



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

**IN ATTENDANCE**

**Council:** Mayor Polderman, Councillors Cranmer-Underhill, Murray

**Absent with notice:** Councillors Callewaert-Haugen, Swan

**Staff:** CAO Anderson, CFO Njenga, Intern Goodall, PW Lead Hand Bates

**Public:** Doreen Crozier, Peggy Chute, Lorna Thoms

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

2) **ADOPTION OF AGENDA**

**18-291 Moved, Seconded** by Councillors Murray, Cranmer-Underhill THAT the agenda be adopted as presented. **CARRIED**

3) **INTRODUCTION OF LATE ITEMS** – Item 10a (4) updated.

4) **DELEGATIONS** – None

5) **PUBLIC COMMENT** - None

6) **ADOPTION OF MINUTES** - None

7) **BUSINESS ARISING**

(a) Appointments to Committees and Commissions – CAO's Report to Council dated October 30, 2018 re Committees and Commissions.

i. NDIT's Cariboo-Chilcotin/Lillooet Regional Advisory Committee

**18-292 Moved, Seconded** by Mayor Polderman, Councillor Murray THAT Councillor Murray is elected by majority vote to represent the Village of Lytton to the Board of Directors for the Cariboo-Chilcotin/Lillooet Regional Advisory Committee of the Northern Development Initiative Trust AND THAT Councillor Cranmer-Underhill is elected by majority vote to be the alternate director for the Village of Lytton in case of the regular director's absence, for the remainder of the 2018 year and for the 2019 year. **CARRIED**

ii. The Lytton Museum and Archives Commission

**18-293 Moved, Seconded** by Councillors Cranmer-Under and Murray THAT Mayor Polderman is appointed to the Lytton Museum and Archives Commission for the remainder of the 2018 year and for the 2019 year AND THAT Councillor Callewaert-Haugen is appointed to be the alternate to the Commission. **CARRIED**

iii. Lytton Recreation Commission

**18-294 Moved, Seconded** by Mayor Polderman and Councillor Cranmer-Underhill THAT Councillor Cranmer-Underhill is appointed to the Lytton Recreation Commission for the remainder of the 2018 year and for the 2019 year AND THAT Mayor Polderman is appointed to be the alternate to the Commission. **CARRIED**

iv. Age-friendly Seniors Housing Committee

**18-295 Moved, Seconded** by Councillor Murray and Mayor Polderman THAT Councillor Callewaert-Haugen is appointed to the Age-friendly Senior Housing Committee for the remainder of the 2018 year and for the 2019 year. **CARRIED**

v. Business Retention and Expansion (BR+E) Steering Committee

**18-296 Moved, Seconded** by Mayor Polderman and Councillor Murray THAT Councillor Murray is appointed to the Business Retention and Expansion Steering Committee for the remainder of the 2018 year and for the 2019 year AND THAT Councillor Cranmer-Underhill is appointed to be the alternate to the Committee. **CARRIED**

vi. Parcel DL225 Land Advisory Committee – Appointment Postponed

vii. Emergency Centre Committee

**18-297 Moved, Seconded** by Councillor Murray and Mayor Polderman THAT Mayor Polderman are appointed to the Emergency Centre Committee for the remainder of the 2018 year and for the 2019 year AND THAT Councillor Callewaert-Haugen is appointed to be the alternate to the Committee. **CARRIED**

viii. nkshAytkn Caring for Our Children Working Group

**18-298 Moved, Seconded** by Mayor Polderman and Councillor Murray THAT Councillor Cranmer-Underhill is appointed to represent Council for the Village of Lytton to the nkshAytkn Caring for Our Children Working Group for the remainder of the 2018 year and for the 2019 year AND THAT Mayor Polderman is appointed to be the alternate to the Working Group. **CARRIED**

ix. FireSmart Board

**18-299 Moved, Seconded** by Mayor Polderman and Councillor Murray THAT Mayor Polderman is appointed to represent Council for the Village of Lytton to the FireSmart Board for the remainder of the 2018 year and for the 2019 year.

**CARRIED**

x. Community to Community (C2C) Forum

**18-300 Moved, Seconded** by Mayor Polderman and Councillor Murray THAT Councillors Cranmer-Underhill and Murray are appointed to represent Council for the Village of Lytton at the C2C Forum scheduled for December 3, 2018.

**CARRIED**

xi. Gold Country Communities Society Board of Directors

**18-301 Moved, Seconded** by Mayor Polderman and Councillor Murray THAT Councillor Cranmer-Underhill is appointed to represent the Village of Lytton to the Board of Directors of the Gold Country Communities Society for the remainder of the 2018 year and for the 2019 year AND THAT Councillor Murray is appointed as the alternate to the Board.

**CARRIED**

xii. Emergency Preparedness Working Group

**18-302 Moved, Seconded** by Mayor Polderman Councillor Cranmer-Underhill THAT Councillor Callewaert-Haugen is appointed to represent Council to the Emergency Preparedness Working Group.

**CARRIED**

xiii. River Festival Planning Committee & May Days Planning Committee - Appointment Postponed

xiv. Volunteer Appreciation Committee

**18-303 Moved, Seconded** by Councillor Murry and Mayor Polderman THAT Council hereby establishes the Volunteer Appreciation Committee as a Working Group for the purpose of considering and inquiring into the matter of expressing appreciation and giving formal recognition to the members of our community whose volunteer efforts benefit the Village of Lytton; AND THAT Councillor Cranmer-Underhill is appointed to be a member of the Working Group.

**CARRIED**

8) **REPORTS FROM STAFF**

(a) **CAO – Report to Council dated November 7, 2018**

**18-304 Moved, Seconded** by Mayor Polderman and Councillor Murray THAT Council receive the CAO's Report to Council dated November 7, 2018 be received for information and filing.

**CARRIED**

**18-305 Moved, Seconded** by Mayor Polderman and Councillor Murray THAT Council approves the expenditure of up to \$5000.00 to pay for the replacement of

the ¾" water line running from Kent Road with a 1½" water line AND THAT this expense be paid from the Water Distribution Labour Expense Account.

**CARRIED**

(b) **CFO** – Introduction of our new Chief Financial Officer, Peter Njenga

i. Appointment of Peter Njenga as Chief Financial Officer & Administration of Oath of Office

**18-306 Moved, Seconded** by Mayor Polderman and Councillor Cranmer-Underhill THAT Peter Njenga be appointed as the Chief Financial Officer for the Village of Lytton. **CARRIED**

(c) **Corporate Officer** – None

(d) **Economic Development Officer** – None

(e) **Public Works** – CAO Report on Public Works dated November 7, 2018 & Public Works Lead Hand, Rod Bate

**18-307 Moved, Seconded** by Mayor Polderman and Councillor Murray THAT the CAO Report on Public Works dated November 7, 2018, be received for information and filed. **CARRIED**

**18-308 Moved, Seconded** by Mayor Polderman and Councillor Murray THAT Council approves the expenditure of up to \$2,600.00 to pay for the installation of the monitoring camera at the Wastewater Treatment Plant AND THAT this expense be paid from the Camerawork and Line Repairs fund. **CARRIED**

**18-309 Moved, Seconded** by Mayor Polderman and Councillor Cranmer-Underhill THAT Council approves the expenditure of up to \$10,000 to pay for the purchase and installation of a new spreader AND THAT this expense be paid from the Vehicle and Equipment Reserve Fund. **CARRIED**

(f) **Fire Rescue** – Fire Chief Jason Phillips – Month End Reports for June, July and August 2018.

**18-310 Moved, Seconded** by Mayor Polderman and Councillor Murray THAT Council receive for information and filing Fire Chief Jason Phillips Month End Reports for June, July and August 2018. **CARRIED**

(g) **Water Project Coordinator** – Lonny Miller, Water Project Update Report dated November 14, 2018

**18-311 Moved, Seconded** by Mayor Polderman and Councillor Murray THAT the

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Water Project Update Report dated November 14, 2018 be received for information and filed.

**CARRIED**

(h) **Engineering Consultant** - None

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

10) **CORRESPONDENCE**

(a) **Incoming correspondence for action**

- i. Local Government Leadership Academy (LGLA) Elected Officials Seminar – Email dated October 24, 2018 re Southern Interior Local Government Association (SILGA) Region hosting the Elected Officials Seminar in Kelowna January 23-25, 2019.

Councillors interested in attending LGLA to advise CAO Anderson.

- ii. Memo from UBCM dated October 15, 2018 re Group Insurance for Elected Officials

Postponed for discussion at Council of the Whole Meeting.

- iii. Letter dated October 25, 2018 from BC Council of Forest Industries and BC Lumber Trade Council re offer to provide briefing to Council and invitation to attend the 2019 Convention from April 3-5, 2019 in Vancouver, BC

No action taken.

- iv. Letter dated November 5, 2018 from twenty-two (22) residents recommending that former Mayor, Jessoa Lightfoot, receive the Freedom of the Municipality Award per section 158 of the *Community Charter*.

**18-312 Moved, Seconded** by Mayor Polderman and Councillor Murray THAT the Village of Lytton, by unanimous vote, confers Freedom of the Municipality on former Mayor Jessoa Lightfoot pursuant to Section 158 of the *Community Charter*.

**CARRIED BY UNANIMOUS VOTE**

(b) **Incoming correspondence for information**

- i. Minister of Education, Rob Fleming – Letter dated October 18, 2018 thanking Councillor Tiffany Callewaert-Haugen for meeting at the UBCM Convention and thanking former Mayor Lightfoot for information and materials provided.
- ii. Canadian Pacific Director of Government Affairs, Mike LoVecchio – e-mail dated September 28, 2018 re 2018 CP Holiday Train on Monday December 17, 2018
- iii. School District No. 74 (Gold Trail) Co-Chairs Valerie Adrian and Vicky Trill – Letter dated October 10, 2018 re the process for the project development of the K-12 school in Lytton

- iv. Minister of Transportation and Infrastructure, Claire Trevena – Letter dated October 2, 2018 thanking Councillor Tiffany Callewaert-Haugen for meeting at UBCM 2018 Convention
- v. Village of Valemount Mayor Jeannette Townsend – Email dated October 23<sup>rd</sup>, attaching letter dated October 3, 2018 re donations to charities by UBCM
- vi. Federation of Canadian Municipalities – Notice dated October 2018 re national strategy to provide reliable broadband internet access to all Canadians
- vii. UBCM news announcement dated October 31, 2018 re “Filling the Greyhound Gap”
- viii. nkshAytkn Caring for Our Children – Copy of letter to Gold Trail Board of Education dated November 5, 2018 re Committee to plan the K-12 facility and invitation to work in partnership
- ix. Marcie Down, Executive Director of Gold Country – Invitation to next Gold Country Communities Society meeting on November 21, 2018 in Cache Creek @ Chum’s Restaurant 12:30pm. Please RSVP by November 16, 2018.

**18-313 Moved, Seconded** by Mayor Polderman and Councillor Murray THAT Incoming Correspondence be received and filed. **CARRIED**

- (c) **Incoming correspondence list** – none
- (d) **Outgoing correspondence list** – list attached

#### 11) REPORT FROM MAYOR

Mayor Polderman attended the TNRD inauguration and orientation. The Mayor informed Council that he will take direction from council on the Village’s position regarding topics arising at future TNRD meetings.

#### 12) REPORTS FROM COUNCIL

- a) Councillor Cranmer-Underhill attended the Remembrance Day Pow Wow. She also attended the TNRD Orientation Session on November 9<sup>th</sup>.
- b) Councillor Murray Attended the Agricultural Council Meeting regarding Lytton First Nation Food Hub.

#### 13) REPORTS FROM COMMITTEES OF COUNCIL & COMMISSION - None

#### 14) NEW BUSINESS

- (a) Delegation of signing authority

**18-314 Moved, Seconded**, by Councillors Cranmer-Underhill and Murray THAT the Bank of Nova Scotia signing authorities for the Village of Lytton be amended to remove former CFO Margaret Stewart and former Mayor Jessoa Lightfoot and include Chief Financial Officer Peter Njenga and Mayor Jan Polderman. **CARRIED**

**18-315 Moved, Seconded**, by Councillors Cranmer-Underhill and Murray THAT all cheques written for the Village bank accounts be signed by either Mayor Polderman or Councillor Callewaert-Haugen along with either Chief Administrative Officer Rebecca Anderson or Chief Financial Officer Peter Njenga. **CARRIED**

**18-316 Moved, Seconded**, by Mayor Polderman and Councillor Cranmer-Underhill THAT the Municipal Finance Authority signing authorities for the Village of Lytton be amended to remove former Chief Financial Officer Margaret Stewart and include Chief Financial Officer Peter Njenga. **CARRIED**

**15) CALENDAR OF EVENTS:**

- TNRD Board Orientation in Kamloops November 23, 2018
- Lytton First Nation Christmas Parade, December 4, 2018
- Gordon McIntosh Workshop for new Councillors December 10<sup>th</sup> & 11<sup>th</sup>
- CP Holiday Train – Monday, December 18<sup>th</sup>
- SILGA Elected Officials Seminar – January 22-24, 2019

**16) IN-CAMERA MEETING**

**183-317 Moved, Seconded** by Mayor Polderman and Councillor Cranmer-Underhill 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 9:30 pm. **CARRIED**

**17) ADJOURNMENT**

**183-318 Moved, Seconded** by Mayor Polderman and Councillor Cranmer-Underhill THAT the meeting adjourn at 9:48 pm.

  
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Mayor Jan Polderman

  
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Corporate Officer Rebecca Anderson

