



MINUTES

Regular Council Meeting

7:00 PM - Wednesday, May 11, 2022
Zoom

The Regular Council Meeting of the Village of Lytton was called to order on Wednesday, May 11, 2022, at 7:00 PM, on Zoom, with the following members present:

COUNCIL PRESENT: Mayor Jan Polderman
Councillor Ian Hay
Councillor Lillian Graie
Councillor Ross Urquhart
Councillor Melissa Michell

STAFF PRESENT: Acting Chief Administrative Officer Lori Wiedeman
Chief Financial Officer Terry Hawes
Policy Advisor Ronald Mattiussi
Legislative Services Consultant Nikki Best
Recovery Project Manager James Heigh

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

1. Introduction of Late Items

- Section 7.2 - Village of Lytton Insurance - Museum Staff Report (Late Agenda Item)

2. Agenda for the Regular Council Meeting

22-342 *Moved by Councillor Graie, seconded by Councillor Hay
THAT Council adopt the May 11, 2022 Regular Council Agenda meeting as amended to include the Village of Lytton Insurance - Museum Report under section 7.*

CARRIED

3. DELEGATIONS

1. RCMP Quarterly Report - Sgt. Clay

Sgt. Clay reported on the period from January 1, 2022:

- 134 calls for service in the Lytton area including Village Proper, Lytton Rural, Lytton and Spences Bridge showing an over 40+% decrease in calls since 2021.
- Two major files requiring staff resources included additional assistance from Kelowna, Kamloops and Surrey, yet both investigations are concluding shortly.

- Staff were on site with the final bidders for the new RCMP site. Both bid applicants are ready to ship and erect the structure as soon as the contract is awarded.
- RCMP staff are reviewing call volumes and reporting numbers, to be able to provide accurate record keeping, scoring and therefore reporting calls is under review.

4. PUBLIC COMMENT

The public spoke to items 5.2 in support of the Fort Berens donation regarding recreational services (swimming pool) support.

5. ADOPTION OF MINUTES

1. Minutes of the Regular Council Meeting

22-343 ***Moved by Councillor Graie, seconded by Councillor Hay***
THAT the minutes of the Regular Council Meeting held on April 27, 2022 be adopted as amended to correct the wine stated to Pino Gris.

CARRIED

2. Minutes of the Special Council Meeting

22-344 ***Moved by Councillor Graie, seconded by Councillor Hay***
THAT the minutes of the Special Council meeting of May 4, 2022 be adopted as presented.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

1. Fort Berens Winery Donation re: Estimated Costing for Recreation Centre Long Term Maintenance (Verbal Report)

CFO Hawes reported on the unknown operational costs for a recreational centre. The challenges include lack of development and planning for a pool or recreation centre at this time, which cannot be done within a week or two. Staff requested to return to Council once those plans are developed, including operational budgets. Fort Berens winery representatives met with staff and noted the recommendations of the funding information was in order to accommodate the request to direct money before it is accepted. CFO Hawes recommended that Council accept the donation graciously and determine at a future date the feasibility of the recreation centre or a pool.

22-345 ***Moved by Mayor Polderman, seconded by Councillor Graie***
THAT Council accept the proposed donation from Fort Berens Winery which is intended for the future building of a recreational centre and/or a pool in the Village of Lytton.

CARRIED

7. STAFF REPORTS

1. Chief Administrative Officer

a) Fire Service Review - Contract Award

22-346

Moved by Councillor Graie, seconded by Councillor Hay

Recommendation: THAT Council approve awarding the Fire Services Review Contract to Dave Mitchell & Associates for an amount up to \$48,000 (including disbursements and travel) with the funding to be allocated from the Wildfire Response Fund Contribution Agreement;

AND THAT the Mayor and the Acting Chief Administrative Officer be authorized to execute the necessary documents.

CARRIED

b) Village of Lytton Insurance - Museum

22-347

Moved by Councillor Graie, seconded by Councillor Hay

Recommendation: THAT Council authorizes the scope of work to inventory, catalogue, and valuation of the Lytton Museum artifacts and contents destroyed in the 2021 wildfire to West Willow Antiques; and

THAT the cost of such work is to be financed by the Municipal Insurance Association of British Columbia.

CARRIED

2. Chief Financial Officer

a) Permissive Tax Exemption Bylaw

22-348

Moved by Councillor Hay, seconded by Councillor Graie

Recommendation: THAT Council resolves to cover the amount of \$4,720.22 (\$1,529.49 other tax authorities and \$3,190.80 municipal portion) for properties listed on the attached 2022 Permissive Tax Bylaw Schedule "A"; and

THAT the funds to be expended from 2022 interest revenue.

CARRIED

3. Corporate Officer

a) Respectful Workplace Policy

22-349

Moved by Councillor Graie, seconded by Mayor Polderman

Recommendation: THAT Council adopt the Respectful Workplace Policy Number 2022-08 as attached to the May 11, 2022 Respectful Workplace report; and

THAT Administration be directed to communicate the policy to current and future Village of Lytton staff and Council.

CARRIED

b) 2022 By-Election Results

22-350 *Moved by Councillor Hay, seconded by Councillor Graie*
Recommendation: THAT the declaration of election results provided by the Chief Election Officer for the 2022 Village of Lytton By-Election be received by Council. **CARRIED**

4. Economic Development Officer

5. Public Works

6. Fire/Rescue

8. **BYLAWS, POLICIES AND RESOLUTIONS**

1. Building Bylaw 710, 2022 - Third Reading

Interim CAO Wiedeman noted discussions with Lidstone & Co. regarding Bylaw 710, 2022 and 711, 2022 which have resulted in some potential changes. Staff would like an opportunity to incorporate the feedback from legal counsel, therefore requesting the reading be deferred to the next meeting.

22-351 *Moved by Councillor Graie, seconded by Councillor Hay*
Recommendation: THAT Council resolve to review the amendment to the building bylaw regarding fees and deposits at the last Council meeting in November 2022. **CARRIED**

2. Building Amendment Bylaw 711, 2022

22-352 *Moved by Councillor Graie, seconded by Councillor Hay*
Recommendation: THAT "Building Bylaw No. 711, 2022" be read a first time. **CARRIED**

3. Bylaw 716, 2022 - 2022-2026 Five Year Financial Plan

22-353 *Moved by Councillor Hay, seconded by Councillor Graie*
Recommendation: THAT "Village of Lytton 2022-2026 Financial Plan Bylaw No. 716, 2022" be adopted. **CARRIED**

4. Bylaw 717, 2022 - 2022 Tax Rate Bylaw

22-354 *Moved by Councillor Hay, seconded by Councillor Graie*
Recommendation: THAT "Village of Lytton 2022 Tax Rate Bylaw No. 717, 2022" be adopted. **CARRIED**

5. Bylaw 719, 2022 - Septic Disposal Fees

22-355 *Moved by Councillor Graie, seconded by Mayor Polderman* **CARRIED**

Recommendation: THAT "Septage Disposal Rate Bylaw No. 719, 2022" be adopted.

9. CORRESPONDENCE

1. Correspondence for Action

a) Invitation to Participate in Access Awareness Day on June 4, 2022

22-356

Moved by Mayor Polderman, seconded by Councillor Graie

Recommendation: THAT Council direct staff to receive and file the correspondence.

CARRIED

b) BC Municipal Climate Leadership Council

22-357

Moved by Councillor Hay, seconded by Councillor Graie

Recommendation: THAT Council direct staff to receive and file the correspondence.

CARRIED

2. Correspondence for Information

a) 2022-04-28 - Surrey Lions Club (Donation - \$1,466.08)

22-358

Recommendation: THAT Correspondence item 9.1 on the May 11, 2022 Regular Council agenda be received for information.

CARRIED

10. REPORTS FROM MAYOR AND COUNCILLORS

1. Mayor Polderman

a) Mayor Polderman went to the BC Manufacturers Association Conference and discussed Bylaw 711, safer home principles and has asked representatives to attend a Lytton Council meeting in June to make presentations.

The hiring process for the CAO is ongoing and currently in the interview stages.

The Mayor expressed concerns on the timeline of the cleanup for insured properties, and has made contact with representatives to speed up the process if possible.

Mayor Polderman noted his upcoming absence and appointed Councillor Michell as the acting Chair for the Community Advisory Select Committee of Council.

2. Councillor Hay

a) Councillor Hay noted his conversation with residents regarding thanks for Owen Collings allowing them access to their former residence sites.

3. Councillor Graie

- a) Councillor Graie noted there is concerns on the heritage permit costs and requested an opportunity for members of the public to seek clarifications.

It was noted that the website contains these answers but staff will review to ensure the information is clear, and that insurance adjusters and property owners have been working in tandem to have an agreement between the province and adjusters.

11. REPORTS FROM COMMITTEES OF COUNCIL AND COMMISSIONS

1. Citizens' Advisory Select Committee (CASC)

- a) Minutes for April 20, 2022

Councillor Hay reported the donation card handout process is underway as scheduled for May 3, 17 and 31 at the Resiliency Centre. The CASC meeting was cancelled due to the Fire Smart Committee conflict.

12. NEW BUSINESS

13. CALENDAR OF EVENTS/OUTSTANDING ITEMS LIST

- Citizen's Advisory Select Committee - May 18, 2022 - 4:00 p.m.
- Regular Meeting of Council - May 25, 2022 - 7:00 p.m.

1. Acting Mayor Schedule

22-359 *Moved by Councillor Graie, seconded by Councillor Hay*
THAT the Acting Mayor Schedule for the 2022 year be amended
as follows:

- *May - Councillor Graie*
- *June - Councillor Urquhart*
- *July - Councillor Graie*
- *August - Councillor Graie*
- *September - Councillor Graie*
- *October - Councillor Michell*

CARRIED

22-360 *Moved by Councillor Hay, seconded by Councillor Graie*
THAT Council cancel the May 25, 2022 regular Council meeting
due to staff availability.

CARRIED

14. CLOSED MEETING

- 1. Items to be Released from Closed Session**
Resolution No. 22-071C

THAT the Director of Recovery - Ron Matiussi speak to Nonie McCann regarding the planning of an event for the June 30th, 2022 anniversary date of the Lytton Creek Fire.

2. Closed Session

22-361 ***Moved by Councillor Hay, seconded by Councillor Graie***
Recommendation: 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; and*
- *90(1)(c) labour relations or other employee relations.*

CARRIED

15. ADJOURNMENT

1. Adjournment of the Meeting

22-362 ***THAT the May 11, 2022 Regular Meeting of Council be adjourned at 9:20 p.m.***

CARRIED

Mayor
Jan Polderman

Acting CAO/Corporate Officer
Lori Wiedeman