



# MINUTES

## Regular Council Meeting

7:00 PM - Wednesday, April 27, 2022  
Zoom

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The Regular Council Meeting of the Village of Lytton was called to order on Wednesday, April 27, 2022, at 7:00 PM, on Zoom, with the following members present:

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

**STAFF PRESENT:** CAO Leslie Groulx  
Consultant Nikki Best  
Chief Financial Officer Terry Hawes  
Policy Advisor Ronald Mattiussi  
Director of Development Services Ron Dickinson  
Housing Manager Jack Keough  
Communication Department Communication User

### REGRETS:

#### 1. CALL TO ORDER

#### 2. ADOPTION OF AGENDA

1. Agenda for the Regular Council Meeting
2. Introduction of Late Items

**22-319** *Moved by Councillor Hay, seconded by Councillor Graie  
THAT Council adopt the April 27, 2022 agenda for the Regular  
Council meeting as presented/amended.*

**CARRIED**

#### 3. DELEGATIONS

1. Rolf de Bruin, Co-Founder and Co-Owner, Fort Berens Estate Winery regarding the Lytton Strong Fundraiser

Mr. de Bruin announced the making of 120 cases of "Lytton Strong Pinot Gris" used the wine to raise funds for the Village of Lytton, which could amount to \$40,000 including a silent auction an raffle to raise a total of \$125,000 included with some recommendations on where to allocate the funds to rebuild the community pool.

**22-320**      ***Moved by Councillor Hay, seconded by Councillor Graie***  
THAT Council direct staff to report to council on the maintenance costs for a new recreation center in anticipation of the Fort Berens Winery donations. **CARRIED**

**4. PUBLIC COMMENT**

*The public made comments on the unmet needs committee, recreation centre support and the proposed code of Conduct of Council.*

**5. ADOPTION OF MINUTES**

1. Minutes of the Regular Council Meeting

**22-321**      ***Moved by Councillor Graie, seconded by Councillor Hay***  
*THAT the minutes of the Regular Council Meeting held on April 13, 2022 be adopted as presented.* **CARRIED**

**6. BUSINESS ARISING FROM THE MINUTES**

1. Code of Conduct for Council - Contract Award

**22-322**      ***Moved by Councillor Hay, seconded by Councillor Graie***  
*THAT Council award a contract to Christina Benty of Strategic Leadership Solutions in the amount of \$7,500 to complete a Code of Conduct as part of two half day governance, leadership and team development workshops with Council and CAO (including one follow-up session and travel disbursements) with the funds to be allocated from the Community Recovery Fund - contingency:*  
  
*AND THAT the Mayor and Chief Administrative Officer execute the required documents.* **CARRIED**

2. Correspondence - Hell or High Water Funds (Merritt Rotary Club)

**22-323**      ***Moved by Councillor Graie, seconded by Councillor Hay***  
*THAT the Hell or High Water Funds be distributed to the Village of Lytton residents who are rebuilding their primary residence.* **CARRIED**

**7. STAFF REPORTS**

**1. Chief Administrative Officer**

- a) Short Term Recovery Plan Update (Verbal)

Mr. Ron Matiussi reported:

- Debris removal is ongoing, one of the Hobo Hollow home 1 will be cleared first to ensure there is a safe corridor for the access of the team
- Resiliency Centre reported the center is very active and that programs, red cross and service supports are taking place there

- The uninsured or underinsured properties and heritage permits have brought on complexities

**2. Chief Financial Officer**

- a) Investment Policy – GIC Investments - Authorized Staff

**22-324**

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

*THAT Staff are authorized to enter into an agreement with Scotia Wealth to invest funds in accordance with its Investment Policy; and*

*THAT the Chief Administrative Officer (CAO) is authorized to execute the Letter of Direction to Scotia Wealth.*

**CARRIED**

- b) BDO 2021 Audit Engagement Process

**22-325**

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

*THAT the Chief Financial Officer be authorized to execute the Engagement Letter with BDO Canada LLP to perform the 2021 Annual Audit of the Village of Lytton Financial Statements for an amount of up to \$32,500 with the funds to be allocated from the 2022 Operating Budgets.*

**CARRIED**

**3. Corporate Officer**

- a) Temporary Appointment of Acting Chief Administrative Officer and Corporate Officer

**22-326**

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

*THAT Lori Weideman be appointed as Acting Chief Administrative Officer and Corporate Officer for the dates of May 10 to May 24, 2022.*

**CARRIED**

- b) Designation of Head of Freedom of Information and Protection of Privacy

**22-327**

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

*THAT pursuant to Sec. 77 of the Freedom of Information and Protection of Privacy Act (FOIPPA) of British Columbia, Council designate the Village of Lytton's Corporate Officer as Head Freedom of Information and Protection of Privacy.*

**CARRIED**

**4. Economic Development Officer**

**5. Public Works**

- a) Change Order for Urban Systems Limited

**22-328**      **Moved by Councillor Hay, seconded by Councillor Graie**  
*THAT Council move item 5.1(a) to the Closed agenda under section 90(1)(k).*

**CARRIED**

b)      Decorative Lampposts and Street Signs

**22-329**      **Moved by Councillor Hay, seconded by Councillor Graie**  
*THAT Council move with option 2 as presented in the April 27, 2022 Council Report Titled “Decorative Lampposts and Street Signs”*

**CARRIED**

**6.      Fire/Rescue**

a)      Fire Services Review - Contract Award (ON TABLE)

CAO Groulx reported the considerations of RFP proposals will be moved to May 10, 2022.

**8.      BYLAWS, POLICIES AND RESOLUTIONS**

1.      Draft Zoning Bylaw Amendments to Zoning Bylaw 484

**22-330**      **Moved by Councillor Hay, seconded by Councillor Graie**  
*THAT Council direct staff to prepare a bylaw amendment to Bylaw 484, 1998 Zoning Bylaw specific to Schedule “A” (Zoning Bylaw Text) “C” (Off Street Parking and Loading Provisions); and*

*THAT the Bylaw Amendments be forward to the Community Advisory Select Committee for review and response.*

**CARRIED**

2.      Building Bylaw No. 710 - A Bylaw for Administration of the Building Code and Regulation of Construction

**22-331**      **Moved by Councillor Graie, seconded by Councillor Hay**  
*THAT Village of Lytton “Building Bylaw No. 710, 2022” be read a second time.*

**CARRIED**

3.      Bylaw No. 713 - Fees and Charges Amendment Bylaw

**22-332**      **Moved by Councillor Hay, seconded by Councillor Graie**  
*THAT Village of Lytton “Fees and Charges Amendment Bylaw No. 713, 2022” be adopted.*

**CARRIED**

4.      Bylaw No. 714 - Delegation of Authority

**22-333**      **Moved by Councillor Hay, seconded by Councillor Graie**  
*THAT Village of Lytton “Delegation of Authority Bylaw No. 714, 2022” be adopted.*

**CARRIED**

5. Bylaw No. 715 - 2021-2025 Five Year Financial Plan Amendment Bylaw

**22-334** ***Moved by Councillor Graie, seconded by Councillor Hay***  
*THAT Village of Lytton "2021-2025 Financial Plan Amendment*  
*Bylaw No. 715, 2022" be adopted.* **CARRIED**

6. Bylaw No. 719 Septage Disposal Rates & Flow Meter for Sewer (LFN Work Camp)

**22-335** ***Moved by Councillor Hay, seconded by Councillor Graie***  
*THAT the Village of Lytton issue a Purchase Order (PO) to the*  
*City of Merritt for a \$10,000 as a surety bond in the event the*  
*Village damages or fails to return the borrowed flow meter to the*  
*City of Merritt on or before May 1, 2023;*

*AND THAT the Village of Lytton allocates \$10,000 against the*  
*Sewer Reserve Fund to support the PO to the City of Merritt.*

**CARRIED**

**22-336** ***Moved by Councillor Hay, seconded by Councillor Graie***  
*THAT the Village of Lytton "Septic Disposal Rate Bylaw No. 719,*  
*2022" be introduced and read a first time.* **CARRIED**

**22-337** ***Moved by Councillor Graie, seconded by Councillor Hay***  
*THAT the Village of Lytton "Septic Disposal Rate Bylaw No. 719,*  
*2022" be read a second and third time.* **CARRIED**

**9. CORRESPONDENCE**

**1. Correspondence for Action**

**2. Correspondence for Information**

a) Teck and Royal Inland Hospital Announcement

**22-338** ***Moved by Councillor Graie, seconded by Councillor Hay***  
*THAT correspondence item 2(a) on the April 27, 2022 Regular*  
*Council agenda be received for information.* **CARRIED**

**10. REPORTS FROM MAYOR AND COUNCILLORS**

**1. Mayor Polderman**

a) Mayor Attended the Funeral of Terry Raymond who was a positive influence in the Fraser Canyon among many guests. The Mayor also reported meetings with various members of the public and organizations throughout the week regarding the recovery work.

The Mayor encouraged people to attend the upcoming FireSmart training in early May and the link to the event is located on the Village of Lytton website as well as in the newsletter.

**2. Councillor Hay**

- a) Reported also attending the funeral of Terry Raymond and provided his regards to the family.

**3. Councillor Graie**

- a) Councillor Report: 2022 FCM Globe Forum

**11. REPORTS FROM COMMITTEES OF COUNCIL AND COMMISSIONS**

**1. Citizens' Advisory Select Committee (CASC)**

- a) April 6, 2022 - CASC Minutes
- b) Councillor Hay reported that the CN gift cards will be handed out at the Resiliency Centre on the following dates. Councillor Hay encouraged people to email him if they are unable to attend the dates to accommodate the delivery at [ihay@lytton.ca](mailto:ihay@lytton.ca).

Next meeting will be on May 18, 2022.

**12. NEW BUSINESS**

**13. CALENDAR OF EVENTS/OUTSTANDING ITEMS LIST**

1.
  - Town Hall Meeting - April 28, 2022 - 5:30 p.m.
  - General Voting Day for By-Election - April 30, 2022 - 8 a.m. - 8:00 p.m.
  - Special Meeting of Council - May 4, 7:00 p.m. (Five Year Financial Plan and Tax Rate Bylaw readings)
  - Regular Council Meeting - May 11, 2022 - 7:00 p.m.
  - Citizen's Advisory Select Committee - May 18, 2022 - 4:00 p.m.
  - Regular Meeting of Council - May 25, 2022 - 7:00 p.m.

**14. CLOSED MEETING**

1. Items to be Released from Closed Session

**22-059C - Moved by Councillor Hay, seconded by Councillor Graie - CARRIED**

THAT the Council engages Fraser Basin Council to facilitate bringing together the Five Nations communities, Nlaka'pamux Nation Tribal Council and Electoral Area "I" of the Thompson Nicola Regional District; and THAT the Mayor and Chief Administrative Officer be authorized to execute the required documents.

**22-061C - Moved by Councillor Hay, seconded by Councillor Graie - CARRIED**

THAT Council approves entering into a Recovery Partnership Agreement to Support the Village of Lytton Recovery for the remainder of 2022 up to March 31, 2023 with a review to take place in six (6) months of the execution of this Agreement; and

THAT the Mayor and Chief Administrative Officer be authorized to execute the required documents.

**22-062C - Moved by Councillor Hay, seconded by Councillor Graie - CARRIED**

THAT Council has reviewed and approves the British Columbia FireSmart Committee Summary Report dated February 9, 2022.

2. Closed Session

**22-339 Moved by Councillor Hay, seconded by Councillor Graie**

*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;*
- *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; and*
- *90(1)(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].*

**CARRIED**

3. Change Order for Urban Systems (Reconvened from Closed Session at 9:35 p.m.)

**22-340 Moved by Councillor Graie, seconded by Councillor Hay**

*THAT Council approve a change order to Urban Systems Limited (USL), (professional civil engineering firm) for an increase to their current scope of work and their fees in the amount of up to \$156,870, to perform the role of Engineer for water and civil works in the Village of Lytton with the funds be allocated from the Provincial Government Wildfire Response Fund Contribution Agreement (6.26 (i)); and*

**CARRIED**

*THAT the Mayor and Chief Administrative Officer be authorized to execute the required documents.*

**15. ADJOURNMENT**

1. Adjournment of the Meeting

**22-341**      *THAT the April 27, 2022 Regular Meeting of Council be adjourned at 9:40 p.m.*

**CARRIED**