



**Village of Lytton  
Regular Council Meeting  
Council Chamber, 380 Main Street, Lytton, BC  
7:00 pm – Wednesday December 12, 2018**

**IN ATTENDANCE:** Mayor Polderman, Councillor Murray, Councillor Callewaert-Haugen, Councillor Cranmer Underhill (via conference call)

**STAFF:** CAO Anderson, CFO Njenga, PW Lead Hand Bate, Intern Goodall, Water Project Coordinator Miller

**PUBLIC:** Mrs. Peggy Chute

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

2) **ADOPTION OF AGENDA**

**18-319 Moved, Seconded** by Councillors Callewaert-Haugen, Cranmer-Underhill THAT the agenda be adopted as amended. **CARRIED**

3) **ADDITION OF LATE ITEMS**

- Item 14(f) (2019 Community Resiliency Investment Program – FireSmart Grant Application),
- Item 14(g) (Chief Spintlum Memorial Park Project Meeting),
- Item 14(h) (Governance Meeting with Mayor Polderman and LFN Chief Webster), and
- Item 8(a) (update on process for acquiring a debenture for funding capital projects).

4) **DELEGATIONS** - None

5) **PUBLIC COMMENT** - None

6) **ADOPTION OF MINUTES**

(a) Adoption of Minutes of the Inaugural Council Meeting held on Tuesday October 30, 2018

**18-320 Moved, Seconded** by Councillors Callewaert-Haugen, Murray THAT the Minutes of the Inaugural Council Meeting held on Tuesday October 30, 2018 be adopted as amended.

**CARRIED**

(b) Adoption of Minutes of the Regular Council Meeting held Wed. Nov. 14, 2018

**18-321 Moved, Seconded** by Councillor Murray, Mayor Polderman THAT the Minutes of the Regular Council Meeting held on Wednesday Nov. 14, 2018 be adopted as presented.

**CARRIED**

(c) Adoption of Minutes of the Regular Council Meeting held Wed. Nov. 28, 2018

**18-322 Moved, Seconded** by Mayor Polderman, Councillor Murray THAT the Minutes of the Regular Council Meeting held on Wednesday Nov. 28, 2018 be adopted as amended.

**CARRIED**

## 7) BUSINESS ARISING

- a) 2019 Schedule of Regular Council Meetings due to conflict with LGLA (SILGA) Elected Officials Seminar

**18-323 Moved, Seconded** by Councillors Callewaert-Haugen, Cranmer-Underhill THAT the meeting scheduled for January 23, 2019 is postponed to January 30, 2019. **CARRIED**

## 8) REPORTS FROM STAFF

- (a) **CAO** – Report to Council dated November 23, 2018

**18-324 Moved, Seconded** by Councillors Callewaert-Haugen, Murray THAT Council receive the CAO's Report to Council dated November 23, 2018 for information and filing. **CARRIED**

- (b) **CFO** – Report of CFO Njenga dated November 28, 2018

**18-325 Moved, Seconded** by Councillors Callewaert-Haugen, Murray THAT Council receive the CFO's Report to Council dated November 28, 2018 for information and filing. **CARRIED**

- (c) **Corporate Officer** – None

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

- (e) **Public Works** – CAO Report on Public Works dated November 26, 2018 & Verbal update by PW Lead Hand Rod Bate. A grant application for \$200,000 is being submitted to address upgrade and maintenance work connecting Village and IR18

**18-326 Moved, Seconded** by Councillors Callewaert-Haugen, Murray THAT the CAO Report on Public Works dated November 26, 2018, be received for information and filed AND THAT Council accepts the verbal update of Public Works Lead Hand Rod Bate. **CARRIED**

- (f) **Fire Rescue** – Fire Chief Jason Phillips – Month End Reports for September and October 2018.

**18-327 Moved, Seconded** by Councillors Murray, Callewaert-Haugen THAT Council receive for information and filing Fire Chief Jason Phillips Month End Reports for September and October 2018. **CARRIED**

- (g) **Water Project Coordinator** – This item to be moved to the in-camera session of this meeting.

- (h) **Engineering Consultant**

- i. Water System Improvement Project - Directed Technologies Drilling Inc cost estimate (USD) dated August 17, 2018 for Horizontal Well Review and Scoping

**18-328 Moved, Seconded** by Councillors Murray, Cranmer-Underhill THAT Council approves the expenditure of up to \$12,000 CDN for Directed Technologies Drilling Inc. to complete horizontal well review and scoping, AND THAT these funds are to be payable from the grant funding provided through the Federal Gas Tax Strategic Priorities Fund. **CARRIED**

- ii. Sewer Master Plan - Mundall Engineering and Consulting Proposal to Prepare Sewer Master Plan dated September 25, 2018

**18-329 Moved, Seconded** by Councillors Callewaert-Haugen, Murray THAT the Village of Lytton retain the services of Mundall Engineering and Consulting to prepare a Sewer Master Plan at a cost of no more than \$21,000 inclusive of GST. **CARRIED**

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

10) **CORRESPONDENCE**

(a) **Incoming correspondence for action**

- i. Canadian Federation of Independent Business (CFIB) – Letter dated November 15, 2018 from Samantha Howard, Director for BC – Request for meeting to discuss small business opportunities

Postponed to regular Council meeting scheduled for March 2019.

(b) **Incoming correspondence for information**

- i. Attorney General David Eby & Minister of Public Safety and Attorney General Mike Farnworth – Letter dated October 4, 2018 re Provincial Government Process for licensing non-medical cannabis retail stores
- ii. MLA Jackie Tegart (Fraser-Nicola) – Letter dated November 7, 2018 requesting meeting and extending invitation for assistance as needed
- iii. Office of the Fire Commissioner of BC, Building and Safety Standards Branch – Information Bulletin No. B18-07 dated November 21, 2018 re the 2018 Edition of the BC Fire Code
- iv. 2018 Regional Peer Review – Summary of Science Advisory Report 2018/050 re Recovery Potential Assessment for Chilcotin River and Thompson River Steelhead Trout
- v. 2019 SILGA Convention – Two letters from Alison Slater, SILGA Executive Director, dated December 1, 2018 re Call for Nominations to SILGA Executive and Call for Resolutions for 2019 Convention
- vi. Christmas Cards received from Lytton First Nation, Hub Insurance, Helping Hands Transition House, Kanaka Bar Indian Band (originals are pinned to the office bulletin board)
- vii. Federation of Canadian Municipalities – Email from Tim Kehoe, FCM Chief Elections Officer, dated December 3, 2018 re Call for Nomination for the Board of Directors for the remainder of the 2018-2019 term
- viii. FCM Communique dated November 29, 2019 re First Nations Updates
- ix. Auditor General for Local Government – Email dated November 29, 2018 from Gordon Ruth, Auditor General
- x. Ministry of Municipal Affairs and Housing – Letter dated November 15, 2018 from Minister Selina Robinson re Foundational Principles of Responsible Conduct
- xi. Lytton First Nation – Letter from Bobby Jumbo, Finance Manager, dated November 28, 2018

(c) **Incoming correspondence list** – list attached

(d) **Outgoing correspondence list** – list attached

**18-330 Moved, Seconded** by Councillors Callewaert-Haugen, Murray that the above listed correspondence be received for information and filed. **CARRIED**

## 11) REPORT FROM MAYOR

Mayor Polderman attended the Museum AGM and advises that the Museum Board has received grant funding to undertake some renovations and is in the request for tender process. He attended the 1.5-day Council Governance/Strategy session with Gordon McIntosh and also a meeting with the Recreation Commission.

The Mayor will be meeting with New Pathways to Gold and Chief Webster tomorrow regarding the potential Chief Spintlum Memorial Park Project and will report back to council.

The TNRD has advised that the advanced Property Assessment Role is now available online and the BC Seniors Advocate forwarded congratulations to Councils for their recent election. There is a thank you card for council to sign to express appreciation for the large donation of funds that LFN has contributed to the pool upkeep. In addition, heat pump and insulation rebates will be available as part of the provincial government's Clean Energy BC 2040 initiative for anyone who might be undertaking renovations.

**18-331 Moved, Seconded** by Councillors Callewaert-Haugen, Murray that the Report from the Mayor be received for information and filed. **CARRIED**

## 12) COUNCIL REPORTS

- (a) Councillor Callewaert-Haugen attended the morning session of the TNRD Orientation and the evening session of the Governance/Strategy workshop.
- (b) Councillor Cranmer-Underhill submitted a written report.
- (c) Councillor Murray attended the recent C2C forum with LFN in addition to regular council meetings and the Governance/Strategy session. Unfortunately, he was unable to attend the Gold Country board meeting due to a highway closure.

**18-332 Moved, Seconded** by Councillors Callewaert Haugen, Murray that the Council Reports be received for information and that the report of Councillor Cranmer-Underhill be filed. **CARRIED**

## 13) REPORTS FROM COMMITTEES OF COUNCIL & COMMISSIONS

- (a) Community to Community (C2C) Forum – Report by Councillors Gordon Murray and Councillor Cranmer Underhill. Councillor Cranmer-Underhill discussed the Forum in her submitted written report. Councillor Murray noted that LFN presented their Healthy Communities grant submission proposal for a Healing Centre and that significant effort is being put into Agricultural development.

- i. LFN/VoL Joint Working Group on Agriculture

**18-333 Moved, Seconded** by Mayor Polderman, Councillor Murray THAT the Village of Lytton will participate in the Agriculture Joint Working Group with Lytton First Nations AND THAT Councillors Murray and Cranmer-Underhill are appointed to represent Council for the Village of Lytton at the Agriculture Joint Working Group and will report from the

Working Group to Council.

**CARRIED**

- (b) Museum Commission – Report by Mayor Polderman – Agenda packages for the Museum’s Business Meeting and Annual General Meeting held November 27, 2018
- i. Appointment of Museum Directors pursuant to Sections 2.5 and 3.2 of Bylaw 620 and as recommended by the Museum Nomination Committee and elected by the members of the Commission on November 27<sup>th</sup>:
- 18-334 Moved, Seconded** by Mayor Polderman, Councillor Murray THAT the following are appointed as Directors of the Lytton Museum and Archives Commission: Peter Heaster as Chairman, Jim Steer as Vice Chair, Irene Steer as secretary, Jo Johnson as Treasurer, Jennifer Thoss as Director at Large, and Margo Soper as Director at Large  
**CARRIED**
- (c) nkshAytkn Caring for our Children – Agenda package for the Committee meeting held November 19, 2018

Councillor Callewaert Haugen departed at 8:12

#### 14) NEW BUSINESS

- (a) Caboose Park – Lease Agreement between the Royal Canadian Legion, Branch 162 (Lytton) and the Village of Lytton

**18-335 Moved, Seconded** by Councillors Murray, Cranmer-Underhill THAT Council authorizes Mayor Jan Polderman and CAO Rebecca Anderson to sign the Lease Agreement dated November 29, 2018 between the Royal Canadian Legion, Branch 162 (Lytton) and the Village of Lytton regarding the lease of Caboose Park.  
**CARRIED**

- (b) Holiday Decorating Contest

**18-336 Moved, Seconded**, by Councillors Cranmer-Underhill, Murray THAT Staff will be the judges for this year’s Annual Christmas Decorating Contest  
**CARRIED**

- (c) Council and staff Christmas Party – Postponed

- (d) UBCM Community Emergency Preparedness Fund – Evacuation Planning Project – 2018 Application

**18-337 Moved, Seconded** by Councillors Murray, Cranmer-Underhill THAT the Village of Lytton supports the activities proposed in the 2018 Application Form for UBCM’s Community Emergency Preparedness Fund and is willing to provide overall grant management for the 2019 Village of Lytton Evacuation Route Planning Project.  
**CARRIED**

- (e) Resignation of Councillor Richard Swan & preparation for Byelection

**18-338 Moved, Seconded** by Mayor Polderman, Councillor Cranmer-Underhill THAT pursuant to Section 58(1) and (2) of the *Local Government Act* Rebecca Anderson be appointed Chief Election Officer for conducting the 2019 local byelection with power to appoint other election officials as required for the administration and conduct of the 2019 local byelection; AND THAT Annette Turley be appointed Deputy Chief Election Officer for the 2019 local byelection.

**CARRIED**

**18-339 Moved, Seconded** by Mayor Polderman, Councillor Murray THAT a local byelection to fill the available Council seat be scheduled for Saturday March 2, 2019. **CARRIED**

(f) Community Resiliency Investment Program (2019 FireSmart Program) – 2018 Application

**18-340 Moved, Seconded** by Councillors Murray, Cranmer-Underhill THAT the Village of Lytton supports the activities proposed in the 2019 Application Form for FireSmart Community Funding & Supports under UBCM's Community Resiliency Investment Program and is willing to provide overall grant management for the Village of Lytton 2019 FireSmart Program. **CARRIED**

(g) Chief Spintlum Memorial Park Project

Mayor Polderman formally requests Council direction regarding the development of, and long-term operational/maintenance costs for, the proposed Chief Spintlum Memorial Park Project as more information becomes available.

(h) Council to Council Relationship with LFN

Council directed staff to draft a letter, to be presented for the review of Council at the January Committee of the Whole meeting, to formally begin the process of improving synergies between our communities.

15) **CALENDAR OF EVENTS**

- Gordon McIntosh Workshop for new Councillors December 10<sup>th</sup> & 11<sup>th</sup>
- Lytton Museum & St. Bartholomew's Auxiliary Bake Sale – Wednesday, December 12<sup>th</sup>, 11:30-2:00, Lytton Anglican Parish Hall
- Kumsheen Secondary School's Christmas Fair – Thursday December 13<sup>th</sup>, 1:00-7:00 p.m.
- CP Holiday Train – Monday, December 18<sup>th</sup>
- Committee of the Whole Meeting – Policy/Procedures; Finance/Audit – Wednesday December 19<sup>th</sup> at 5:00 p.m.
- SILGA Elected Officials Seminar – January 22-24, 2019
- 2019 SILGA Convention – April 30 – May 3, 2019 in Penticton

16) **IN-CAMERA**

**18-341 Moved, Seconded** by Mayor Polderman, Councillor Cranmer-Underhill 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 into In-camera session at 8:50 p.m. **CARRIED**

17) **ADJOURNMENT**

**18-342 Moved, Seconded** by Councillors Murray, Cranmer-Underhill THAT the meeting adjourn at 9:52 p.m. **CARRIED**

  
Mayor Jan Polderman

  
Corporate Officer/CAO Rebecca Anderson