



**Village of Lytton  
Minutes  
Regular Council Meeting  
Council Chamber, 380 Main Street, Lytton, BC  
7:00pm Monday April 24, 2017**

**IN ATTENDANCE:**

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

**STAFF:**

CAO, Rebecca Anderson  
EDO/CO, Andrew Schaer

**PUBLIC:**

**None**

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

2) **ADOPTION OF AGENDA**

**Late Item:** 11 a) Report to Council re: Tax Rate By-law (will be distributed)

**17/111 Moved, Seconded** by Councillors Polderman / Smith THAT the agenda be adopted as amended.  
**Carried**

3) **ADOPTION OF MINUTES**

- (a) Minutes of the Special Council Meeting held April 4, 2017
- (b) Minutes of the Committee of the Whole held April 4, 2017
- (c) Minutes of the Regular Council Meeting held April 10, 2017

**17/112 Moved, Seconded** by Councillors Polderman / Smith THAT items (a), (b), (c) be adopted as presented or as amended. **Carried**

4) **DELEGATIONS** – None

5) **ADMINISTRATIVE MATTERS**

(a) BC Interior Community Foundation Funds – direction needed from Council re: use of funds accrued to date

**17/113 Moved, Seconded** by Councillors Polderman / Smith THAT the matter of the BC Interior Community Foundation use of funds accrued to date be deferred to the COW Meeting in July 2017. **Carried**

6) **CORRESPONDENCE**

a) **Action Items:**

- i. Kanaka Bar Indian Band – Request for sponsorship and financial assistance re Lytton River Run/Walk 10 km event;
- ii. Lytton Elementary School requesting sponsorship or donation re Fun Fair 2017

- iii. Office of Housing and Construction Standards re BC Energy Step Code – should we include this in our bylaws or policies?
- iv. Lytton First Nation – request for letter of support for application to place Stein Valley Nlaka'pamux Heritage park onto Canada's Tentative List for recognition as a UNESCO World Heritage Site

### Discussion

**17/114 Moved, Seconded** by Councillors Polderman / Smith THAT \$150 be donated to the Kanaka Bar Indian Band Lytton River Run / Walk 10 km event. **Carried**

**17/115 Moved, Seconded** by Councillors Polderman / Smith THAT 2 books of VOL Pool tickets be donated to Lytton Elementary School Fun Fair 2017. **Carried**

**Direction to Staff:** CAO to seek legal advice from legal counsel re: Office of Housing and Construction Standards - BC Energy Step Code and report back to Council at next available Regular Meeting of Council.

**17/116 Moved, Seconded** by Councillors Polderman / Smith THAT VOL issue a *Letter of Support* to Parks Canada endorsing the placement of Stein Valley Nlaka'pamux Heritage park onto Canada's Tentative List in recognition as a UNESCO World Heritage Site. **Carried**

**Direction to Staff:** CAO to forthwith issue a *Letter of Support* to Parks Canada endorsing the placement of Stein Valley Nlaka'pamux Heritage park onto Canada's Tentative List in recognition as a UNESCO World Heritage Site.

### b) Information Items

- i. Cc of Letter from NDIT to Lytton River Festival Society
- ii. Notice of 2-day workshop re Agri-food Business Planning Program in Cache Creek
- iii. Letter from Two Rivers Community Services Society
- iv. E-mail from Coldstream Director of Corporate Administration re UBCM Resolution
- v. Ministry of Community, Sport & Cultural Development – New Building Canada Fund – Small Communities Fund re Village of Lytton Water Improvement Project Phase 2: Slow Sand Filtration was not selected for funding.
- vi. Sea Legacy Society – Application to designate the Salish Sea a UNESCO World Heritage Site.

**17/117 Moved, Seconded** by Councillors Polderman / Smith THAT the above noted information be received and filed. **Carried**

### c) Correspondence Log – None

### d) Outgoing Mail Log – List attached

**17/118 Moved, Seconded** by Councillors Polderman / Smith THAT the above noted correspondence be received and filed. **Carried**

## 7) ADMINISTRATIVE REPORTS

- (a) Golder and Associates – Wellhead & Source Water Protection Plan (separate document 7(a) pages 1-184)
- (a2) Water Project Coordinator's Report – Report from Project Coordinator Lonny Miller

(b) CAO Report – Report from CAO Rebecca Anderson (Verbal)

**Direction to Staff:** CAO to determine a suitable location to accommodate up to 100 people in a Town Hall Meeting to provide the public with an update on the Water Project during the 2<sup>nd</sup> week of June 2017.

### Discussion

CAO apprised Council of the following:

- Opus is required within 6 days from the completion of Precision Service and Pump's *Notice of Award* (of the pre-purchase of equipment) to provide a more detailed schedule. We received this schedule from Opus regarding the schedule for supply & delivery of equipment, and a copy is included in Lonny Miller's report to Council.
- The *Form of Agreement* has been signed by Precision Service and Pump (i.e. the pre-purchase of equipment required to meet BCWIP criteria) and the CAO. A copy of the contract will be provided for our records.
- List of project unknowns contributing to delays in final design by Opus. A date for the final design of the Water Project has not yet been established by Opus until some of this information is known.
- Staff will continue to monitor the project schedule
- GeoTech will be digging test holes. The test holes will be drilled to determine the soil type and depth of layers, to assess the suitability of the proposed route for the water lines
- Golder & Associates sent an e-mail advising that they will be conducting infrared imaging to determine optimum drilling locations for the horizontal drilling feasibility assessment
- Mayor Lightfoot was recently apprised at an Interior Health Board meeting that the issue of the former Health Clinic's geothermal system (which was abandoned in 2008 and which may have posed a risk to the aquifer) is once again scheduled for installation and operation. IHA did not respond to the Village's previously expressed concerns about the possible risk to the aquifer. Mayor Lightfoot raised the issue and staff reported the concern to IHA. Another concern is raised regarding the storm drain at the clinic, whether it also poses a risk to the aquifer. IHA officer Craig Neville met with the Mayor, CAO and Lonny Miller to discuss these issues.
- IHA and Golder & Associate will be providing a report as to the level of risk to the aquifer
- CAO suggested that VOL not wait for the final design for construction before holding a Town Hall Meeting on the Water Project. The engineers will be invited to attend the meeting to answer questions from the public.

**17/119 Moved, Seconded** by Councillors Smith / Polderman THAT Water Project Coordinator, Lonny Miller's Report be accepted and filed. **Carried**

CAO's Report (Verbal - continued):

- Auditors have completed their fieldwork
- Municipal Insurance Association (MIA) recently attended to review liability issues related to VOL office and will be providing a Risk Report
- Source of water stains on ceiling tiles at the Village office should be investigated.
- Public Works is doing repairs at the cemetery. It has come to Staff's attention that vehicles have not kept to designated areas and in some cases have driven over family burial plots. Public Works are going to clearly mark the roadway to prevent this.
- VOL Receptionist, Karen Haugen and VOL Admin Clerk, Annette Turley have volunteered to replace Dorothy Dodge for the ongoing management of the cemetery.
- The FireSmart event was postponed.
- Loring Way and Ponderosa Heights have been officially designated as a FireSmart community. A sign will be installed.
- Village of Lytton received funding for 2 museum guides; 2 lifeguards; and 1 Public Works; summer student positions from the Canada Summer Jobs Grant program

**17/120 Moved, Seconded** by Councillors Smith / Polderman THAT the CAO's verbal Report be accepted as presented. **Carried**

(As it had not been placed on the Council Meeting Agenda, Deputy Mayor Hay sought Council's consent to permit the EDO/CO to present his verbal report and receive it for information.)

(c) EDO/CO Report – Report from EDO/CO Andrew Schaer (Verbal)

- Re: 6) b) ii. Notice of 2-day workshop re Agri-food Business Planning Program in Cache Creek – EDO advised Council that he will apprise the BR+E Steering Committee Members on April 25<sup>th</sup> of the workshop
- EDO met with Two Rivers Farmer's Market organizer, Gordon Murray who reviewed the BR+E Agriculture Survey and noted that the survey questions are aligned with Mr. Murray's desire to create additional capacity for local organic farmers by working in collaboration LFN to seek grant monies to provide LFN and Lytton youth (i.e. aged 18 – 25 years) with Food Handling & HACCP training; establish a cooperative industrial kitchen; cooperative cold storage, packaging and transport; with the goal of developing value-added

prepared food products (e.g. chutney, salsa, sauces, spreads & preserves etc) in order to provide local jobs for local youth as well as price supports for smaller, independent local organic farmers by creating local demand for locally grown food

**17/121 Moved, Seconded** by Councillors Polderman / Smith THAT VOL provide funding for two agriculture sector members of the BR+E Business Visitation Team to attend the Agri-food Business Planning Program in Cache Creek with the proviso that those who attend shall forward the information gathered and learned to the other members of the local agriculture sector who did not attend. **Carried**

- First meeting of the BR+E Steering Committee will be held April 25, 2017: Key on the Agenda will be the adoption and approval of the *Communications Plan* and the 'Launch Letter'.
- EDO/CO provided Council with examples of other jurisdictions (e.g. Pembroke and Guelph, Ontario) who claimed in press releases that their BR+E program would help local businesses be "more profitable" and "more competitive" - how such claims only create expectations that can't be met and how such communications failures underscore the need for a Steering Committee and the need for 'one voice' as it relates to BR+E communications (e.g. the BR+E Steering Committee Chair).
- The BR+E Visitation Team Training Session was well received by the volunteers who now understand the overall objectives of the BR+E Program and how to administer the business surveys.
- EDO/CO is aiming for Monday, May 1, 2017 to start surveying local businesses
- EDO/CO is recommending that the Steering Committee survey 100% of the businesses on the BR+E Contact List with the exception of the home-based crafters and artists who could be represented by surveying Doreen Crozier (Two Rivers Farmer's Market organizer)
- Two of the local photographers will also be asked to take the business survey
- In response to the CAO's April 7, 2017 Letter that was sent to the 5 local First Nations seeking their participation on the BR+E Steering Committee, LFN has committed to appointing a nominee to the BR+E Steering Committee, however to date, Staff has not received a reply from the remaining 4 First Nations
- EDO/CO recommended that the first meeting of the BR+E Steering Committee proceed as scheduled so as to permit the adoption and approval of the BR+E *Communications Plan* and further allow the launch of the BR+E Program prior to the start of the busy tourist season
- The BR+E *Business Contact List* was compiled from the VOL's business license file; a list of home-based crafters and artists, and photographers provided by Meghan Fandrich; the Lytton & District Chamber of Commerce website; and by way of research conducted by the EDO/CO
- EDO/CO will administer the survey Northwest Organics

**17/122 Moved, Seconded** by Councillors Smith / Polderman THAT the EDO/CO's verbal Report be accepted as presented. **Carried**

## 8) TREASURER/CORPORATE OFFICER REPORT

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

### Discussion

- CAO noted that a VOL supplier has not been submitting their Accounts Payable (A/P) invoices to VOL on a regular basis.
- Councillor Hay agreed to speak to the supplier to ensure that the supplier regularly submits A/P invoices to VOL
- Payments to CN are for VOL Waste Water Treatment Plant which is located on CN land
- Moving expenses for VOL staff (provided for in the original employment agreement) were discussed
- Payment to Golder Associates was made to accommodate BCCWIP criteria
- VOL General Counsel confirmed to VOL Auditors that there were no pending litigation matters
- As part of their audit work, VOL Auditors are seeking additional information regarding the 2016 *in camera* minutes

**17/123 Moved, Seconded** by Councillors Polderman / Smith THAT March 4, 2017 – March 20, 2017 Cheque Listing be received and filed.

## 9) PUBLIC WORKS REPORT

(a) Report from Public Works Lead Hand – none.

- CAO reported that PW Lead is sourcing a PW vehicle
- PW Lead will report to Council at the May 2<sup>nd</sup> Committee of the Whole
- Councillor Smith advised that he has received a complaint from a rate-payer who alleges that VOL PW staff damaged his fence.
- CAO received that complaint also and attended the rate-payer's residence but no one was home. She could not see the purported damage to the fence
- CAO advised Council that the matter had been referred by the rate-payer to ICBC who has opened a claims file and further that the *Notice of Claim* letter sent to VOL was received by VOL *after* the date by which VOL was required to reply to the claim.
- Councillor Smith agreed to refer the rate-payer to the CAO in order to substantiate the damage claim

## 10) FIRE DEPARTMENT REPORT – None

## 11) BYLAWS/POLICIES

(a) CFO, Margaret Stewart – Report to Council re Tax Rate Bylaw (will be distributed)

**17/124 Moved, Seconded** by Councillors Polderman / Smith THAT Bylaw 691, 2017, the Tax Rate Bylaw, be given a first, second and third reading. **Carried**

## 12) COUNCIL REPORTS

- (a) Mayor Lightfoot (none – deferred to next Regular Meeting of Council)
- (b) Councillor Callewaert-Haugen (none)
- (c) Councillor Hay

- Councillor Hay inquired about the status of the cutting of the CN crossing gate lock and hasp
- The issue of the funding of the rafting take-out was discussed
- Councillor Hay expressed his thanks to VOL Admin Clerk, Annette Turley on making the Councillor Meeting Agenda and package easier to read and to the EDO/CO for his work in preparation for the BR+E Steering Committee meeting on April 25<sup>th</sup>

(d) Councillor Polderman

- Councillor Polderman had asked at the last COW Meeting for an accounting of the Pool's revenue and expenses to be prepared for the June COW Meeting and for the Fire Hall revenues (and sources) and expenses to be reported on in July
- CAO advised that July would work best for Staff
- Councillor Polderman requested Staff to put together a plan to replace or repair the sidewalks over a 5-year term, and report back to Council at the August Committee of the Whole meeting
- Councillor Polderman requested that staff send an invoice to LFN for their contribution toward the Design Work of the Slow Sands Project
- Councillor Polderman raised the issue that the VOL currently has no lab/x-ray personnel and that IHA is currently encouraging Lytton residents to travel to Lillooet and Ashcroft
- Councillor Polderman suggested that IHA supervisor residing in Lillooet provide lab/x-ray services in Lytton until such time as a replacement lab/x-ray tech is hired in Lytton

## Discussion

**Direction to Staff:** Staff to study the repair/replacement of sidewalks and report back to Council by August Committee of the Whole meeting

**17/125 Moved, Seconded** by Councillors Polderman / Smith THAT an invoice be sent to LFN for the Design Work of the Slow Sands Project. **Carried**

(e) Councillor Smith (none)

**17/126 Moved, Seconded** by Councillors Polderman / Smith THAT the Council Reports (with the exception of Mayor Lightfoot's) be received and filed. **Carried**

**13) OTHER BUSINESS ("Business Arising")**  
**None**

**14) CALENDAR OF EVENTS/OUTSTANDING ITEMS LIST**

- Tuesday May 2, 2017, 10:00 a.m. VOL Committee of the whole
- Thursday, May 4, 2017, 10:00 a.m. – 1:00 p.m. TNRD hosting the Spring Refresher Course for the Emergency Operations Centre at the Village Office
- May 18 – Lytton Elementary School – Fun Fair 2017
- May 21 – Kanaka Bar Indian Band – Lytton River Run/Walk 10 km Event
- May 19-22 – Lytton May Day Festival

**15) IN-CAMERA**

**17/127 Moved** by Councillor Polderman that Council adjourn and continue in-camera at 9:45 PM.

Council resumed the Regular Council meeting at 10:52 PM.

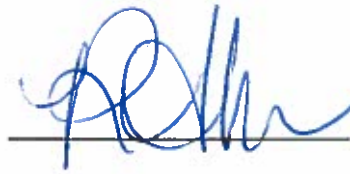
**Rise & Report** from in-camera meeting – **Moved, seconded** by Councillors Polderman / Smith that Council supports the CAO in making the decisions regarding all personnel and Human Resources matters. **Carried unanimously**

**16) ADJOURNMENT**

**17/128 Moved** by Councillor Smith THAT the meeting adjourn at 10:53 PM.



Mayor Lightfoot



Corporate Officer