



# MINUTES

## Regular Council Meeting

7:00 PM - Wednesday, April 13, 2022

Conducted via Zoom

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The Regular Council Meeting of the Village of Lytton was called to order on Wednesday, April 13, 2022, at 7:00 PM, conducted via Zoom, with the following members present:

**COUNCIL PRESENT:** Mayor Jan Polderman, Councillor Ian Hay, Councillor Lillian Graie

**STAFF PRESENT:** Chief Administrative Officer Leslie Groulx  
Chief Financial Officer Terry Hawes  
Legislative Services Nikki Best  
Policy Advisor Ron Mattiussi  
Recovery Manager James Heigh  
Director of Development Services Ron Dickinson  
Housing Manager Jack Keough

### 1 CALL TO ORDER

Mayor Polderman called the meeting to order at 7:00 p.m.

### 2 ADOPTION OF AGENDA

- a) Agenda for the Regular Council Meeting
- b) Introduction of Late Items

**22-302** *Moved by Councillor Ian Hay, seconded by Councillor Lillian Graie  
THAT Council adopt the agenda for the Regular Council meeting held  
on April 13, 2022 as presented.*

**CARRIED**

### 3 DELEGATIONS

- a) BC Assessment - Property Assessment and Property Taxes, Tracy Shymko, Acting Assessor, Thompson Okanagan

Ms. Shymko provided an overview of the assessment process for the province and for the Village of Lytton specifically. Subjects presented included:

- Information about BC Assessment
- Valuation
- Classification
- Assessment Cycle & Key Dates
- Relationships between assessments and taxes
- 2022 assessment roll overview
- Appeals process and
- To learn more residents are encouraged to visit [www.bcassessment.ca](http://www.bcassessment.ca)

- b) SAFERHome Standards Society - Patrick Simpson, Executive Director and Colin Doylend, Chair

Mr. Simpson reviewed the mission and values of SAFERhome and reported that SAFERhome promotes the adoption and use of housing standards and practices that are safer, healthier and more sustainable for everyone in the community through their SAFERhome standards. Residents were encouraged to reach out for more information at [www.saferhomestandards.com](http://www.saferhomestandards.com).

#### 4 PUBLIC COMMENT

*The public spoke to items 6.1, and Bylaw 711.*

#### 5 ADOPTION OF MINUTES

- a) Minutes of the Regular Council Meeting held on March 23, 2022

**22-303** *Moved by Councillor Lillian Graie, seconded by Councillor Ian Hay THAT the minutes of the Regular Council Meeting held on March 23, 2022 be adopted as presented.*

**CARRIED**

- b) Minutes of the Special Council Meeting held on March 31, 2022

**22-304** *Moved by Councillor Ian Hay, seconded by Councillor Lillian Graie THAT the minutes of the Special Council Meeting held on March 31, 2022 be adopted as presented.*

**CARRIED**

#### 6 BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

- a) CN Gift Card Distribution

**22-305** *Moved by Councillor Ian Hay, seconded by Councillor Lillian Graie*

*THAT all citizens, men, women and children, who had their primary residence destroyed in the June 30th 2021 (Lytton Creek Fire) fire in the Village of Lytton and TNRD Area "1" be eligible to receive \$350 in Visa Cash Cards;*

*AND THAT the cards are distributed by June 1st, 2022, with Visa Cards for TNRD Area "1" provide to the TNRD staff for distribution to the residents of Area "1" that lost their residents in the Lytton Creek Fire with the remaining cards being distributed to the Food Bank.*

**CARRIED**

- b) Unmet Needs Committee

Council reported the intent for the Citizens Advisory Select Committee will be discussing the logistics of taking on the Unmet Needs Committee portfolio.

## 7 STAFF REPORTS

### 1. Chief Administrative Officer

#### a) Update on Short Term Recovery Plan

James Heigh, Recovery Manager reported:

- Debris cleanup zones are in phases with the contractors and environmental assessments. Surface debris will require excavation in areas, in some cases service and utilities have been melted and impacted foundations of homes. Contamination has leached into soils and areas where services are needed - which makes the re-usability of many household foundations only possible if a qualified engineer reviews and assesses before rebuilding can be considered.
- Critical infrastructure underground surfaces have been impacted and melted, meaning there is no access yet to the municipal infrastructure and is under ongoing investigation.
- Tom McPhail has rejoined the Public Works team and is at the Wastewater Treatment Plant, where flushing on well 3 will begin soon.

#### 71.2. Community Recovery Fund Contribution Agreement

**2022-306** *Moved by Councillor Ian Hay, seconded by Councillor Lillian Graie THAT the Village of Lytton enters into the Community Recovery Funds Contribution Agreement for the amount of \$18,359,000 million dollars in grant funds; and THAT the Mayor and Corporate Officer be authorized to sign the agreement.*

**CARRIED**

#### 71.3. Code of Conduct for Council - Bill 26

**2022-307** *Moved by Councillor Ian Hay, seconded by Councillor Lillian Graie THAT Council has given consideration to establishing a Code of Conduct and intends to follow through with the development of a Code of Conduct upon the swearing in of the two (2) new Council members May 11, 2022.*

**CARRIED**

### 2. Chief Financial Officer

#### a) 2022 Five Year Financial Plan (2022-2026) - Budget update

Terry Hawes, Chief Financial Officer reported the plan is being updated and will come before Council in the next meeting.

#### b) Write-off of Property Taxes Order

Terry Hawes, Chief Financial Officer reported the Province of BC has given permission to the Village of Lytton to write off the 10% penalty that was imposed on the 2021 property taxes in the amount of \$23,298.85.

c) ICBC Vehicle Replacement

Terry Hawes, Chief Financial Officer reported the two vehicles damaged in the Lytton Creek Fire need to be replaced and staff are currently seeking new vehicles. The Village has received funds from the insurer and now intends to purchase a new vehicle to replace the 1-tonne and its attachments.

**2022-308** *Moved by Councillor Ian Hay, seconded by Councillor Lillian Graie*  
**THAT** Council authorizes staff to replace the 1 tonne Public Works vehicle and equipment attachments for an amount not exceed \$100,000 inclusive of PST;

**AND THAT** the shortfall from the ICBC claim payout and the remaining funding to be allocated from the Municipal Affairs grant.

**CARRIED**

**3. Corporate Officer**

None.

**4. Economic Development Officer**

a) Matcon Environmental Ltd. - Award of Change Order [Addenda]

Staff reported the funding for the Change Order is to be allocated from the EMBC Contribution Grant.

**2022-309** *Moved by Councillor Lillian Graie, seconded by Councillor Ian Hay*  
**THAT** Council authorizes staff to replace the 1 tonne Public Works vehicle and equipment attachments for an amount not exceed \$100,000 inclusive of PST;

**AND THAT** the shortfall from the ICBC claim payout and the remaining funding to be allocated from the Municipal Affairs grant.

**THAT** the Mayor and CAO be authorized to execute the Change Order with Matcon Environmental Ltd.

**CARRIED**

**5. Public Works**

None.

**6. Fire/Rescue**

None.

**8 BYLAWS, POLICIES AND RESOLUTIONS**

a) Fees and Charges Amendment Bylaw 713, 2022 (Water and Sewer)

**THAT** Village of Lytton “Fees and Charges Amendment Bylaw No. 713, 2022” be adopted.

*Note: Council tabled item 8(a) to the next meeting of Council to seek clarification on a specific funding item.*

**TABLED**

b) Delegation Bylaw 714 - Delegation of Authority

**Moved by Councillor Ian Hay, seconded by Councillor Lillian Graie**

**22-310**

1. **THAT** Council give first reading to “Delegation of Authority Bylaw No. 714, 2022.”

**CARRIED**

**22-311**

2. **THAT** Council give second and third reading to “Delegation of Authority Bylaw No. 714, 2022.”

**CARRIED**

c) 2021-2025 Financial Plan Amendment Bylaw No. 715, 2022

**22-312**

**Moved by Councillor Ian Hay, seconded by Councillor Lillian Graie**

1. **THAT** Council give first reading to “2021-2025 Financial Plan Amendment Bylaw No. 715, 2022.”

**CARRIED**

**22-313**

**Moved by Councillor Lillian Graie, seconded by Councillor Ian Hay**

2. **THAT** Council give second and third readings to “2021-2025 Financial Plan Amendment Bylaw No. 715, 2022.”

**CARRIED**

d) Procurement and Purchasing Policy 2022-06

**22-314**

**Moved by Councillor Lillian Graie, seconded by Councillor Ian Hay**

**THAT** Policy No. 2022-06 “Procurement and Purchasing Policy” be adopted as presented at the April 13, 2022, Regular meeting of Council.

**CARRIED**

e) Investment Policy No. 2202-07

**22-315**

**Moved by Councillor Ian Hay, seconded by Councillor Lillian Graie**

**THAT** Policy No. 2022-07 “Investment Policy” be adopted as presented at the April 13, 2022, Regular meeting of Council; and

**THAT** Administration be directed to communicate the contents of the policy to the Village Auditor and Staff.

**CARRIED**

**1. Correspondence for Action**

- a) Tricia Thorpe re: Hell or High Water Funds Question

***THAT** the funds donated to the Village of Lytton from the Hell or High-Water fundraiser be distributed to burnt-out residents with addresses within the municipal boundaries of the Village of Lytton, pending financial reporting requirements for receivables and payables are met.*

**TABLED**

Note: Council tabled item 9.1 to the next meeting of Council.

**2. Correspondence for Information**

- 1) Huntley Smith re: Donated Fire Truck
- 2) District of Ucluelet re: Press Release on Single-Use Plastic Items
- 3) Ministry of Citizens' Services re: Connecting Communities BC
- 4) Ernie Wagner re: Bylaw 710 and 711 Comments
- 5) City of Fort St. John re: Letter to Minister Whiteside: Extended Hour for Childcare

**2022-316** *Moved by Councillor Ian Hay, seconded by Councillor Lillian Graie.  
THAT correspondence items 9.2.1 to 9.2.5 on the April 13, 2022  
Regular Council agenda be received for information.*

**CARRIED**

**10 REPORTS FROM MAYOR AND COUNCILLORS**

**Mayor Polderman**

Mayor Polderman attended the Village BBQ on the weekend and thanked all of the people involved and who attended.

**Councillor Hay**

Nothing to Report

**Councillor Graie**

Councillor Graie reported on her attendance at the FCM Annual Conference

The Net Zero Forum experience and greening of cities, noting that Lytton would not be the first. Construction costs are increasing each month with costs being up to 12% higher than this time last year. Clean tech advancements are evolving and BC is making big strides including storage capabilities for renewable energies and lifecycles of products. 2030 is the deadline for the reduction of GHGs and it is getting closer every day.

## 11 REPORTS FROM COMMITTEES OF COUNCIL AND COMMISSIONS

### 1. Citizens' Advisory Committee

#### a) Minutes from March 16, 2022

Councillor Hay reported the committee met and will discuss the building bylaw at the next meeting, and thanked the CAO for her contributions to the committee as Mr. Ron Mattiussi will now step in as his new position of Director of Recovery.

## 12 NEW BUSINESS

## 13 CALENDAR OF EVENTS/OUTSTANDING ITEMS LIST

- Easter Holiday Office Closures - Friday, April 15 - Monday, April 18, 2022
- Citizen's Advisory Committee Meeting - April 20, 2022
- Advance Voting Day - Lytton By-Election - April 20, 2022
- Regular Council Meeting - April 27, 2022
- General Voting Day - Lytton By-Election - April 30, 2022

## 14 CLOSED MEETING

- a) Items to be Released from Closed Session
- b) Closed Session

**22-317** *Moved by Councillor Lillian Graie, seconded by Councillor Ian 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)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;*
- *90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*
- *90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.*

**CARRIED**

## 15 ADJOURNMENT

- a) Adjournment of the Meeting

22-318

*Moved by Councillor Ian Hay.*

*THAT the April 13, 2022 Regular Meeting of Council be adjourned at 9:35 pm.*

**CARRIED**

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Mayor Jan Polderman

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CAO/Corporate Office Leslie Groulx