



**Village of Lytton
Council Meeting**

**Minutes - Wednesday March 9, 2022 at 7:00 pm
Conducted via Zoom**

Council Present: Mayor Polderman, Councillor Graie, Councillor Hay

Staff Present: Leslie Groulx, Acting CAO
Ron Mattiussi, Policy Group Liaison Advisor
Terry Hawes, Financial Officer
Ron Dickinson, Director of Development and Planning
Nikki Best, Legislative Services Consultant

1 Call to Order

2 Adoption of Agenda

2.1 Agenda for the March 9, 2022 Regular Council Meeting

2.2 Introduction of Late Items

22-072 Moved by Councillor Graie, Seconded by Councillor Hay
THAT Council adopt the agenda for the March 9, 2022 Regular Council meeting as amended to remove item 6.2 and reflect the correct meeting year and date references.

CARRIED

3 Delegations

3.1 Mt Cheam Lions Charitable Society re: Cheque Presentation – Steve Somerset, Treasurer

Steve Somerset, Treasurer presented the Village of Lytton with a cheque valued at \$51,000. Mayor Jan Polderman thanked the Mt. Cheam Lions

3.2 Sophie Guilbault, Institute for Catastrophic Loss Reduction, and Kelsey Winter, BC Wildfire Service, FireSmart Canada re: Wildfire Components of Building Bylaw 711

3.3 RCMP – Quarterly Report, Sgt. Clay

Sgt. Clay reported an average number of calls for service, majority of files are related to traffic. Location messaging will be more specific moving into the second quarter. Deployment of the temporary detachment is delayed due to access of equipment and facilities, which then will lead into increasing the temporary footprint and public access capacity while reworking a new plan. The goal with this new direction is to provide walk-in and counter services like police records checks. New constable will be on the ground for orientation beginning Thursday, March 10, 2022 with anticipated boots on the ground by mid-April.

4 Public Comment

Public are invited to comment on matters pertaining to the agenda, for up to two (2) minutes.

Public asked questions pertaining the ICLR presentation

5 Adoption of Minutes

5.1 Minutes of the Regular Council Meeting

22-073 Moved by Councillor Hay, Seconded by Councillor Graie

THAT the minutes of the Regular Council Meeting held on Wednesday February 23, 2022, be adopted as amended to correct the typo in item 10.

CARRIED

5.2 Minutes of the Special Council Meeting

22-074 Moved by Councillor Hay, Seconded by Councillor Graie

THAT the minutes of the Special Council Meeting held on Wednesday March 2, 2022 be adopted as presented.

CARRIED

6 Business Arising from the Minutes/Unfinished Business

6.1 Business Arising from the Minutes

a) Integrated Design Process Guide (Verbal Update)

Staff noted that there has not been any uptake on this offer

Council Resolution 22-060

THAT staff be directed to post the Integrated Design Process Guide on the Village of Lytton website for village residents who are interested in participating in the process to contact the Village by email.

7 Staff Reports

7.1 Chief Administrative Officer

a) Recovery Plan Updates (February 23-present)

CAO Groulx gave an overview of:

- The \$18.2 million grant announcement from the Province of BC, and witnessed the removal of some the debris this week.
- Jack Keogh has been appointed as the team lead as Housing Recovery Manager.
- Yvonne Turgeon has hired part-time for communication support and will be introducing a paper newsletter in the mail for those without internet access.
- The Building Amendment Bylaw 711 has received significant feedback and staff will be bringing the bylaw back to the next March Council meeting.
- The Official Community Plan bylaw needs updating and Mr. Ron Mattiussi will be working on this item.
- There is a need for a Regional Economic Development Strategy -

staff is seeking funding, the development will include consultation from the community stakeholder and partners.

- Internally, the staff are working on updating policies ie: respectful workplace policy, conflict of interest and others.

b) Policy Adoption

22-075

Moved by Councillor Graie, Seconded by Councillor Hay

THAT Council adopt the following Policies as outlined in the Staff Report dated March 9, 2022:

1. No. 2022-02 Travel Expenses
2. No. 2022-03 Working Alone
3. No. 2022-04 Council / Administration Protocol; and

THAT Administration be directed to communicate the implication of these policies to the Village Staff.

CARRIED

7.2

Chief Financial Officer

a) **Budget Timelines**

CFO Hawes reported on the updated Budget Timelines which will be posted on the Lytton.ca website.

b) **ICBC Vehicle Replacement** (Verbal Update)

CFO Hawes reported the claim for the two lost Village vehicles was accepted and the Village has received the financial amounts for both.

7.3

Corporate Officer

CAO Groulx reported that due to unavoidable situation Ms. Story is unable to fulfil her duties as Chief Election Officer, and has requested a replacement in her stead.

22-076

Moved by Councillor Graie, Seconded by Councillor Hay

THAT pursuant to Section 58(1) and (2) of the Local Government Act, Bev Kennedy be appointed as the Chief Election Officer for conducting the 2022 Spring By-Election for the Village of Lytton with power to appoint other election officials as required for the administration and conduct of the by-election.

AND FURTHER THAT, the appointment of Shannon Story as Chief Election Officer be rescinded.

CARRIED

7.4

Economic Development Officer

7.5

Public Works

7.6

Fire/Rescue

8 Bylaws, Policies and Resolutions

8.1 Council Remuneration Bylaw 709, 2022

- 22-077** *Moved by Councillor Graie, Seconded by Councillor Hay*
THAT Village of Lytton "Council Remuneration Bylaw No. 709, 2022" be adopted. **CARRIED**

9 Correspondence

9.1 Correspondence for Action

- a) March 4, 2022 - Paul Kovacs, Executive Director, Institute for Catastrophic Loss Reduction Community Wildfire Protection and Recovery Plan Funding

- Moved by Councillor Hay, Seconded by Councillor Graie*
22-078 *THAT Council accept the fund provided from the Institute for Catastrophic Loss Reduction for the development of a Community Wildfire Protection and Recovery Plan and post relevant news and developments to the website.* **CARRIED**

9.2 Correspondence for Information

- a) 2022-02-16 – Village of Zeballos Donation (\$200)
Council requested that staff send a thank you to the Village
- b) 2022-02-22 – Town of Oliver re: BC Wildfires Petition
- c) 2022-02-24 – Vancouver Sun Article sent from Mary R. Lane re: Lytton naming and history.
- d) 2022-03-01 – SILGA 2022 AGM & Conference

- Moved by Councillor Hay, Seconded by Councillor Graie*
22-079 *THAT correspondence items 9.2(a)-9.2(d) of the Regular Council meeting of March 9, 2022 be received.* **CARRIED**

10 Reports from Mayor and Councillors

10.1 Mayor Polderman

Mayor Polderman reminded residents that to speed up the timeline for sifting and debris removal, to contact Owen Collins at 778-254-2483. Residents that live on First and Second Street is the area to be concentrated on after the public building debris cleanup is done. Mayor Polderman noted the new building bylaw should cover 80% the unique topography of Lytton which – a development variance can be applied for where needed.

10.3 Councillor Hay

Councillor Hay thanked the Province of BC for the generous donation. and then reported that he attended a start-up meeting at the resiliency centre. Councillor Hay noted a positive newspaper article that cited the debris removal was starting at the Museum, when in fact it was starting at the Fire Hall.

10.4 Councillor Graie

Councillor Graie reported that BC Hydro contacted her regarding the services proposal and that there may be a hybrid option regarding the rebuild.

Councillor Graie noted that the integrated design process is a cooperative process designed to save time and costs for builders and should any members of the public have questions they are welcome to contact her.

Councillor Graie thanked the province for their generous contributions to Lytton, to staff for their work, and provided general well wishes on the rebuild ahead.

11 Reports from Committees of Council and Commissions

11.1 Citizens' Advisory Committee

- a) March 2, 2022 Meeting Report
 - a. ICLR Presented to the committee
 - b. Terms of Reference are in process of approval

22-080 *Moved by Councillor Graie, Seconded by Mayor Polderman*

That the amended CASC Terms of Reference be approved as verbally described by Councillor Hay.

CARRIED

(Note from Legislative Services: The TOR document was not presented for public viewing or included in the Councillor package by Councillor Hay – Therefore, consider introducing a motion adding this document to a future agenda for re-approval or posting on the website for public viewing).

12 New Business

13 Calendar of Events/Outstanding Items List

- a) Citizens' Advisory Committee Meeting March 16, 2022
- b) Regular Council Meeting, March 23, 2022
- c) Budget Open House - March 31 – 6-8PM

14 Closed Meeting

a) Items to be Released from Closed Session

22-043C - Moved by Councillor Hay, seconded by Councillor Graie

THAT Council direct staff to contract with Yellowhead Community Services Society (Jack Keough, Project Lead) to perform the role of Housing Development Manager to lead the strategic planning of the housing portfolio for the Village of Lytton; and

THAT the contract term be approved from March 7, 2022 to December 31, 2022 with the option to renew by mutual agreement and a resolution of Council; and

THAT the Mayor and CAO be authorized to execute the agreement with Yellowhead Community Services Society.

CARRIED

b) Closed Session

Moved by Councillor Graie, Seconded by Councillor Hay

THAT Council close the meeting to the public to discuss matters related to Community Charter Sections:

- 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- 90(1)(c) labour relations or other employee relations;
- 90(1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;

15 Adjournment

15.1 Adjournment of the March 9, 2022 Regular Council Meeting

Moved by Councillor Hay

THAT the March 9, 2022 Regular Council Meeting be adjourned at 8:33 pm.

Jan Polderman

Jan Polderman, Mayor

Leslie Groulx

Leslie Groulx, CAO/Corporate Officer