



**Village of Lytton
Regular Council Meeting
MINUTES**

**Council Chamber, 380 Main Street, Lytton, BC
7:00 pm – Wednesday, June 27, 2018**

IN ATTENDANCE:

Deputy Mayor Callewaert-Haugen
Councillor Hay
Councillor Polderman
Councillor Smith

ABSENT WITH NOTICE:

Mayor Lightfoot

STAFF:

Rebecca Anderson, CAO
Lonny Miller, Water Project Coordinator
Kim Goodall, Intern

1) **CALL TO ORDER** – Mayor Lightfoot at 7:01 pm

2) **ADDITION OF LATE ITEMS**

- a) CP Agreement for the Laying of Pipelines on Railway Lands – to be added as item 14(b) to this agenda.
- b) Draft Minutes from the Special Council Meetings held April 20, 2018 and April 23, 2018 – to be added as items 6(b) and (c) to this agenda.

18-190 Moved, Seconded by Councillors Hay, Polderman that the CP Agreement for the Laying of Pipelines on Railway Lands and the draft minutes for the Special Council Meetings held April 20, 2018 and April 23, 2018 be added to the agenda as late items. **CARRIED**

3) **ADOPTION OF AGENDA**

18-191 Moved, Seconded by Councillors Hay, Polderman THAT the agenda be adopted as amended to add item 14(b) (CP Agreement for the Laying of Pipelines on Railway Lands) and item 6(b) and (c) (draft Minutes from Special Council Meetings). **CARRIED**

4) **DELEGATIONS** – None

5) **PUBLIC COMMENT** – None

6) **ADOPTION OF MINUTES**

- a) Minutes of the Regular Council Meeting held April 11, 2018
- b) Minutes of the Special Council Meeting held April 20, 2018
- c) Minutes of the Special Council Meeting held April 23, 2018

18-192 Moved, Seconded by Councillors Polderman, Hay THAT the Minutes of the Regular Council Meeting held April 11, 2018 and the Minutes of the Special Council Meetings held April 20, 2018 and April 23, 2018 be adopted as presented. **CARRIED**

7) **BUSINESS ARISING**

- a) Financial Contribution towards the costs of the Feasibility Study for new school to be built at Lytton Elementary School site – Motion 18-84 passed by Council on March 14, 2018

18-193 Moved, Seconded by Councillors Smith, Callewaert-Haugen THAT the Village's payment of the funds committed via Motion 18-84 passed by Council on March 14, 2018 be conditional on Council receiving the completed Feasibility Study from Unison Architecture and a breakdown of the budget, actual costs incurred, and the projected timeline for the Feasibility Study. **DEFEATED**

OPPOSED: Councillors Polderman, Hay

- b) SWPI-958 Grant for Operational Fuel Treatment Project

18-194 Moved, Seconded by Councillors Hay, Polderman THAT the additional funds received from the Small Communities Fund be used toward the payment of the Village's 10% contribution to the costs of the SWPI-958 Operational Fuel Treatment Project. **CARRIED**

8) **REPORTS FROM STAFF**

- a) CAO Report – Written Report by CAO Anderson dated June 13, 2018

The FireSmart Board for Village of Lytton and Lytton First Nations jointly hosted a BBQ and Community Recognition Ceremony on June 14, 2018. There was a good turnout from the community and local officials from BC Wildfire Service, First Nations Emergency Services, the provincial government agents from Strategic Wildfire Initiative Program, and our local Lytton Fire Rescue department.

The job postings for Public Works Lead Hand and Chief Financial Officer were published and we have received a good number of responses. Mayor Lightfoot has suggested that two members of Council be chosen to participate in the hiring process, and our Water Project Coordinator and current CFO are interested and willing to participate also. Councillor Hay requested that copies of all resumes submitted be shared with all members of Council, and that the two Councillors selected would participate in the interviews, but that the CAO make the final decision as to who will be hired. Councillors Smith and Callewaert-Haugen wish to participate in the interviews. CAO Anderson will send copies of the resumes to Council and participating staff for the purpose of creating a short list, and the selected Councillors and participating staff will conduct the interviews (Mayor Lightfoot, Councillor Smith, Councillor Callewaert-Haugen, CAO Anderson, CFO Stewart and Water Project Coord. Miller). Council directed CAO Anderson to provide Council with copies of all resumes of all applicants for Public Works Lead Hand and Chief Financial Officer positions so that Councillors may give feedback to the CAO on who should be shortlisted.

Pool preparations are going ahead. The solar heating system has been installed, and we are inquiring about issues raised about the new roof installation. IHA requires that we maintain the propane heater as a back-up, so some repairs are needed to some corroded valves on it. The Head Lifeguard Pimms is working on the scheduling of the lifeguards for the season, and they are working this week on clean-up in preparation for opening. They are holding their

orientation and training session on June 29th and will be practicing putting on the new solar blanket. The pool will open on June 30 at 1:00 p.m. Lessons have not yet been scheduled. Staff are drafting a revised registration form for enrollment in lessons. We have hired five lifeguards for this season: Patashi Pimms (Head Lifeguard), Brianna Duncan, Lloyd McKay, Kiera Sam and Tanner Wilber. Two of the lifeguards are certified to teach lessons.

Building permit issues have arisen for construction of a wheelchair ramp at a residential property, for which our existing zoning bylaw does not provide for this specifically. We have applied the setback exemptions under the Zoning Bylaw to her plans, and the builder has made the necessary adjustments, so the issue is now resolved.

Letters expressing Council's support for the two New Horizons for Seniors grant applications, one submitted on behalf of the Legion and the other submitted on behalf of Two Rivers Community Service Society.

Siska Indian Band have signed their Fires Protection Services Agreement and paid all outstanding fees owing.

The Groundwater Development Project requires attendance at the construction meetings, and communications regarding changes to the construction plans. A resident contacted me about the construction crew taking equipment onto his property and asking about the cleanup as construction proceeds. We had a meeting with LFN Administrator and others about the hiring of a site observer. The Alonzo Way Well pump was removed during Golder & Associate's testing of the pump, and it has not been put back in. We contacted IHA and a contractor about reinstalling the pump. We are waiting for a quote for the cost of putting the pump back. The CP Right of Way and the application pending before the Canada Transport Agency have required significant work and communications with our lawyer and with CP officials, resulting in the draft agreement that is before Council today. We received an updated construction schedule, copies of which have been provided to each member of Council. The School District Right of Way is awaiting the completion of the property survey which will be done soon.

Our intern is working well, and is nearing the end of her probation, which I anticipate will be a successful transition to the rest of her work term.

The Committee of the Whole is to be scheduled. MLA Tegart is requesting to attend at this meeting to discuss the issues that Council wish to address at the 2019 UBCM Convention and their anticipated meetings with government officials.

18-195 Moved, Seconded by Councillors Hay, Polderman THAT Council accepts the CAO's report to Council. **CARRIED**

b) CFO Report

i) Revenue & Expenditure Reporting to Date – Financial Report by CFO Margaret Stewart dated June 22, 2018

18-196 Moved, Seconded by Councillors Polderman, Smith THAT the CFO Revenue & Expenditure Report dated June 22, 2018 be received and filed for information.

CARRIED

c) Corporate Officer – None

d) Economic Development Officer – None

e) Public Works – Verbal Report by CAO Anderson

Public Works have been assisting with pool preparations and repairs as needed. Public Works staff dug out the location for the Chinese Memorial at O'Dwyer Park, put in the rebar and prepared to pour the cement for the base. They repaired the malfunctioning air conditioning unit in the Village office. Public Works Lead Hand continues to be involved in the Groundwater Development Project construction as needed by attending the construction meetings and providing input on adjustments needed to meet the operators' future needs. A "no exit" sign has been ordered and will be installed at the entrance to West Lane. We are using a new program (Check Mate) for PW staff when they are working alone, to ensure their safety. This is working well. PW staff have been doing a lot of weed whacking, repairing sidewalk benches, and are planning repairs to the Village clock.

18-197 Moved, Seconded by Councillors Hay, Polderman THAT Council accepts the CAO's report on Public Works. **CARRIED**

f) Lytton Fire Rescue – None

Deputy Mayor Callewaert-Haugen left the meeting and Councillor Polderman assumed the role of Deputy Mayor at 8:19 p.m.

g) Water Project Coordinator – Water Project Update Report by Lonny Miller dated June 27, 2018

18-198 Moved, Seconded by Councillors Hay, Smith THAT the Water Project Update Report dated June 27, 2018 be received for information and filing. **CARRIED**

9) **BYLAWS, POLICIES & RESOLUTIONS**

a) Fees and Charges Bylaw No. 696, 2018 – Draft presented for Final Reading and Adoption

18-199 Moved, Seconded by Councillors Hay, Smith THAT the Fees and Charges Bylaw No. 696, 2018 is hereby given Final Reading and is adopted. **CARRIED**

10) **CORRESPONDENCE**

a) **Incoming Correspondence for Action**

i) Niha'7kapmx Child & Family Services Society – Family Culture & Traditions Camp Invitation

18-200 Moved, Seconded by Councillors Hay, Polderman THAT the Village of Lytton donate two books of pool tickets to be auctioned at the Niha'7apmx 7th annual Family Culture and Traditions Camp. **CARRIED**

ii) Div. 2 class from L.E.S. – Letter to Mayor Lightfoot asking to paint fish by the storm drains

Mayor Lightfoot will meet with the student group and their teacher about their Storm Drain Marking Program.

iii) Civic Info BC – 2018 UBCM Convention meeting requests

Council directed staff to provide ongoing information regarding meeting requests.

b) **Correspondence for Information**

- i) MLA, Jackie Tegart – requesting completion of online survey RE: tax increases
- ii) Lytton Area Wireless Society – Financial Aid Grant Annual Reporting Form for the year March 1, 2017 to February 28, 2018 & LAWS AGM Meeting Minutes of March 18, 2018
- iii) UBCM – SWPI will transition to a new Community Resiliency Investment Program (CRIP)
- iv) TNRD – Biosolids workshop: July 20, 2018 @ 9am in Kamloops

18-201 Moved, Seconded by Councillors Hay, Smith THAT the above-noted correspondence be received for information and filing. **CARRIED**

(c) **Incoming Correspondence List** – List provided to Council.

(d) **Outgoing Correspondence List** – List provided to Council.

18-202 Moved, Seconded by Councillors Hay, Smith THAT Council receive the incoming and outgoing correspondence lists for information and filing. **CARRIED**

11) **REPORT FROM MAYOR** - None

COUNCIL REPORTS

a) Councillor Hay

He was contacted by an out-of-town visitor inquiring about moveable handicap parking signs that can be used on our streets (not Main Street). He went to the Fun Fair at Lytton Elementary School and assisted with collecting admission at the entrance. Councillor Hay expressed his appreciation to Public Works for the fine job they are doing at weed whacking, especially considering that they are short-handed this summer. He attended the Committee of the Whole meeting held June 22nd.

b) Councillor Smith

He attended the Committee of the Whole meeting on June 22nd. He also met with CFO Stewart about the Cemetery Project, to discuss the plans for a new entrance. Some residents don't like the name "Pioneer Cemetery".

c) Deputy Mayor & Councillor Polderman

He attended the Committee of the Whole meeting on June 22nd.

12) **REPORTS FROM COMMITTEES OF COUNCIL & COMMISSIONS**

a) The Age-friendly Seniors Housing Committee – Councillor Hay (Committee Chair)

The survey was sent out by CitySpaces. Councillor Hay expressed thanks to our intern, Kim Goodall, for her help in getting last-minute changes done and preparing it for release to the public. CitySpaces staff said that 16 online responses were received on the first day of the survey's release online, which he had not seen such a positive response before for such a small municipality. The next Committee meeting is July 9th at 11:00 a.m.

b) DL225 Land Advisory Committee – Councillor Hay

Councillor Hay has received a lot of information and maps from the provincial government staff. These documents reveal that Loring Way cuts through property that is owned by the government and not by the Village. Councillor Hay continues to gather information. The government's file goes back to 1932.

18-203 Moved, Seconded by Councillors Hay, Smith THAT Council accept the Reports of the Councillors, and the Reports from Committees of Council. **CARRIED**

13) **NEW BUSINESS**

a) Committee of the Whole Meeting with MLA Tegart

The meeting is scheduled for Monday, July 23, 2018 at 1:00 p.m. in Council Chambers

b) CP Agreement for the Laying of Pipelines on Railway Lands Crossing the Railway

18-204 Moved, Seconded by Councillors Hay, Polderman THAT subject to CP accepting the terms of the agreement, Mayor Lightfoot and CAO Anderson are authorized to sign the CP Agreement for the Laying of Pipelines on Railway Lands Crossing the Railway **CARRIED**

14) **CALENDAR OF EVENTS**

- NCFSS Family Culture & traditions Camp July 17-19, 2018 @ Pasulko Lake
- TNRD – Biosolids workshop: July 20, 2018 @ 9am in Kamloops
- COTW meeting with MLA Tegart on Monday July 23, 2018 @ 1:00pm in Council Chambers
- Nominations for Candidates: September 4 – 14, 2018
- Advance Poll – October 10, 2018
- Election Date October 20, 2018


15) **IN-CAMERA MEETING** - None

16) **ADJOURNMENT**

18-205 Moved, Seconded by Councillors Hay, Smith THAT the meeting adjourn at 9:07 p.m. **CARRIED**



Mayor Jesso Lightfoot



Corporate Officer/CAO Rebecca Anderson