



**Village of Lytton  
Regular Council Meeting  
MINUTES  
Council Chamber, 380 Main Street, Lytton, BC  
7:00 pm – Wednesday, May 23, 2018**

**IN ATTENDANCE:**

Mayor Lightfoot  
Councillor Hay  
Councillor Smith

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**ABSENT WITH NOTICE:**

Councillor Callewaert-Haugen  
Councillor Polderman

**STAFF:**

CAO Rebecca Anderson, Intern Kim Goodall

1) **CALL TO ORDER** – Mayor Lightfoot at 7:02 pm

2) **ADOPTION OF AGENDA**

**18-159 Moved, Seconded** by Councillors Hay, Smith THAT the agenda be adopted as amended to move item #7 (Contract with Kumsheen Rafting) to the closed in-camera session and to add the TNRD invitation to a Biosolids Workshop as item 10(b)(xiv). **CARRIED**

3) **ADDITION OF LATE ITEMS** - None

4) **DELEGATIONS** – None

5) **PUBLIC COMMENT** – None

6) **ADOPTION OF MINUTES**

a) Minutes of the Regular Council Meeting of April 25, 2018

**18-160 Moved, Seconded** by Councillors Hay, Smith THAT the Minutes of the Regular Council Meeting of April 25, 2018 be postponed to the next regular Council meeting. **CARRIED**

7) **BUSINESS ARISING**

a) Ratification of terms of contract with Kumsheen Rafting

This item tabled to the In-camera session of this meeting.

8) **REPORTS FROM STAFF**

a) CAO Report – Verbal Report by CAO Anderson

Our intern, Kim Goodall, continues to guide our administrative team in Records and

Information Management planning, and a team meeting was held on May 20, 2018 to discuss the status of our current system and our goals for improving the system. A meeting was also held with Village staff and Lytton First Nation staff to discuss the Groundwater Development Project. Further, a meeting was held with Kumsheen Rafting owners to discuss the terms of the raft takeout contract. On May 11, 2018, CAO Anderson and Intern Goodall travelled to Kamloops to attend an Elections workshop. CAO Anderson met with BCWS representative, Scott Rennick, to continue negotiation of the terms of the lease for 155 South Main Street property, and BCWS's plans for the development of the property. She attended the site and observed that the former tenants are vacating the property. On May 14, 2018, CAO Anderson attended the Age-friendly Seniors Housing Committee, which will be the subject of Councillor Hay's Committee Report. Work is ongoing with regard to the drafting of the construction contract with Timbro. From May 15-17, CAO Anderson attended the LGMA Annual Conference and AGM, including sessions on Mental Health and Psychological Well-being in the Workplace, Cannabis Regulation Legal Update, Construction Projects Legal Update, Cariboo Wildfire Communications Lessons Learned, Land Use Litigation, Building Sustainable Communities, Managing Risks and the Use of Marijuana at Work, and law firms' receptions.

- b) CFO Report – CFO Stewart has prepared a report that is presented as item #14 on the agenda.
- c) Corporate Officer – None
- d) Economic Development Officer – None
- e) Public Works – Verbal Report by CAO Anderson

The Maintenance crew renovated the garden at the front of the Village Office. They have been repairing and servicing the irrigation lines at the parks. CAO Anderson and Intern Goodall attended at the swimming pool with the Lead Hand to discuss repairs needed and maintenance required to get ready for opening. The May Day events appear to have been successful. CAO Anderson was required to assist on the Friday evening and Saturday morning due to damaged electrical outlets and to check the Village Office's breakers. Farmer's Market also has issues regarding electrical power supply for vendors. A local resident, Christine Abbott, has requested permission for a business license to operate a hot dog stand at Pocket Park, daily from 11:00 a.m. to 3:00 p.m., during the summer season. Council directed CAO Anderson to approve the request.

- f) Lytton Fire Rescue – None
- g) Water Project Coordinator - None

**18-161 Moved, Seconded** by Councillors Hay, Smith THAT Council receives the CAO report and the report on public works. **CARRIED**

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

10) **CORRESPONDENCE**

a) **Incoming Correspondence for Action**

- i. Thompson Okanagan Tourism Association – Letter dated May 4, 2018 re invitation to support the "Drive for Sustainability" Initiative

- ii. Letter from resident Michelle Feist dated May 14, 2018 re Lot behind 279 Fraser Street – Prevention and Maintenance

Council directed staff to have Public Works compile a list of lots that pose a fire risk or any other hazard, or that are unsightly premises, for the purpose of identifying property owners to be contacted and informed about Village policies for addressing the problem and possible financial charges that might be levied by the Village if required to deal with these issues.

- iii. May Day Weekend– Letter dated April 30<sup>th</sup> requesting volunteers, donation, sponsorship

Council directed staff to advise the organizers that the letter was not received until May 16<sup>th</sup>, and too late for Council to respond.

- iv. Lytton Elementary School – request for donations for 2018 Fun Fair

**18-162 Moved, Seconded** by Councillors Hay, Smith THAT the Village of Lytton donate two books of pool tickets to Lytton Elementary School for the 2018 Fun Fair. **CARRIED**

- v. Rosalin Miles, LFN – request of a resolution to support LFN's application to create an Agriculture Feasibility Study with the support of NDIT.

**18-163 Moved, Seconded** by Councillors Hay, Smith THAT the Village of Lytton supports the application of Lytton First Nations to NDIT's Capital Investment Analysis for the Lytton First nation Agriculture Plan. **CARRIED**

- vi. Rosalin Miles, LFN – request for support for LFN's application to NDIT for Memorial Hall Commercial Kitchen

**18-164 Moved, Seconded** by Councillors Hay, Smith THAT the Village of Lytton support the funding application of Lytton First Nations to NDIT's Community Halls and Recreation Facilities Program for the Memorial Hall Commercial Kitchen Project. **CARRIED**

- vii. TNRD – Letter dated May 9, 2018 re Regional Solid Waste Management Plan, Letter of Support Request

**18-165 Moved, Seconded** by Councillors Hay, Smith THAT the Village of Lytton supports the TNRD's Regional Solid Waste Management Plan AND THAT Council will provide a letter of support to be submitted with the Plan to the Minister of Environment by the TNRD. **CARRIED**

**b) Correspondence for Information**

- i. Honourable Mobina Jaffer, Q.C. Senator for BC – Border implications for Bill C-45
- ii. SPARC BC – Access Awareness Day June 2, 2018
- iii. NDIT – Lytton River Festival's Fabulous Festivals & Events Program application has been approved for \$2,500.00
- iv. Sean Finn, CN – 2018 edition of "CN in your Community" publication
- v. Roaslin Miles, LFN – Community to Community Meeting reminder May 30, 2018 @ Memorial Hall 9:00am – 4:00pm
- vi. Ministry of Education – Premier's Awards for Excellence in Education nominations are now open
- vii. Local Government Program Services – Completion of Fuel Management Project (SWPI-685: Lytton Prescription 2016)
- viii. Mayor Lightfoot – Letter to Board of Education RE: Lytton Public Schools

- ix. Employment & Social Development Canada – Submit a nomination for Canada’s Volunteer Awards
- x. UBCM – Employer Health Tax Impact on Local Governments – Survey Results & Analysis
- xi. Johanna Morrow, Emergency Management BC – May 4, 2018 Message from EMBC
- xii. SILGA – SILGA Youth at UBCM
- xiii. Citizens for Safe Technology – Upcoming FCM Agenda
- xiv. TNRD – Invitation to attend Biosolids Workshop on July 20, 2018, Kamloops

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

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

One addition to this list: Letter dated May 9, 2018 sent by Mayor Lightfoot to the Minister of Education; and letter dated

**18-166 Moved, Seconded** by Councillors Hay, Smith THAT Council receive the above-noted correspondence for information and filing. **CARRIED**

## 11) REPORT FROM MAYOR

Mayor Lightfoot met with Steve Rice, Elected TNRD Director for our area, to discuss the Blue Root project. She is expecting to receive further information and anticipates that this project will be subject to further review in the Fall. Two signs have been received regarding the TNRD and Federal Gas Tax funding of two projects – the Lytton Pool Solar Blanket, and the Lytton Pool Solar Heating Installation. A public event is planned to acknowledge the funders for these projects and providing photo opportunities in or about late June. Mayor Lightfoot attended the May Day events held during the May long weekend. On May 22<sup>nd</sup>, she joined Councillor Smith and Intern Goodall at the Kanaka Bar Open-door Information Session about their solar energy projects. She discussed similar solar energy projects with the Urban Systems engineer that was also in attendance. In the evening of May 22<sup>nd</sup>, she attended the meeting held by the School Board of SD74 at Lytton Elementary School regarding the proposed school closure. NkshAytkn is getting legal advice regarding the School Board’s handling of the consultation process with our community, and will be talking with the Minister of Education. Mayor Lightfoot announced that Gold Country will be hosting its annual Tourism Symposium on May 25 & 26 in Cache Creek, which will include Super Host training at no cost and our staff for the Visitor’s Centre have enrolled. Mayor Lightfoot encouraged Councillors and staff to attend the Lytton First Nations’ “Building a Healthy Community” event at memorial Hall on May 30<sup>th</sup>, as the participation in the planning to occur at this event will improve LFN’s chances to secure funding for community projects.

## 12) COUNCIL REPORTS

### a) Councillor Hay

Councillor Hay attended the Gold Trail School Board (SD #74) Open Meeting on 22 May 2018 with Councillor Smith at the Lytton Elementary School. It was well attended, but the Mayor has explained it’s content in her Report.

Councillor Hay had a Resident contact him recently (today) with regards to a foul odor coming from the Waste Treatment Plant. He queried as to how long they had noticed this odor and was informed for about one and one half weeks now. He asked if this had been reported by them and the answer was “No”. He assured them he would bring it up as part of his Report and would get back to them tomorrow regarding the issue, its cause(s) and what was being

done to rectify it. This is not a continual happening, but once or twice per day. There was general discuss with Council and staff about this issue, its causes, the measures taken and options for addressing it.

Public Works is to be commended on their support to the Weekend Festivities and also getting some of the weed-whacking underway - it is a tireless endeavour and with the sun, a never-ending job.

Councillor Hay thinks Public Works did an admirable job along the side of the office, but have heard "on the street" lava rock could have been used instead of the "river rock". Apparently, on the weekend, someone used a few of the rocks to secure something and when done with them, tossed them into a resident's yard. Some people think they may be used to throw through the Office windows, but time will tell.

Councillor Hay participated in the museum clean-up, weed whacking the lawn.

b) Councillor Smith

Councillor Smith attended the solar energy information session held at Kanaka Bar on May 22<sup>nd</sup>. He also attended the School Board meeting held at Lytton Elementary School on that day regarding the school closure. Councillor Smith participated in the May Day events last weekend.

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

a) NkshAytkn "Caring for Our Children" – letter to Ministry of Education dated May 9, 2018 & NkshAytkn Request for Proposal – Response

Mayor Lightfoot reported on the activities of the Committee and the plan for proceeding with the Feasibility Study as per the Proposal for a new Lytton Elementary Replacement School as presented in the Report by Unison Architecture Ltd.

b) The Age-friendly Seniors Housing Committee

Councillor Hay (Committee Chair) reported that the Committee ad an excellent Lytton Age-Friendly Senior's Housing Committee Meeting on Monday, 14 May 2018. The following are the main points from this Committee Meeting:

- i) The CAO has been extremely diligent in her attendance and assistance to the Committee over the past 1+ year and the Chair has stepped in to relieve her of some of the duties she assumed in order to get the Committee headed in the right direction. The Chair will now be the focal point for CitySpaces during their upcoming Needs and Gaps Study.
- ii) The Committee has assembled a list of personnel within the Village to whom CitySpaces would like to speak via phone. The Chair sent the list to staff to provide the contact information for each of the listed personnel. As mentioned in a previous Committee Report, all of Council is on the List.
- iii) CitySpaces has provided the Committee with a list of questions/queries they wish to pose to personnel on the list. At present it has been disseminated to the Committee members for comments and once that has been completed, the Chair will return it to CitySpaces with comments.

- iv) The new Intern has been extremely helpful and has designed a new flyer, which will be distributed throughout the community within the next while.

The Chair is in the process of compiling a letter for the Honourable Selina Robinson, Minister of Municipal Affairs and Housing to bring her up-to-speed on the process and current status of the Committee and the support we have received to date from her staff.

The Committee thought it would be a good idea to also place the time table in a letter to the persons currently in receipt of correspondence regarding possible sites for this project. This would allow them to be assured the Committee was pro-active in maintaining and completing its mandate.

With the Needs and Gaps Study being completed hopefully mid-August, it is hoped the Committee will be able to present to Council its findings and recommendations by either the end of August or mid-September 2018.

Councillor Hay assured Council that the Committee is diligent in its responsibilities and it is making good head-way.

c) DL225 Land Advisory Committee

Councillor Hay (Committee Chair) reported that it may seem the Chair is a little lax in this Committee's responsibilities. With the recent floods and now what looks like a busy fire season starting, the Chair has been trying to find a suitable time to contact Mr. Gordon Humphrey. Mr. Humphrey was the person with whom the Chair is to communicate. Councillor Hay will get an email to him either later this week or early next week. The gist of the email will be to make sure both parties are in possession of the same documentation. He will ensure a file is started before the new council takes effect.

**18-167 Moved, Seconded** by Councillors Smith, Hay THAT Council accept the Reports of the Councillors, and the Reports from Committees of Council. **CARRIED**

14) **NEW BUSINESS**

- a) SOFI Report – Report by CFO Stewart dated May 23, 2018 re 2017 SOFI

**18-168 Moved, Seconded** by Councillors Hay, Smith THAT Council postpone the SOFI Report dated May 23, 2018 to the next regular Council meeting. **CARRIED**

15) **CALENDAR OF EVENTS**

- May 22, 2018 – Fraser Canyon Solar Energy Presentation @ Kanaka 11:00am
- May 25 & 26 – 3<sup>rd</sup> annual Gold Country Tourism Symposium in Cache Creek
- May 30, 2018 – Building a Healthy Community @ Memorial hall 9:00-4:00
- June 4, 2018 – Age-friendly Seniors Housing Committee Meeting at 11:00, Council Chambers
- June 4, 2018 0 BC Interior Community Foundation meeting at 1:00 p.m., Council Chambers
- June 7, 2018 – 17<sup>th</sup> Annual NIha7kapmx Child & Family Services Open House 10:00am
- Nominations for Candidates: September 4 – 14, 2018
- Election Date October 20, 2018


16) **IN-CAMERA MEETING**

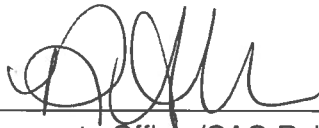
**18-169 Moved, Seconded** by Councillor Hay, Mayor Lightfoot THAT in accordance with Section 90(1)(e) of the *Community Charter*, this portion of the meeting is closed to the public, AND THAT Council move *in camera* for the closed portion of the meeting at 8:54 p.m.

Council returned to the open meeting at 9:59 p.m.

17) **ADJOURNMENT**

**18-170 Moved, Seconded** by Councillors Hay, Smith THAT the meeting adjourn at 10:00 p.m.  
**CARRIED**

  
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Mayor Jesso Lightfoot

  
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Corporate Officer/CAO Rebecca Anderson

