



**Village of Lytton
Minutes
Regular Council Meeting
Council Chamber, 380 Main Street, Lytton, BC
7:00pm Monday March 27, 2017**

IN ATTENDANCE:

Mayor Lightfoot (absent with notice)
Councillor Callewaert-Haugen (absent with notice)
Councillor Hay
Councillor Polderman
Councillor Smith

STAFF:

CAO, Rebecca Anderson
CFO, Margaret Stewart (via telephone for a portion of the meeting)
EDO/CO, Andrew Schaer
Water Project Coordinator, Lonny Miller
Administrative Clerk, Annette Turley

PUBLIC:

Bernie Fandrich, President – Lytton & District Chamber of Commerce

1) **CALL TO ORDER** – Councillor Hay at 7:00pm

2) **ADOPTION OF AGENDA**

17/75 Moved, Seconded by Councillors Polderman/Smith THAT the agenda be adopted as presented or amended. **Carried**

3) **ADOPTION OF MINUTES**

- (a) Minutes of the Special Council Meeting May 11, 2016 – for review
- (b) Minutes of the Regular Council Meeting March 13, 2017

17/76 Moved, Seconded by Councillors Polderman/Hay THAT item (a) be amended to read "*adopted March 27, 2017*". **Carried**

17/77 Moved, Seconded by Councillors Polderman/Smith THAT Councillor Polderman's Report in item (b) be amended to read: "*a lot of trees have fallen in the watershed and two are on the path*". **Carried**

17/78 Moved, Seconded by Councillors Polderman/Smith THAT items (a) and (b) be adopted as amended. **Carried**

4) **DELEGATIONS** – None

5) **ADMINISTRATIVE MATTERS**

- (a) Fee for Service Contract – Lytton Visitors Centre

17/79 Moved, Seconded by Councillors Polderman/Smith THAT the Fee for Service Contract be accepted for information. **Carried**

17/80 Moved, Seconded by Councillors Polderman/Smith THAT the “*Treasurer*” in the Fee for Service Contract Definitions section be amended by Staff to read: “*CFO*” and that the contract’s term be amended, and further that the contract be tabled at the next Council meeting. **Carried**

(b) Clean Water and Wastewater Fund – Shared Cost Agreement (CWWFA)

(c) Green Municipal Fund – Staff needs direction from Council regarding Slow Sand Filtration grant being denied.

Discussion

17/81 Moved, Seconded by Councillors Polderman/Smith THAT the Council ratifies both of the Shared Cost Agreements between the Ministry of Community, Sport and Cultural Development and the Village of Lytton. **Carried**

17/82 Moved, Seconded by Councillors Hay/Smith THAT Staff shall send a letter to the Green Municipal Fund Administrator which shall include original attachments and letters of support from the local Member of Parliament and Member of the Provincial Legislature) requesting that the Green Municipal Fund funds be used for the original scope of the project (i.e. downtown wells). **Carried**

17/83 Moved, Seconded by Councillors Polderman/Smith THAT WHEREAS the previous attempts to obtain funding for the Slow Sand Filtration project have been unsuccessful and WHEREAS the Interior Health Authority has expressed that it does not support the construction of the Slow Sand filtration plant and WHEREAS other funding administrators have indicated that the Slow Sand filtration plant is not the direction that they wish for our water system, Council moves that Slow Sand Filtration no longer be pursued. **Carried**

6) CORRESPONDENCE

a) Action Items:

- i. SILGA Convention – Asking Council to contribute a gift basket as door prize.

Direction to Staff to send an email informing the SILGA that Council will not be attending the convention.

- ii. Canadian Cancer Society – follow up to August letter re: invitation to endorse recommendation for provincial action on outdoor smoke-free places.

Direction to Staff to send a letter informing the Canadian Cancer Society (CCS) that although Council supports the CCS’ recommendation in principle, it is unable to officially enforce such a policy.

- iii. Cathy Peters – Follow up to previous three correspondences re: youth & child exploitation: Recommended actions.

Direction to Staff to send a letter informing Cathy Peters that although Council supports Ms. Peters’ recommendation in principle, it is unable to officially enforce such a policy.

- iv. Two Rivers Community Services Society – Request for weatherproofing to be included in the municipal budget.

Direction to Staff that this matter be left in the CAO’s capable hands.

b) Information Items

- i. OHCS Building & Safety Standards Branch – Next Edition of BC Building Codes
- ii. OHCS Building & Safety Standards Branch – New sprinkler requirements for four-storey wood-frame buildings.
- iii. Policy # 3001 – Garbage Collection/ Annual Cleanup

Direction to Staff re: iii. Given that the garden debris pick-up date is April 14th, that staff work this out with public works in time to advertise it.

Direction to Staff re: i, ii, and iii that these matters be brought before Council of the Whole in June to deal with policy and by-law matters.

- c) **Correspondence Log** – List attached
- d) **Outgoing Mail Log** – List attached

17/84 Moved, Seconded by Councillors Polderman/Smith THAT the above noted correspondence be received and filed. **Carried**

7) ADMINISTRATIVE REPORTS

- (a) Water Project Coordinator, Lonny Miller – Report to Council re Water Project Update

Discussion

- Goal is to complete and commission the water system by December 31st
- Golder Draft Report (to be reviewed by TAC Committee) ready for March 31st
- Horizontal drilling by April
- Groundwater protection and capture area
- Right of Way issues
- Two sources of water (i.e. back-up source)
- Walt Bayless, Senior Engineer – Opus Consultants re: detailed letter and application for construction permit and commitment from IHA that project meets IHA standards
- Control building requirements
- Watershed risk assessment (re: watershed third party and wildlife use)
- Interior Health Authority's plans re: geothermal heating pumps

17/85 Moved, Seconded by Councillors Smith/Polderman THAT Water Project Coordinator, Lonny Miller's report be received and filed for information. **Carried**

- (b) CAO Rebecca Anderson – Monthly Report to Council

Discussion

- Attended a TAC meeting with Golder and Associates & Lonny Miller
- Council's award of Precision bid was conditional on it receiving answers to 2 questions:
 1. Whether Opus considered the replacement flow meters as suitable – which Opus has since reported are suitable.
 2. Whether an extension on the warranties could be obtained – which can be partially dealt with by delaying the delivery of the equipment, as the supplier indicated that extended warranties are available for parts only and recommend that we proceed with Precision's tender as offered and not proceed with pursuing extended warranties as they appear to have little value.

17/86 Moved, Seconded by Councillors Polderman/Smith THAT the conditions be removed and Precision's bid be accepted. **Carried**

- BC Interior Community Foundation – request for invitation for Coffee Meeting – CAO to provide Council with an email of suggested dates.
- Austin working with Patrick on mapping water lines to assist Opus and attending TNRD Solid Waste Management Plan review – report on Diversion (bio solids / organic waste). Council may want to consider a by-law.

Direction to Staff re: placing the matter before the COW in April or May.

- Preparations for Lytton Community Water Committee Meeting
- Attended 2-day FireSmart Local Representative workshop – Community championed needed to take on the Local Representative role.
- Oversight of the Budget; Audit; and Water Project.
- BC Wildfire Service no longer pays for flagmen on the road (estimated cost is \$2,300). CAO will approach TNRD and LFN to determine whether cost can be shared.

17/87 Moved, Seconded by Councillors Smith/Polderman THAT CAO Rebecca Anderson's report be received and filed for information. **Carried**

(c) EDO/CO Andy Schaer – Report to Council re: Business Retention & Expansion Program

- Business Retention and Expansion (BR+E) Program; Implementation Manual; Scoping Document; and Draft Steering Committee Terms of Reference presented to Councillor
- Appointment of Council member to BR+E Steering Committee would be *ex officio*
- Consensus among BR+E stakeholders that a First Nation representative sit on the BR+E Steering Committee but that the Steering Committee be limited to 5 members.

Discussion

- Motions 2 and 3 require the Mayor as mover.
- A Visitation Team training session will ensure that business owners understand the survey questions which are drafted in standardized language consistent with the BR+E methodology.

17/88 Moved, Seconded by Councillors Polderman/Smith THAT Council adopts the Business Retention & Expansion (BR+E) Program and further that Schedule 'A' - BR+E *Program Implementation Manual* be received and filed for information. **Carried**

17/89 Moved, Seconded by Councillors Polderman/Smith THAT a Special Council Meeting be held at 1:30pm on April 4, 2017 to address Motion 2 and 3 (establishment of BR+E Steering Committee and appointment of member of Council thereto). **Carried**

8) TREASURER/CORPORATE OFFICER REPORT

(a) Cheque listing for Council March 4, 2017 – March 20, 2017

Direction to Staff re: Staff to put Baxter Mechanical and other receipts before the next COW meeting.

Discussion

- Offsite backup.
- Reminder: Council Minutes should only be published to the VOL website once signed.
- TNRD (page 135) cheque for \$3,600 is principal

17/90 Moved, Seconded by Councillors Polderman/Smith THAT the March 4, 2017 – March 20, 2017 Cheque Listing be received and filed. **Carried**

9) PUBLIC WORKS REPORT - None

10) FIRE DEPARTMENT REPORT – None

11) BYLAWS/POLICIES

(a) CFO, Margaret Stewart – Report to Council re 2017-2021 Financial Plan Bylaw

17/91 Moved, Seconded by Councillors Polderman/Smith THAT Bylaw 690, 2017, the 2017-2021 Financial Plan Bylaw, be read a first, second and third time. **Carried**

Discussion

- May 11, 2016 Council Meeting Minutes – tax rates used based on wrong assessment values resulting in then under-collection of taxes (corrected and since collected), however this did not affect current budgeted tax rate calculations.
- Basis of presentation of Financial Plan Summary(Sources and Uses of Funds)

12) COUNCIL REPORTS

(a) Mayor Lightfoot

March 14th – NDIT meeting in 100 mile. The applications for funding exceeded the year’s allocation. Some submissions were rejected and some were supported with a lesser amount. There is still several hundred thousand dollars that can be accessed. Communities with Facade Improvement grants will be canvassed in June to see if their allocations will be used. The next meeting in a tele meeting in June.

March 15th the council met with the CFO in a COW meeting to review the 2016 financials

March 16th – Council met to review this year’s budget and discuss tax rates

March 17th - Ms Anderson, Mr. Miller and myself met with IHA contractor “Be the Change” to review water challenges and concerns. They previously toured the water system with PW and stated they had the best tour to date. They would like to film some of the area for a short video in late April and requested permission for a drone to film.

March 23rd – the Thompson Regional Hospital District had its regular meeting in the morning. The chair was selected. Mr. Ken Christian is the new chair and Renee Elliot the vice chair. We had a presentation from BC Ambulance, updates on the North Shore Clinic and Royal Inland hospital. Major Capital Equipment and Construction Requests included a project for Heat Pump Re-commissioning the Lytton Medical Clinic. I advised there could be potential issues with the Village well and requested conversation on plans.

The regular TNRD meeting included a presentation from CN rail. Rail grinding and procedures were discussed. It is CN’s intent to not grind for the six weeks over the summer, from mid-July till the end of August.

March 24th – The May Day committee met to discuss details for the May long weekend. No theme was agreed upon – Just make it fun.

- (b) Councillor Callewaert-Haugen (absent with notice)
- (c) Councillor Hay

Jackie Tegart, MLA was here today and made a couple of presentations and asked if Staff could draft a letter to Lorie, her Executive Secretary) re: getting the funding and people for assessment for the senior housing. They said that it was free. If we could get that going? I thought that they could put us into the housing aspect and they had money.

Direction to Staff re: CAO to look into the matter and report back to Council.

Discussion

- Receipt of \$25,000 from BC Government to be used towards Age-Friendly Communities. Is a reserve required?
- CAO (who had previously referred the question to the CFO) stated the funds could be used for any seniors housing project.
- Could the Senior's Housing Committee make recommendations on how the funds could be spent?
- CAO stated that the CFO would create a special account to hold the funds until such time as a decision was made on using the funds.
- CAO submitted an Expression of Interest for the Age-Friendly Communities who have 5 workshops they are willing to fund.
- Councillor Hay will report back to Council in May on what is needed.

- (d) Councillor Polderman

It was good to hear that the Legion got \$10,000 as well. I thanked Jackie Tegart for giving us the money, and that's about all I have to report.

- (e) Councillor Smith (None)

17/92 Moved, Seconded by Councillors Polderman/Hay THAT the Council Reports be received and filed.
Carried

13) OTHER BUSINESS ("Business Arising")

- i. Sale of old Fire Truck – Report by CAO Anderson

Discussion

Direction to Staff re: CAO to look further into the matter and report back to Council by the end of May 2017.

14) CALENDAR OF EVENTS/OUTSTANDING ITEMS LIST

- Cemetery Clean up 10:00am – 2:00pm Sunday April 2, 2017.
 - CAO stated that Public Works are continuing their work.
- TNRD/Red Cross & ESS Volunteers meeting April 6, 2017 @ 6:30pm in Council Chambers.

- CAO Red Cross will meet with Karen Dunstan, Sheila McQuire and CAO about training of volunteers for ESS.

➤ VOL Audit April 10th – 13th.

- CAO stated that Staff will be busy on those dates.

➤ FireSmart Meeting @ Village Office April 12, 2017 @ Noon

➤ TNRD "Free Dump Day" April 22, 2017 (1 pickup load per household)

- CAO stated that policy will dictate operations and that Staff will communicate it to the public.

➤ FireSmart clean up April 22nd & 23rd, 2017 below CP Rail track from underpass to IR 18.

15) IN-CAMERA – none

16) ADJOURNMENT

17/93 Moved by Councillor Polderman/Smith THAT the meeting adjourn at 9:50 pm.



Mayor Jesso Lightfoot



Corporate Officer Andrew Schaer