



**Village of Lytton
Regular Council Meeting
MINUTES**

**Council Chamber, 380 Main Street, Lytton, BC
7:00 pm – Wednesday, July 11, 2018**

IN ATTENDANCE:

Mayor Jessoa Lightfoot
Councillor Hay
Councillor Polderman
Councillor Smith

ABSENT WITH NOTICE:

Councillor Callewaert-Haugen

STAFF:

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

PUBLIC:

Sgt. Curtis Davis

1) **CALL TO ORDER** - Mayor Lightfoot at 7:00 pm

2) **ADOPTION OF AGENDA**

18-206 Moved, Seconded by Councillors Hay, Polderman THAT the agenda be adopted as amended to include draft minutes for April 25th & May 9th AND to change the order of staff reports at item 8 of the agenda. **CARRIED**

3) **ADDITION OF LATE ITEMS**

18-207 Moved, Seconded by Councillors Hay, Polderman THAT Council add the following late items to the agenda: Item 8(h) Intern Verbal Report; and Item 10 (a2) Correspondence from Gordon A. McIntosh. **CARRIED**

4) **DELEGATIONS** - None

5) **PUBLIC COMMENT** - None

6) **ADOPTION OF MINUTES**

(a) Minutes of the Regular Council Meeting of April 25, 2018

18-208 Moved, Seconded by Councillors Hay, Polderman THAT the Minutes of the Regular Council Meeting of April 25, 2018 be adopted as presented. **CARRIED**

(b) Minutes of the Regular Council Meeting of May 9, 2018

18-209 Moved, Seconded by Councillors Hay, Smith THAT the Minutes of the Regular Council Meeting of May 9, 2018 be adopted as presented. **CARRIED**

7) BUSINESS ARISING

- (a) Meeting with MLA, Jackie Tegart – July 23, 2018 @ 1:00 pm.

Council directed staff to request meetings with the Minister of Transportation to discuss public safety and mobility concerns resulting from the Greyhound closure, and with the Minister of Education to discuss the School Board's decision to close Lytton Elementary School and to seek information on the intended reconfiguration and plans for K-12 amalgamation and renovation of Kumsheen Secondary School.

At this time, only Councillor Callewaert-Haugen has confirmed her attendance at the UBCM and CAO Anderson has requested that Council inform her of any specific details they would like her to present to MLA Tegart.

- (b) Temporary handicap parking.

Councillor Hay requested clarification regarding an item within the May 9, 2018 Minutes. He would like to see two temporary Handicapped Parking spaces assigned to Main St. in front of the Village Office on Farmer's Market Days as was done during the Two Rivers Remix Festival by the event organizers. Sergeant Curtis was asked if this was legally allowed and he concurred that this is appropriate at the Village's discretion. Staff were directed to follow up with procuring reusable signage for this purpose.

8) REPORTS FROM STAFF

- (g) Water Project Update Report dated July 11, 2018 and WSP Change Order #1.

Councillor Hay requested clarification regarding the cost of Contract Administration as a discrepancy exists on the billing documents. Staff are aware and noted that this discrepancy has been documented and that the issue has been and will continue to be raised with WSP until it is appropriately resolved

18-210 Moved, Seconded by Councillors Smith, Polderman THAT the Water Project Update Report dated July 11, 2018 be received and filed for information. **CARRIED**

18-211 AND THAT Moved, Seconded by Councillors Polderman, Smith THAT the Change Order #1 WSP (Opus) be approved in the amount of \$13,285.00 with the amendment that the Village CFO be informed that funds from water grants have been applied flexibly and will continue to be so applied to meet the needs of the project appropriately. **CARRIED**

Councillor Polderman expressed that he had some concerns that the new waterline right of way might be viewed as a roadway by local property owners and that the Village would become liable for upkeep and maintenance. Mr. Miller confirmed that the right of way has been developed for the sole purpose of being a right of way and is not intended, or engineered, to be a road. Council suggested that signage be used to deny public access.

Mr. Miller departed at 8:12 pm.

- (a) CAO Report – verbal report by CAO Rebecca Anderson

CAO Anderson reported that managing contract issues and ongoing meetings for the Water Project have been very time consuming. Further to the regularly scheduled construction meetings, she has also met with the Site Observer (Mr. Brown) and Mr. Mundall in addition to

meeting with Timbro directly. Oversight of this project has included a site visit and meeting with Mr. McMillan and a lengthy commitment to finalizing the CP Crossing agreement. However, in spite of the work load, CAO Anderson noted that seeing the project moving forward has been extremely rewarding.

Preparing the tender package for SWPI has also been a priority and required meetings with Tawnya Collins and Ed Senger. In addition, CAO Anderson has been in contact with SD74 to ensure the Village has the necessary information for the School Trustee candidates for the upcoming election.

The BC Wildfire Service has a team developing the 155 Main St. property and spent a day with Village Staff to discuss infrastructure and their requirements to get the site ready for occupation. John Passmore from the TNRD was invaluable in his assistance in this regard.

Two meetings with LFN, DISC, and facilitator Urban Systems have been undertaken which continue developing the cross-government staff relationships and work to establish MTSA's for Sewer, Fire Protection, and Water Services and negotiate the Capital Contribution agreement. Until this time, funding for Urban Systems has been covered by DISC, but other funding sources will now be required to retain the facilitator. CAO Anderson reports that an excellent foundation is in place to continue working on the agreements, however, LFN have noted that they may wish to revisit fee formulas in addition to opening a dialogue regarding unsettled historical land claim concerns.

Other business includes the recruitment of a new CFO and PW Lead Hand and an initial skype interview has been scheduled for the CFO position. In addition, the Village has received five complaints regarding a travel trailer parked on the Chong lot at 2nd and Fraser St. Mr. Chong has confirmed by email that he has not given the owner of the trailer permission to be parked on the lot and he would like the trailer moved. Earlier this week RCMP Sgt. Davis requested that the trailer's owner remove the trailer within 72 hours or it is liable to be towed at the owner's expense.

CAO Anderson advised that the Fire Inspector Reports and Recommendations are being addressed and that Annette Turley is assisting her with meeting those requirements. She has also continued to attend the Age Friendly Senior Housing Committee meetings. The Chinese Memorial will be installed on Monday, July 16th in O'Dwyer park and Public Works will be assisting with the backhoe. Mayor Lightfoot advises that there is a formal dedication scheduled for July 28th at 10:00.

Lastly, the Fire Truck requires repairs and an inspection prior to being insured this August. A request to borrow a truck from Lillooet was denied due to the level of concern for wildfire at this time. CAO Anderson will try other municipalities and the TNRD as it would be preferable not to defer repairs until the Fall.

(b) CFO – None

(c) Corporate Officer – Verbal Report by CAO Anderson

The Village has received a Freedom of Information request from Rock Construction & Mining regarding their legal action. The Village has until August 14th to respond and is awaiting legal advice.

(d) Economic Development Officer – None

(e) Public Works – Verbal Report by CAO Anderson

As Tom M. is on holidays Pat Maw is working alone. However, Pat is supervising the ongoing training of Charles the summer student. Charles is now 18 years old and this is his second year with the Village.

The outdoor pool has been busy, and things are going well. The Solar Blanket is being used and Pat has been training the lifeguards how to use it properly. The propane heater valves did need to be repaired and Pat was required to work some overtime due to shortage of staff. Rod Bates has helped with repairs and maintenance at the pool as well. There was a late opening this past Saturday due to a chlorine imbalance and the pool staff have been instructed on how to keep this issue from occurring again.

(f) Fire Rescue – None

(g) Water Project Coordinator – as above

(h) Intern – Verbal Report by Kim Goodall

Ongoing projects include Records Information Management (RIM) and the audit and disposition of the hard copy files. Approximately 40 boxes remain to be audited and an estimated 50 boxes will need to be shredded. The Village has a Corporate Services Agreement that covers this service and the cost will be approximately \$200 which will come out of the Office Supplies budget. Once the hard records are completed Kim will be working on updating the digital records and implementing a retention schedule.

Administrative tasks now include: Regular Council Meeting Minutes and soon the Council Agendas, in addition to public communication for the Water Project and assisting with the upcoming election.

Kim has also been assessing the status of the Village's Emergency Plan and will be working with the CAO to update and ensure it is legally compliant. She is also currently researching the availability of portable acoustic panels that can be used to improve the sound quality during large public meetings. Part of this process is to learn how to apply for grant funding to cover the cost of the panels and incorporate grant writing experience into the internship.

Another key project is to update and improve the Village website to highlight the tourism opportunities in Lytton and raise the profile of local businesses. The website can be made to be more navigable and mobile device friendly – technology has improved for mobile devices since 2012 when the site was developed. Funding opportunities through the Rural Dividend program exist and will be explored to cover the cost of design and development. Kim is also working with the Chamber of Commerce and local businesses to develop online profiles. Lastly, if time allows, she will be pursuing grant funding to conduct a feasibility study into an alternative energy source for the Public Works/Water Treatment Plant buildings.

At the end of this report Councillor Polderman suggested that Intern Goodall contact Bill Baines at the Lillooet Recreation Centre to learn more about their biomass heating project.

18-212 Moved, Seconded by Councillors Hay, Polderman THAT the Staff Reports be received for information.

CARRIED

9) **BYLAWS, POLICIES & RESOLUTIONS** – None

10) **CORRESPONDENCE**

(a) Incoming correspondence for action

- i. TNRD – Gold country Communities Society Financial Contribution Service Amendment

18-213 Moved, Seconded by Councillors Hay, Polderman THAT the Village of Lytton consent on behalf of the municipal participating area to the adoption of Thompson-Nicola Regional District Gold Country Communities Society Financial Contribution Service Amendment Bylaw No. 2658, 2018 that will increase the maximum annual tax requisition for the service to the greater of \$87,500.00 or \$0.0361/\$1000 of the net taxable value of land and improvements in the service area. **CARRIED**

- ii. G.A. McIntosh – Confirming December 10/11th orientation session for new Council.

18-214 Moved, Seconded by Councillors Hay, Polderman THAT the Village of Lytton approve spending up to \$8750, plus travel expenses, for the orientation session for the newly elected council. The funds are to include the \$5000 already budgeted for this expense and unused funds from the UBMC travel and attendance budget. **CARRIED**

(b) **Correspondence for information**

- i. Murdy & Mcallister – Merger of Lidstone & Company and Murdy & Mcallister
- ii. TOTA – invitation to join ‘drive for Sustainability’
- iii. Thompson-Nicola Film Commission – requesting letter of support for digital photography initiative.

18-215 Moved, Seconded by Mayor Lightfoot, Councillor Hay THAT the Village of Lytton provide a letter of support for the Thompson-Nicola Film Commission digital photography initiative. **CARRIED**

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

(d) **Outgoing Correspondence List** – List provided to council

Council directed Staff to include a brief subject summary on the Incoming/Outgoing mail log going forward.

11) **REPORT FROM MAYOR**

Mayor Lightfoot reported that she had an email exchange with Mr. Chong regarding the trailer parked on his lot and received information from the RCMP regarding this issue.

12) **COUNCIL REPORTS**

(a) Councillor Hay – None

(b) Councillor Polderman – None

(c) Councillor Smith advises that he is still to contact the ornamental iron worker in Williams Lake to discuss a new fence and gate for Pioneer Cemetery. As there is a history of settlers and First Nations residents being buried in the cemetery it may be more accurate to incorporate only the date the cemetery was established on the fence rather than using the Pioneer name.

13) REPORTS FROM COMMITTEES OF COUNCIL & COMMISSIONS

(a) DL225 Land Advisory Committee – Councillor Hay - None

(b) The Age Friendly Seniors Housing Committee – Councillor Hay reported that the committee received 53 paper survey responses and 23 were completed online. The consultant, CitySpaces, will be providing a report in mid-August and he will ask the Age Friendly Seniors Committee to present to council.

18-216 Moved, Seconded by Councillors Hay, Polderman THAT Council accept the Reports of the Mayor and Councillors, and the Reports from the Committee of Council **CARRIED**

14) NEW BUSINESS – None

15) 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
- Dedication of Chinese Memorial: July 28th, 2018 @ O'Dwyer Park
- Nominations for Candidates: September 4-14, 2018
- Advance Poll – October 10, 2018
- Election Date October 20, 2018


16) IN-CAMERA MEETING

18-217 Moved, Seconded by Councillors Hay, Polderman 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 in In-Camera at 9:24 pm. **CARRIED**

Council returned to the open meeting at 9:29 pm.

17) ADJOURNMENT

18-218 Moved by Councillors Polderman, Smith THAT the meeting adjourn at 9:29 pm.



Mayor Jesso Lightfoot



Corporate Officer/CAO Rebecca Anderson