



**Village of Lytton
Regular Council Meeting - AGENDA
Council Chamber, 380 Main Street, Lytton, BC
7:00 pm – Wednesday June 26, 2019**

1) **CALL TO ORDER** – Mayor Polderman at ____ pm

2) **INTRODUCTION OF LATE ITEMS**

3) **ADOPTION OF AGENDA (pp. 1-4)**

Moved, Seconded by Councillors _____ **THAT** the agenda be adopted as presented or amended.

4) **DELEGATIONS** – none.

5) **PUBLIC COMMENT** – 2-3 minutes per person to address an item on this agenda

6) **ADOPTION OF MINUTES** – to be provided

(a) Minutes of regular Council meeting held May 22, 2019

Moved, Seconded by Councillors _____ **THAT** the minutes of the regular Council meeting held on Wednesday, May 22, 2019, be adopted as presented or amended.

7) **BUSINESS ARISING**

8) **REPORTS FROM STAFF (pp. 5-12 + separate document on 11x17 sized paper)**

(a) Chief Administrative Officer – report to be provided

- i. Copy of job description of classification for Receptionist and Administrative Assistant Position, dated May 2019 (pp. 5-6)
- ii. Rescheduling of the cancelled June 19th Committee of the Whole meeting
- iii. Kumsheen K-12 Conversion – Development Plan dated June 16, 2019 (separate document on 11x17 size paper)

(b) Chief Financial Officer – report to be provided

- i. BDO invoice with additional charges dated May 31, 2019

(c) Corporate Officer – no report

(d) Economic Development Officer – no report

(e) Public Works – no report

(f) Lytton Fire Rescue (p. 7)

- i. Temporary loan of fire truck from the District of Lillooet – Agreement signed June 25, 2019 (p. 7)

Moved, Seconded by Councillors _____ **THAT** Council ratifies the agreement signed by CAO Anderson on June 25, 2019 for the loan of a fire truck from the District of Lillooet to the Village of Lytton for three days.

(g) Water Project Coordinator – Water Capital Project Report dated June 5, 2019 by Lonny Miller, Water Project Coordinator (pp. 9-11)

Moved, Seconded by Councillors _____ **THAT THE** Water Capital Project Report dated June 5, 2019 be received for information and filing.

(h) Engineering Consultant (p. 12)

- i. Water System Improvements Project (funded by grant from Federal Gas Tax Strategic Priorities Fund) – List of costs for Utility Locates (Hydro-excavation and Restoration) (p. 12)

9) BYLAWS, POLICIES & RESOLUTIONS - None

10) CORRESPONDENCE (p. 13)

(a) Incoming correspondence for action - none

(b) Incoming correspondence for information (p. 13)

- i. E-mail dated June 21, 2019 from Service Canada re denial of the Village's application for Canada Summer Jobs grant

(c) Incoming correspondence list – to be provided

(d) Outgoing correspondence list – to be provided

Moved, Seconded by Councillors _____ **THAT** Council receive the above correspondence for information and filing.

11) REPORT FROM MAYOR -

12) REPORTS FROM COUNCIL

(a) Councillor Callewaert-Haugen

(b) Councillor Cranmer-Underhill

(c) Councillor Hay

(d) Councillor Murray

Moved, Seconded by Councillors _____ THAT Council accepts the reports from the Mayor and Councillors as presented.

13) REPORTS FROM COUNCIL RE COMMITTEES & COMMISSIONS (pp. 15-16)

(a) Age-friendly Seniors Housing Committee – Committee Chairman, Councillor Hay

(b) Economic Development Working Group – Councillor Gordon Murray

(c) Emergency Centre Committee – Mayor Polderman

(d) Emergency Preparedness Working Group – Mayor Polderman

(e) FireSmart Board – Mayor Polderman

i. Meeting held June 24, 2019

(f) Gold Country Communities Society – Councillor Cranmer-Underhill

(g) Land Use Advisory Committee – Mayor Polderman

(h) LFN & Village of Lytton Joint Working Group on Agriculture – Councillor Murray

(i) Lytton Museum & Archives Commission – Councillor Hay

(j) Lytton Recreation Commission – Councillor Cranmer-Underhill

(k) NDIT Cariboo-Chilcotin/Lillooet Regional Advisory Committee – Councillor Murray

i. Meeting held June 18, 2019

(l) nkshAytkn Caring for our Children Committee – Councillor Cranmer-Underhill

(m) TNRD Board – Mayor Polderman (pp. 15-16)

i. Board meeting held June 13, 2019 – see attached copy of The Current highlights dated June 17, 2019 (pp. 15-16)

(n) Volunteer Appreciation Committee – Councillor Callewaert-Haugen

Moved, Seconded by Councillors _____ THAT Council accepts the above Committee Reports as presented.

14) NEW BUSINESS (p. 17)

- (a) Future Community to Community (C2C) Forum events – Councillor Cranmer-Underhill.
Suggestions for topics of discussion regarding:
- i. The tradition of land acknowledgement in Native communities – printout sent from Councillor Cranmer-Underhill (p. 17)
 - ii. Commencing the next C2C Forum event with Lytton First Nations with a circle and a facilitator, for building trust and towards achieving truth and reconciliation

15) CALENDAR OF EVENTS:

- Registration opens for UBCM 2019 Convention – Tuesday, July 2nd
- 2 Rivers Remix – July 6 & 7, 2019
- School District 74 Board of Education Meeting – September 3, 2019 at the School District Office in Ashcroft
- Gold County Geocaching Event in Lytton – September 21st
- UBCM 2019 Convention – Sept. 23-27, 2019 at Vancouver Convention Centre
- Cariboo Chilcotin Coast Tourism Association AGM & Conference – November 1-3, 2019, Barkerville Historic Town & Park

16) IN-CAMERA MEETING

Moved, Seconded by Councillors _____ THAT in accordance with Sec 90(1) of the Community Charter, this portion of the meeting is closed to the public, and that Council move into In-Camera at ____pm.

17) ADJOURNMENT

Moved, Seconded by Councillors _____ THAT the meeting adjourn at ____pm.



**VILLAGE OF LYTTON
POSITION DESCRIPTION**

TITLE: RECEPTION/ADMINISTRATION ASSISTANT/CLERK

DEPARTMENT: ADMINISTRATION

CUPE JOB CODE: CLERICAL 2019 WAGE \$24.28/HR

DATE: MAY 2019

REPORTS DIRECTLY TO: CHIEF Administrative Officer (CAO).

THE RESPONSIBILITIES OF THIS POSITION ARE to provide front office reception plus additional administrative services for the departments (Administration, Finance and Public Works).

Duties include but are not limited to:

- Greet all walk-in customers and handle enquiries of a non-complex nature and direct other inquiries to the appropriate department head.
- Answer the telephone and take messages as needed or forward calls where required to the appropriate department head.
- Manage and respond as required the Reception email (hotspot@lytton.ca).
- Respond to basic enquiries (i.e. taxes, utilities, bylaws, notices, meetings, accounts receivable, etc.), and refer to the appropriate department if necessary, and follow up when required.
- Open and/or close the Municipal offices.
- Administer over-the-counter programs (i.e., dog license program; business license program; swimming pool posters, passes and registrations; raft takeout privileges, etc.).
- Cash receipting – taxes, utilities, business and dog licenses and other revenue received over the counter or by mail.
- Maintain and balance the Cash float.
- Coordinate the shipping, receiving and distribution of mail, courier packages and faxes.
- Maintain the Village's record management system and file all office correspondence and reports etc. in a timely fashion.
- Coordinate the booking of the council chambers and Room 115.
- Maintain and update the Public Notice Boards with Village related notices.
- Coordinate food & beverage requirements for meetings.
- Order and maintain office supplies.

- Maintain Council and staff phone lists.
- Collect the mail and redirect to the appropriate recipient.
- Seek quotes or cost estimates for basic office purchases as required.
- Draft routine letters, memos, notices and village related advertisements.
- Provide photocopying of reports, letters, agendas and minutes as required.
- Maintain or coordinate the servicing and maintenance schedule of office equipment (fax/photocopiers, electronic equipment at Council Chambers, printers, computers).
- Perform basic research duties as may be required from time-to-time by the CAO/
- Enter data and generate various reports from the computer network's shared drive.
- Provide administrative support to the CAO, CFO and Public Works Lead Hand.
- Additional duties as assigned by the CAO.

Knowledge, Skills and Abilities:

- Work effectively as a team member, being respectful of all others and pitching in when needed.
- Ability and interest to take initiative and work independently.
- Outgoing professional manner.
- Thorough knowledge of business English, spelling and punctuation.
- Strong letter writing skills.
- Strong intuitive computer skills.
- Knowledge of municipal government and how it functions.
- Cash handling and data entry, some bookkeeping or accounting experience an asset.
- Knowledge of office practices and procedures.
- Ability to follow rules, regulations and policies and to make decisions based upon them.
- Ability to meet and deal tactfully and effectively with persons representing professional, public and community groups in providing a wide variety of Municipal information.
- Working knowledge of personal computers and computer-based applications.
- Ability to establish and maintain effective working relationships with supervisors, municipal officials, other employees and the general public.
- Discrete, with ability to maintain a high level of confidentiality.

FORMAL EDUCATION AND TRAINING

- Minimum of Grade 12 or equivalent, preferably supplemented by post secondary courses in office administration, accounting and/or local government administration.

EXPERIENCE

- 2 - 3 years of administrative work experience.
- Working knowledge of Microsoft Office (Word, Excel, and Outlook).
- Experience using the MuniWare accounting system or similar system.



The District of Lillooet
618 Main Street, PO Box 610, Lillooet, BC V0K 1V0
Tel: (250) 866-4288 Fax: (250) 866-4288
E-mail: cityhall@lillooetbc.ca

DISTRICT OF LILLOOET FIRE DEPARTMENT LOAN AGREEMENT

The District of Lillooet Fire Department agrees to loan the Village of Lytton the 1990 Ford Fire Apparatus (formerly known as Engine 1 and now known as Engine 11), until repairs have been completed to the Village of Lytton's own Fire Apparatus. The Village of Lytton, however, agrees to the following conditions.

- Should a catastrophic event occur in the District of Lillooet, the District of Lillooet reserves the rights to call back Engine 11 at our discretion and at any time and the Village of Lytton agrees to return Engine 11 with no reservations.
- While in possession of Engine 11, the Village of Lytton will be responsible to pay in full any damages to Engine 11 or equipment on board.
 - Should damages occur, the Lillooet Fire Chief will be notified immediately of the situation and given a full written report.
 - Should damages occur, the Lillooet Fire Department will oversee repairs and /or replacement of equipment and the Village of Lytton will be expected to pay in full invoices incurred.
- While in possession of Engine 11, the fire apparatus is to be only driven by qualified personnel with the Village of Lytton Volunteer Fire Department:
 - Who possess a valid Driver's Licence.
 - Who have a valid air brakes endorsement on said Driver's Licence.
- The Fire Apparatus is only to be used in emergency incidents.
- The Fire Apparatus must be stored indoors and out of the weather elements.

The Village of Lytton Volunteer Fire Department will pick up Engine 11 in Lillooet and deliver it back to Lillooet at the conclusion of this situation.

Rebecca Anderson, CAO
Village of Lytton

Date

Print name



VILLAGE OF LYTTON WATER CAPITAL PROJECT REPORT JUNE 26, 2019

TO: Mayor and Council
FROM: Lonny Miller, Water Project Coordinator
DATE: June 26, 2019
PURPOSE: To provide an update for the Ground Water Development Project.

RECOMMENDATION

Moved, Seconded by Councillors _____ THAT the Water Project Update Report dated June 26, 2019 be received for information;

WATER PROJECT STATUS

On May 30, 2019 WSP declined Timbro's request for substantial performance and provided a detailed list of deficiencies and values. We have been advised by Timbro on June 20, 2019 that they have completed the majority of the deficiencies and hope to complete the remaining items shortly.

At time of writing this report WSP and Hydro continue to research and discuss the electrical problem with Well #3. According to WSP email dated June 21 the electrical engineer states:

- *My very rough calc indicates 750 kcmil required wire.*
- *A good portion of his run (i.e. 50m) he run a 3/0, I'm getting (again very rough) 5% drop for that.*
- *I indicated I still feel the problem is likely on Hydro side.*
- *Myles and I agreed hydro will re-run the calcs and determine theoretical required wire, i.e. double-check the design.*
- *IF and only IF hydro determines the current installation exceeds the max allowed voltage drop (2%) then they will look into a dedicated service transformer closer to our point of connection (kiosk).*
- *I did indicate we need a resolution to this issue fairly quickly but also want to make sure we identified the root cause correctly.*
- *I reminded there was some confusion with the issued B.C. Hydro Letter which incorrectly stated 100A vs drawing which indicated 200A service.*

Public Works pump test of June 20,2019 indicated that the variable frequency drive would alarm out at 70% so the pump was not getting 110% power at maximum. It was pumping water but could not produce the full flow of the well. We are awaiting a final decision on the problem and a recommended solution.

Timbro may now have reached Substantial Performance which will start the 55-day period for liens to be filed and resolved. WSP will be calculating the cost of any deficiencies which will be held back from Timbro until they are completed. The largest issue remains Hydro for Well #3 which will likely not be a Timbro problem as the Village was responsible for coordinating Hydro services.

The SROW over Mr. & Mrs. McMillan's property and Marty (Dean) Adams property were surveyed by Doug Dodge last month and the survey plan indicates that the water main is not installed in the centre of the proposed rights-of-way on both properties. Staff met with both property owners and discussed a shift in the Right of Way which was accepted provided Timbro and the Village corrected landscaping, drainage and safety issues. Timbro advised that they have completed the corrective work and the property owners are now satisfied. Staff will be confirming with the property owners and then forwarding the surveys to our solicitor for formal documents to be prepared, signed and registered on the prospective properties.

Progress Payments

All Progress Payments were paid to Timbro as per the contract.

Work Completed	\$2,256,619.38
Less holdbacks	<u>\$ 258,540.04</u>
Total Payments to Timbro	\$1,998,079.34

Timbro will be issuing an invoice for May/June once substantial performance has been met and deficiencies completed or reduced below the balance of the work to be completed as per the contract which is \$65,006.70

Lytton First Nations Contributions

LFN has been invoiced 38% of all of Timbro Progress Payments to date, and all other related costs up to September 30, 2019. Staff is compiling other costs since October 1, 2018 and will be invoicing LFN when completed.

LFN has paid all invoice up to January 31, 2019 and the three months outstanding totalling \$222,952.26 was promised on June 20, 2019 to be paid shortly. Staff will continue to monitor and discuss with senior LFN Staff.

February 28, 2019 Progress Payment #9	\$ 78,782.29 Outstanding
March 31, 2019 Progress Payment #10	\$ 67,435.35 Outstanding
April 30, 2019 Progress Payment #11	\$ 76,734.62 Outstanding

Clean Water and Wastewater Grant

Staff received payment for CWWF claim #17, 18, and 19 totalling \$316,820 and will be submitting the Asset Renewal Profile and subsequent final report by month end as required. The original Grant was approved in March 2017 in the amount of \$2,158,000 and is to be fully completed by March 31, 2020.

Recommendations

Staff recommends that the Water Project Update Report dated June 26, 2019 be received for information.

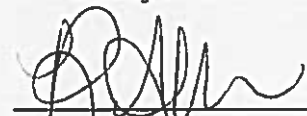
Attachments

Nil

Respectfully submitted



Lonny Miller
Water Project Coordinator



Rebecca Anderson
Chief Administrative Officer

Kumsheen Secondary School, Lytton

Utility Locates - Hydroexcavation and Restoration

25-Jun-19

Item	Description	Unit	Est. Qty.	Est. Unit Price	Extended
1	Saw-cut asphalt and remove asphalt slabs before hydro-excavating. Dispose to nearby location as directed by Village of Lytton. Est. qty 80 lin-m	LS	1	\$1,200.00	\$1,200.00
2	Hydro-Excavate to locate water main depth up to 1.5m; location to be documented by others while exposed. Est. Qty. 40 lin-m	LS	1	\$3,100.00	\$3,100.00
3	Backfill hydro-excavated areas with 3/4" minus and use water to consolidate. Level and compact, prepare surface for asphalt patch.	LS	1	\$1,600.00	\$1,600.00
4	Apply temporary asphalt cold patch, grade and compact to match existing asphalt	LS	1	\$1,250.00	\$1,250.00
				Sub-total	\$7,150.00
				Contingency 25%	\$1,787.50
				GST	\$446.88
				TOTAL	\$9,384.38

Rebecca Anderson

From: SV-SF-CSOS <no-reply-aucune-reponse@hrsdc-rhdcc.gc.ca>
Sent: June 21, 2019 2:33 PM
To: Rebecca Anderson
Subject: Result of the assessment of your Canada Summer Jobs application

*****This is a system generated e-mail. Please do not reply*****

2019/06/21

Rebecca Anderson
The Corporation of the Village of Lytton
PO BOX 100
LYTTON BC V0K 1Z0

Project Number: # 016200149

Constituency: Mission-Matsqui-Fraser Canyon

Subject: Result of the assessment of your Canada Summer Jobs application

Each year, the funding requests received by the Canada Summer Jobs program exceed the program budget. We have completed the assessment of your application. I regret to inform you that Service Canada is unable to offer you Canada Summer Jobs funding for summer 2019.

We encourage you to apply for future funding opportunities that may be found by visiting <https://www.canada.ca/en/employment-social-development/services/funding.html>

We appreciate your interest in the Canada Summer Jobs program.

If you have any questions, please contact me at (800) 548-2375.

Sincerely,

Chalmers, Michael
Service Canada
1001 ST. MARY'S ROAD
Winnipeg MB R2M 3S4
W-T-SUMMER-ETE-GD@servicecanada.gc.ca



THOMPSON-NICOLA REGIONAL DISTRICT

Highlights from the Thompson-Nicola Regional District [Board of Directors' Meeting of June 13, 2019](#)

The Current

June 17, 2019

Public Hearing: Zoning Amendment Bylaw No. 2686

A public hearing was held regarding an application for a temporary use permit (TUP) to enable short-term vacation rental of a property located at 5115 East Barriere Lake FSR. The applicant spoke to the Board about the proposed use of renting his property and answered questions to clarify the TUP application.

Residents of East Barriere Lake were also present at the public hearing and expressed a number of concerns about allowing short-term rental of a residential property in the community, citing potential issues about fire risk, noise, public safety, environmental impacts, and the potential for more short-term rentals to be allowed along the lakefront.

The Board considered the public hearing input along with the report provided by the Director of Development Services. After much deliberation, the recommendation was defeated and the TUP application was denied.

Read the report [here](#).

Zoning Amendment Bylaw Approved

The Zoning Amendment Bylaw pertaining to second dwelling regulations on ALR land and cannabis regulation was read a third time and adopted by the Board.

These minor amendments will provide improved clarity and accordance with federal legislation around cannabis regulation and 'craft' cannabis production facilities, and will align the TNRD's regulations with the new 2019 *Agricultural Land Commission Act*.

Read the report [here](#).

Search and Rescue Grants Approved

The Board approved the following annual operating, equipment and training grants for regional Search and Rescue groups:

SAR GROUP	OPERATING GRANT 100%	EQUIPMENT 50%	TRAINING 50%
Barriere	\$10,000	\$0.00	\$0.00
Kamloops	\$10,000	\$3,557.50	\$6,000
Logan Lake	\$10,000	\$14,799.68	\$0.00
Nicola Valley	\$10,000	\$0.00	\$0.00
South Cariboo	\$3,325	N/A	N/A
Wells Gray	\$10,000	\$11,054.57	\$8,200

Read the minutes of the May 19, 2019 Emergency Protective Services Management Committee [here](#).

Gas Tax Funds

The Board approved the following requests for Federal Gas Tax Funds:

- **\$79,000** for improvements to the [Little Fort Community Hall water system](#)
- **\$30,000** to purchase a spare rotating biological contractor shaft for the [Paul Lake Sewer system](#)
- **\$215,000** to undertake improvements to the [Pritchard wastewater system](#) rapid infiltration basin (RIB) discharge
- **\$30,000** to complete water system and flushing capacity upgrades for the [Pritchard water system](#)
- **\$280,000** for upgrades at the [70 Mile House Community Hall](#)

Director/Committee Remuneration and Expense Report

The Board received the 2018 Director and Committee Member Remuneration and Expense Report which will be made available for public inspection on the Finance page of the [TNRD website](#).

Read the report [here](#).

The next Regular Board Meeting is the annual out of town meeting held in Chase on July 10, 2019 at 1:15 pm.

Please note that The Current is not a substitute for the TNRD's Board meeting minutes, found on our website: www.tnrd.ca

about why land acknowledgement is such an important tradition.

Here is a short excerpt from our website:

If you are looking to make your own land acknowledgement, please use this example to construct your own:

I would like to acknowledge that we are on the traditional land of the first people of Seattle, the Duwamish people past and present and honor with gratitude the land itself and the Duwamish Tribe.

It is important to note that this kind of acknowledgement is not a new practice developed by colonial institutions. Land acknowledgement is a traditional custom dating back centuries for many Native communities and nations. For non-Indigenous communities, land acknowledgement is a powerful way of showing respect and honoring the Indigenous Peoples of the land on which we work and live. Acknowledgement is a simple way of resisting the erasure of Indigenous histories and working towards honoring and inviting the truth.

For more information, visit duwamishtribe.org and realrentduwamish.org

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