



Village of Lytton

**Minutes of the
Regular Council Meeting
Council Chamber, 380 Main Street, Lytton, BC
7:00 pm, Monday, June 8, 2015**

PRESENT: Mayor Jessoa Lightfoot
Councillor Rob Austen
Councillor Tiffany Haugen
Councillor Ian Hay
Councillor Jan Polderman

STAFF: Interim Chief Administrative Officer, Lonny Miller
Lead Hand Public Works, Owen Collings
Administrative Clerk, Annette Turley

DELEGATIONS: Latasha Webster, British Columbia Ambassador Program

PUBLIC: No public present

- 1) **CALL TO ORDER**
- 2) **ADDITION OF LATE ITEMS**

none

- 3) **ADOPTION OF AGENDA**

Moved, seconded by Councillors Austen/Hay that the agenda be adopted as presented or as amended.

Carried

- 4) **ADOPTION OF MINUTES**

(a) Minutes of the Regular Meeting of May 25, 2015

Moved, seconded by Councillors Polderman/Austen that the Minutes of the Regular Meeting of May 25, 2015 be adopted as presented or as amended.

Carried

5) DELEGATIONS

Latasha Webster, British Columbia Ambassador Program

Miss Webster introduced herself and asked for Council's support in her campaign to represent the youth of our province. The BC Ambassador program selection takes place on August 15th & 16th in Merritt, BC and Miss Webster asked Council and staff to vote daily for her. A pamphlet was handed out with the website where she can be voted for.

Council thanked Miss Webster and wished her the best of luck.

The delegation left the meeting at 7:06pm

6) PUBLIC PARTICIPATION PERIOD

None

7) ADMINISTRATIVE MATTERS

Public Works Report

A. Issues and projects:

1. Water and Waste Water Systems				
Date Started:	Date Completed:	Action Required:	Action req'd by:	Comment:
May 11	June 8	Ensure that the Water and Waste Water Systems are safe and maintained on a daily basis.	LPW	Daily & Monthly Reports Available
May 15	May 15	Permit to purchase bulk water issued to Allied Water Service	LPW	Extracted 12,000 Imp. Gallons safely
May 13		Attempted to run Neptune meter reading. Consulted with Matt Stoltz	LPW	Training and upgrade on Muniware required
March 31	May 30	Permanent stairs built down to the Waste Water Plant from LPW	LPW	Complete
2015		Repairs to Dam corrosion should be considered for the 2015 budget.	LPW	Lillooet Contracting not available at present

May 11	June 8	SCADA Turbidity instrument failing Recommended we replace.	Com Com	We can continue to nurse the old one along further.
May 11	June 3	Investigate/exploratory excavation of sewer line at #30 Main St. connecting to #44 Main St.	LPW	Gilberts (#44 Main St.) agree to status quo until further developments
May 20		Neptune Meter program needs upgraded connection to MuniWare and training for office clerk	LPW	The recording and reporting function is connected to Muniware at the clerks work station
June 17		Turbine Meter to be replaced at the Alonzo well and well test.	LPW	Still more than adequate water available at present

3. Seasonal weather-related issues				
Date Started:	Date Completed:	Action Required:	Action req'd by:	Comment:
May 11	Ongoing	Park Irrigation operating	LPW	Until restrictions if necessary
April 28	Ongoing	Mowing and weedeating ongoing	LPW	Cemeteries recently completed
June 1	June 16	Swimming Pool start up	LPW	Opening June 17
April 15	Delayed	Sidewalk tripping hazards marked	LPW	Will repair during the summer

4. Public Works Equipment				
Date Started:	Date Completed:	Action Required:	Action req'd by:	Comment:
Delayed		Dodge 5500 box bed to be ground, wire brushed and painted	LPW	Done primarily in 2014. Needs to be done again. Postponed
May 12	To be Reviewed	Dodge 3500 Annual Service and Inspection. Needs repair to	Baxter	Complete estimate submitted by Baxter on

		front axle.		May 12
March 12	To be Reviewed	International Water Tender <u>Commercial Vehicle Inspection</u>	Baxter	Being inspected. Report submitted May 12.
Ongoing		All Vehicles are inspected daily and monthly.	LPW	Serviced as necessary
June 3	Scheduled	Cleanup and prepare #30 Main St. for LPW use.	LPW	Clear lot, fill in excavation, install chain link fence(used) etc.

5. Parks and irrigation

Date Started:	Date Completed:	Action Required:	Action req'd by:	Comment:
TBA	June 30	Weeding at Pocket Park	LPW	Being discussed
Ongoing		Mowing and Weed eating ongoing	LPW	
Delayed		Tree Irrigation on Main St.	LPW	Other projects providing
April 24		Elementary and KSS Irrigation On	SD 74	Will monitor for time being.

6. Training/certification

Date Started:	Date Completed:	Action Required:	Action req'd by:	Comment:
Sept. 21	Sept. 25	Water Distribution Level 1	MTS	Pat is rescheduled
Mar 9-13	Cancelled	Backflow Assembly & Testing Cert.	BCWWA	Owen Postponed
May 4	May 8	Waste Water Treatment I	MTS	Tom attended the course.

7. Public swimming pool

Date Started:	Date Completed:	Action Required:	Action req'd by:	Comment:
Mar. 18	June 12	Pool Insurance Report - Repairs	LPW	LPW has already completed most of the repairs. Details available
March	April 17	Pool cover Roll welded	BRM	Bridge River M/C Shop

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May 4	June 12	Pool Start-up continues -opens June 17	LPW	Repairs and Prep. continues

8. Garbage & Yard waste pick up				
Date Started:	Date Completed:	Action Required:	Action req'd by:	Comment:
May 15	October	Garbage collection 2 times weekly	LPW	Summer Schedule
April 10	May 8	Yard Brush Pickup	LPW	Completed

B. Additional Work in progress:

- LPW yard improvements at #30 Main St.
- Equipment inspection and maintenance as necessary
- Water and Sewer systems operated and maintained
- Pool Area Repairs and Start Up
- Tree & Parks Irrigation continue
- Parks and Roadways mowed, weedwhacked and watered
- Cemetery shed being painted
- Village Office to be pressure washed

C. Meetings:

- Union CUPE Contract ratified May 15
- LPW Budget meeting with CAO Lonny Miller May 12
- LPW Report to Council June 8
- All CUPE staff and monthly Safety Meeting June 16

D. Conferences/training:

- Owen's Backflow Assembly & Testing Certification to be rescheduled
- Pat is reserved for Water Distribution Level 2 Sept. 21 – Sept. 25
- Tom attended Waste Water Level 1 May 4 to 8

E: General comments:

- Details for any Public Works activities are available
- Tour of Public Works utilities is available for those interested

Mr. Collings Left the meeting at 7:33pm

8) CORRESPONDENCE FOR INFORMATION

- (a) Correspondence Log
- (b) Lytton River Festival Society - Regular Meeting Minutes May 21, 2015
- (c) Railway Association of Canada - Railways announce new mobile app to give Canadian first- responder's real-time dangerous goods information.

Moved, seconded by Councillors Hay/Haugen that Correspondence 8 (a) to 8 (c) be received for information and filed.

Carried

9) BYLAWS/POLICY

- (a) Bylaw 675, 2015 Financial Plan Program 2015-2019

Moved, second by Councillors Polderman/Hay that Bylaw 675, 2015 Financial Plan Program 2015-2019 be read the first, second and third time.

Carried

- (b) Bylaw 676, 2015 Property Tax Rates

Moved, second by Councillors Hay/Austen that Bylaw 676, 2015 Property tax rates be read the first, second and third time.

Carried

Moved, second by Mayor Lightfoot & Councillor Hay that staff schedule a special meeting at 10:00am on Wednesday June 10, 2015 to consider and finally adopt Bylaws 675 & 676.

Carried

10) COUNCIL REPORTS

- (a) Mayor Jessoa Lightfoot

- a. The last two weeks have been fairly quiet
- b. May 27th - budget review with CAO Miller and Councillor Polderman
- c. May 28th – attended the regular TNRD meeting in Kamloops. Our CAO candidate withdrew
- d. June 5th – MLA Tegart visited the office and presented a cheque for \$6000 towards the Pioneer Cemetery project. I attended the KSS grad and extended congratulations and best wishes from the Village to the 10 graduates

- (b) Councillor Rob Austen
Nothing to Report

- (c) Councillor Tiffany Haugen

Nothing to Report

(d) Councillor Ian Hay
Nothing to Report

(e) Councillor Jan Polderman

- Visited fire hall, learned that they have five new applicants. Three are seasonal from the forestry crew and two full time members. They now have fourteen members.
- An inventory on turnout gear was completed. There are seven up to date certified jackets.
- Received a call from Revenue Canada regarding Fuel Management Project. Was informed about discrepancies and an auditor will likely be sent.

Moved, seconded by Councillors Austen/Hay that Council reports be received for information.

Carried

11) NEW BUSINESS

(a) Lonny Miller, Interim Chief Administrator Officer - 145 Fraser Street Steel Cargo Container.

Moved, seconded by Councillors Austen/Hay that Council approve the use of a 8'x20' Steel Cargo Container for private use on Lot 1, Block 12, 145 Fraser Street.

Carried

12) UNFINISHED BUSINESS/BUSINESS ARISING

(a) Communities to Communities (C2C) Grant application

Council discussed the options for applying for a C2C grant and hosting meetings with the First Nation Communities in our area. Staff was directed to apply for a UBCM grant to:

- a. Host up to three C2C dinner meetings with the local First Nations, Sept, December, and March.
- b. A facilitator should be used.
- c. Topics for the first meeting will be very general in nature and then with input from the attendees future topics can be identified and included in the second and third meeting.
- d. The budget should be increased from the 2013-2014 application to cover the third meeting of 20 people.

(b) Federation of Canadian Municipalities - FCM First Nation - Municipal Infrastructure Partnership Program Kamloops Regional Workshop

13) IN-CAMERA MEETING

Moved, seconded by Councillors Austen/Hay 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 8:32 pm.

14) ITEMS BROUGHT FORWARD FROM IN-CAMERA

Moved, seconded by Councillors Polderman/Haugen that Council move back into the Regular Meeting at 9:17 pm, and that the following items be brought forward from In-Camera.

a. Appointment of Fire Fighters

That Stacy Thom, Brad Melville and Jeffrey Booton have been approved as Lytton Fire Department Volunteer firefighters.

CARRIED


15) QUESTION PERIOD

16) ADJOURNMENT

Moved by Councillor Austen that the meeting adjourn at 9:18 pm



Mayor Jesso Lightfoot



Interim Corporate Officer Lonny Miller