** by Councillors Callewaert-Haugen, Hay THAT the minutes of the regular Council meeting held April 24, 2019 be adopted as amended to correct the typographical error at item 10(a)(iv). **CARRIED**
  - (c) Minutes of the regular Council meeting held May 8, 2019
 

**19-147 Moved, Seconded** by Councillors Callewaert-Haugen, Hay THAT the minutes of the regular Council meeting held May 8, 2019 be adopted as presented. **CARRIED**
- 7) **BUSINESS ARISING** – None

## 8) REPORTS FROM STAFF

### (a) Chief Administrative Officer

Verbal report by CAO Anderson: Due to Annette's departure and Karen's absence for the past week, the office workload has been extraordinarily heavy. In addition, Karen has announced that she is ready to retire so CAP Anderson has posted that job position as of today. In the meantime, while Karen remains absent from work, CAO Anderson and CFO Njenga are performing all secretarial tasks while attempting to maintain their own workload as best as possible. The job description has to be properly drafted now and added to the Collective Agreement; the current description is not satisfactory. Council suggested that staff close the office if it's necessary in order to keep up with work.

The Public Works staff have been working extraordinary hours also due in part to the time required for the Lead Hand to attend to the Groundwater Development Project during the commissioning of the wells and the new Water Treatment Plant. In addition, the installation of the temporary and then permanent connections for CP above Station Road were delayed by difficulties in locating an available contractor to complete the work for them, and our staff assisting the contractor who was on site on May 10<sup>th</sup>. Also, the Water Quality Advisory was issued and then upgraded to a Boil Water Notice, involving extra monitoring by Public Works staff and communications with Interior Health Authority officer, who then came to Lytton to be on site to observe the commissioning and took issue with WSP over what IHA considered to be a deficient Commissioning Plan by Timbro. WSP has since provided a far more extensive Commissioning Plan in an attempt to satisfy the requirements of IHA. WSP had trouble getting the radio system working on the new water system and required an additional technician to be on site to work on the problem for three days. BC Hydro also delayed the installation of the power poles and connections to the wells and the Water Treatment Plant, but they are to be completed by May 23<sup>rd</sup>. Further, the library door lock broke and the PW staff assisted with getting the doors to lock during the Lytton Days festival and long weekend. A locksmith is coming to replace the lock on May 23<sup>rd</sup>. Finally, the Wastewater Treatment Plant ceased operating on Friday May 24<sup>th</sup>. It required staff to operate the system manually throughout the weekend. Pat sought financial payout of his OT during the long weekend, and because the approval of the new Monday-through-Friday rescheduling was dependent upon there not being OT required on weekends and taxing the budget with OT claims, CAO Anderson has required the PW staff to return to the former rotating schedule that requires a staff member to be on duty during weekends.

Councillor Callewaert-Haugen reported that BC Hydro staff behaved inappropriately in front of the elementary school's children when BC Hydro workers were installing the pole for the well near the playground. Teachers had to speak with them about their behaviour. CAO Anderson said that she would report this matter to her contact at BC Hydro.

### (b) Chief Financial Officer

CFO Njenga verbally reported that the tax invoices are being prepared to be mailed to the residents, but some corrections need to be made first. The monthly performance report will be prepared for the next Council meeting.

#### i. Statement of Financial Information (SOFI) for the fiscal year 2018

CFO Njenga reviewed the 2018 SOFI report in detail with Council.

**19-148 Moved, Seconded** by Councillors Hay, Murray THAT Council approves the Statement of Financial Information for the fiscal year 2018. **CARRIED**

**19-149 Moved, Seconded** by Mayor Polderman, Councillor Callewaert-Haugen THAT the following additional late items be added to the agenda:

- Item 8(b)(ii) – the C2C funding to be allocated as per the Committee of the Whole motion made May 15, 2019; and
- Item 14(c)(i) – the motion recommended by the Committee of the Whole at its May 15<sup>th</sup> meeting needs to be added regarding the BC Rural Dividend Program. **CARRIED**

ii. C2C funding

The Committee of the Whole passed a motion at the May 15<sup>th</sup> meeting recommending to Council that the Village allocate the sum of \$1,000 to be paid to the account set up for the 2019 Community to Community (C2C) Form events.

**19-150 Moved, Seconded** by Councillors Murray, Callewaert-Haugen THAT the Village allocate the sum of \$1,000 to be paid to the account set up for the 2019 Community to Community (C2C) Form events. **CARRIED**

(c) Corporate Officer – See Item 9 below.

(d) Economic Development Officer – no report

(e) Public Works – no report

(f) Lytton Fire Rescue – verbal report by CAO Anderson

CAO Anderson reported that she has contacted the Acting CAO of Lillooet to request the loan of one of their fire trucks as a replacement for Lytton Fire Rescue's fire truck while it is out of town for three days for repairs and its annual inspection. Council for the Village of Lillooet considered the request yesterday and decided that the issue must wait until they have received their new fire truck in mid-June, but that until then, they could not allow a fire truck to be absent at this high-risk time of year. CAO Anderson is making further inquiries of other municipalities.

(g) Water Project Coordinator – Written report dated May 22, 2019 submitted by Water Project Coordinator Miller re Groundwater Development Project.

**19-151 Moved, Seconded** by Councillors Callewaert-Haugen, Murray THAT the Water Project Update Report dated May 22, 2019 be received for information and filed. **CARRIED**

(h) Engineering Consultant – no report

9) **BYLAWS, POLICIES & RESOLUTIONS**

(a) Bylaw 702, 2019 Council Remuneration and the Reimbursement of Council, Officers' and Employees' Expenses

**19-152 Moved, Seconded** by Councillors Callewaert-Haugen, Murray THAT Bylaw 702, 2019 regarding Council Remuneration and the Reimbursement of Council, Officers' and Employees'

Expenses is hereby given first, second and third readings.

**CARRIED**

## 10) CORRESPONDENCE

### (a) Incoming Correspondence for Action

- i. BC Assessment invitation to meet during the 2019 UBCM Convention – E-mail dated May 6, 2019 from Stephanie Pound, BC Assessment Communications & Events Coordinator

No meeting is requested by Council.

- ii. Nlha'7kampus Child and Family Services Society request for donation – Letter dated May 3, 2019 from Pam Charlie, Nlha'7kampus Event Coordinator

**19-153 Moved, Seconded** by Mayor Polderman, Councillor Callewaert-Haugen THAT the Village donate two books of pool tickets to the Nlha'7kampus Child and Family Services Society's 8<sup>th</sup> Annual Family Culture Camp. **CARRIED**

- iii. City of Burnaby request for support – Letter dated May 2, 2019 requesting changes to the Community Charter to allow for Expanding Investment Opportunities

This item is postponed to the next regular Council meeting scheduled for June 12, 2019.

- iv. Han Knakst Tsitxw Society Transition House (House of Helping Hands) requesting donation – Letter dated May 3, 2019 from Regina Pierre

This item is postponed to the next regular Council meeting scheduled for June 12, 2019.

- v. Social Planning and Research Council (SPARC) BC - Letter received May 21, 2019 re Access Awareness Day on June 1, 2019

**19-154 Moved, Seconded** by Councillor Murray, Mayor Polderman THAT the Village recognize Accessibility Day by permanently designating one parking stall as a handicap parking space year round, subject to ensuring compliance with the Ministry of Transportation, AND THAT a second space be temporarily designated as handicap parking only during special events and Farmers Market days AND THAT the location of the handicap parking spaces will be along side the Village's municipal office on Main Street. **DEFEATED**

### (b) Incoming correspondence for information

- i. SILGA invitation to submit nominations for the Youth at UBCM program – E-mail dated May 9, 2019 from Alison Slater, SILGA Executive Director

This item is postponed to the next regular Council meeting. Council directed staff to send the invitation to the principal of Kumsheen Secondary School for her recommendations.

- ii. Community Futures Notice re Business Plan Workshops on June 12<sup>th</sup>
- iii. SILGA announcement re winners of the Community Excellence Awards

iv. TNRD Highlights from Board Meeting held May 16, 2019

(c) Incoming correspondence list – postponed to the next regular Council meeting.

(d) Outgoing correspondence list – postponed to the next regular Council meeting.

**19-155 Moved, Seconded** by Councillors Callewaert-Haugen, Hay THAT Council receive the above correspondence for information and filing. **CARRIED**

**11) REPORT FROM MAYOR**

Mayor Polderman attended the Lytton Days Parade and was a judge of the floats in the parade. Today, he met with MP Jati Sidhu where he was able to present about some of the Village's issues we have experienced with the engineers hired to do work for us.

**12) COUNCIL REPORTS**

(a) Councillor Callewaert-Haugen

Councillor Callewaert-Haugen attended the TNRD meeting held May 16, 2019. It was good and very interesting to learn what issues engaged people the most.

(b) Councillor Cranmer-Underhill

No report due to absence.

(c) Councillor Hay

Councillor Hay attended the Tea and Townhall Meeting with MLA Jackie Tegart. He received some good information there. He also attended the Lytton Days Parade and was a judge of the floats. He attended today's meeting with MP Jati Sidhu. He thanked Public Works staff for starting to do the weed whacking about town.

(d) Councillor Murray

Councillor Murray met with MP Jati Sidhu today, and attended the Lytton Days events, Farmers Market, and parade.

**19-156 Moved, Seconded** by Councillors Hay, Murray THAT the Mayor's Report and Council Reports be received for information. **CARRIED**

**13) REPORTS ON COMMITTEES & COMMISSIONS**

(a) Age-friendly Seniors Housing Committee – Committee Chairman, Councillor Hay

A meeting was held to review the information received by CAO Anderson and Committee Member Sharon Smith when they attended the Jump Start Your Affordable Housing workshop hosted by the Sustainable Housing Initiative. The Committee is waiting to receive a response to the Mayor's letter sent to the Territory of the People Anglican Church, which arrived at the Village office today but has not yet been distributed.

## (b) Economic Development Working Group – Co-chair, Councillor Murray.

A meeting is scheduled for 12:00 p.m. on Wednesday, May 29<sup>th</sup> at Council Chambers. There is also a stakeholders meeting with MLA Tegart on Thursday, May 30<sup>th</sup>.

## (c) Emergency Centre Committee – No report

## (d) Emergency Preparedness Working Group – No report.

## (e) FireSmart Board Meeting – No report

## (f) Gold Country Communities Society – No report

## (g) Land Use Advisory Committee

The meeting scheduled for May 23<sup>rd</sup> was postponed. The new date is to be determined.

## (h) LFN and Village of Lytton Joint Working Group on Agriculture – no report

## (i) Lytton Museum &amp; Archives Commission – Councillor Hay

Councillor Hay met with Co-president Jim Steer to discuss the revision of their bylaw and obtained some advice from CAO Anderson for this purpose.

## (j) Lytton Recreation Commission – no report

## (k) NDIR Cariboo-Chilcotin/Lillooet Regional Advisory Committee

The next meeting is scheduled for a date in June 2019.

## (l) nkshAytkn Caring for our Children Committee &amp; Lytton First Nations – No report

## (m) TNRD Board of Directors – discussed above under the report from Councillor Callewaert-Haugen

## (n) Volunteer Appreciation Committee – Councillor Callewaert-Haugen

Direction to staff to seek grant funding opportunities to cover the costs of a volunteer appreciation event.

**19-157 Moved, Seconded** by Councillors Callewaert-Haugen, Hay THAT Council accepts the Committee reports as presented. **CARRIED**

**14) NEW BUSINESS**

## (a) Request for road closure by 2 Rivers Remix Society

**19-158 Moved, Seconded** by Councillor Hay, Mayor Polderman THAT Council approves the closure of:

- 4<sup>th</sup> Street between Main Street and Fraser Street for the 2 Rivers Remix Society from 4:00 p.m. on Friday July 5, 2019 to 9:00 a.m. on Monday, July 8, 2019; and

- A portion of Fraser Street, from 4<sup>th</sup> Street to 6<sup>th</sup> Street, from 12:00 to 1:00 p.m. on Saturday July 6<sup>th</sup> and Sunday July 7<sup>th</sup>.

**CARRIED****(b) Request for road closure by Two Rivers Farmers Market**

**19-159 Moved, Seconded** by Councillor Hay, Mayor Polderman THAT Council approves the closure of 4<sup>th</sup> Street, between Main Street and the lane, every Friday from 8:00 a.m. to 5:00 p.m. from June 7, 2019 through October 25, 2019, for the Two Rivers Farmers Market.

**19-160 Moved, Seconded** by Councillor Murray, Mayor Polderman THAT the Village provide two temporary handicap parking spaces during Farmers Market days and special events such as 2 Rivers Remix and Lytton River Festival, subject to the Village ensuring this is in compliance with the Ministry of Transportation requirements, AND THAT the location of the handicap parking spaces will be on the West side of Main Street at each corner of 4<sup>th</sup> Street and Main Street.

**CARRIED****Councillor Callewaert-Haugen Opposed****(c) BC Rural Dividend Program 2019/20**

- i. Partnership funding stream – opportunity to seek partnership with local First Nations

**19-161 Moved, Seconded** by Councillors Murray, Hay THAT Council will explore creating a partnership application with local first Nations for grant funding under the BC Rural Dividend Program.

**CARRIED****15) CALENDAR OF EVENTS**

- May 26, 2019 – TNRD Free Disposal Day, 10 a.m. to 4 p.m., Lytton Eco-Depot
- May 31, 2019 – Stakeholders Meeting re Scenic & Historic Fraser Canyon Route at the Anglican Parish Hall
- Lytton Business Plan Workshops by Community Futures – June 12, 2019
- Mobile EOC Kit Orientation – Tuesday, June 18, 2019 – 9:00-4:00
- Committee of the Whole Meeting – Wednesday June 19, 2019 – 5:00 p.m.
- Registration opens for UBCM 2019 Convention – Tuesday, July 2<sup>nd</sup>
- 2 Rivers Remix – July 6 & 7, 2019
- Gold County Geocaching Event in Lytton – September 21<sup>st</sup>
- UBCM 2019 Convention – Sept. 23-27, 2019 at Vancouver Convention Centre
- Cariboo Chilcotin Coast Tourism Association AGM & Conference – November 1-3, 2019, Barkerville Historic Town & Park

**16) IN-CAMERA MEETING**

**19-162 Moved, Seconded** by Councillor Callewaert-Haugen, Hay THAT in accordance with Section 90(1) of the Community Charter, this portion of the meeting is closed to the public AND THAT Council move in camera at 8:59 p.m.

**CARRIED**

Council returned to the regular meeting at 9:06 p.m.

**17) RISE & REPORT**

- (a) Litigation by Chris O'Connor against the Village of Lytton

**19-163 Moved, Seconded** by Mayor Polderman, Councillor Hay THAT Council accepts the Notice of Abandonment of Appeal filed by Mr. O'Connor at the BC Court of Appeal for information and filing. **CARRIED**

**18) ADJOURNMENT**

**19-164 Moved, Seconded** by Councillors Callewaert-Haugen Hay THAT the meeting adjourn at 9:08 p.m. **CARRIED**

  
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Mayor Polderman

  
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Corporate Officer Anderson