



**Village of Lytton
Regular Council Meeting
MINUTES
Council Chamber, 380 Main Street, Lytton, BC
7:00 pm – Wednesday July 25, 2018**

IN ATTENDANCE:

Mayor Lightfoot
Councillor Callewaert-Haugen
Councillor Hay
Councillor Polderman
Councillor Smith

STAFF:

CAO Anderson
Water Project Coordinator Miller
Contract Engineer Mundall
Intern Goodall

PUBLIC: None

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

2) **ADOPTION OF AGENDA**

18-219 Moved, Seconded by Councillors Callewaert-Haugen and Smith THAT the agenda be adopted as amended to add late items. **CARRIED**

3) **ADDITION OF LATE ITEMS**

18-220 Moved, Seconded by Councillors Callewaert-Haugen and Hay THAT Council add the following late items to the agenda: Item 6 Draft Minutes from May 23rd Regular Council Meeting, Item 8(g) WSP Invoice and Progress Report **CARRIED**

4) **DELEGATIONS** – None

5) **PUBLIC COMMENT** - None

6) **ADOPTION OF MINUTES**

(a) Draft minutes of Regular Council Meeting held May 23, 2018.

18-221 Moved, Seconded by Councillors Hay and Smith THAT the Minutes of the Regular Council Meeting of May 23rd be adopted as amended. **CARRIED**

7) **BUSINESS ARISING**

(a) NkshAytkn Caring for Our Children Draft Feasibility Study.

18-222 Moved, Seconded by Mayor Lightfoot, Councillor Callewaert-Haugen THAT Council forward \$3,500 to Lytton First Nations as our contribution towards the costs of the NkshAytkn Caring for Our Children Committee AND THAT these funds be paid from the Lytton Community Fund **DEFEATED**

8) **REPORTS FROM STAFF**

(a) CAO Report — verbal report from CAO Anderson

The Chong lot trailer issue has been resolved and the trailer has been moved. Mr. Chong would like a more formalized agreement with the Village regarding the use of the lot to park cars. An agreement will allow the Village more discretionary oversight of the property. Council requested confirmation that the complaints regarding this issue were received by the Village in writing as Council has previously agreed to this procedure to ensure that action is taken on citizen complaints. CAO Anderson advised that the complaints were received via email, phone and verbally and all were documented in writing. In addition, the complaints were confirmed by the RCMP.

The Village has received a request from the Visitors Centre (VC) to add the VC as an associate to the Village's insurance. The VC is required to carry \$5M in liability insurance which costs \$250 if they are covered as an associate compared to \$1000 if they buy it as a separate entity. The VC's insurance expires at the end of August.

18-223 Moved, Seconded by Councillors Polderman, Smith THAT the Lytton Chamber of Commerce Visitors Centre be added as an associate to the Village of Lytton's insurance coverage for \$5M liability insurance. Subject to the VC agreeing to pay the \$250 premium cost to the Village **CARRIED**

Council advised that repairs required for the Fire Engine are still outstanding as CAO Anderson has been working to find a solution to the challenge of needing to pass an inspection for insurance eligibility when we cannot borrow a loaner from Lillooet or another municipality while our truck is in for repair. At this time the exact details of what needs to be repaired cannot be provided.

D.W. McMullen & Associates Ltd. have been selected to perform the Confined Spaces Hazard and Risk Assessment. This assessment is required by Work Safe and McMullen is an approved assessor. The assessment will be conducted September 19th and 20th, which will enable the Village to save on travel costs as McMullen will be in the area at that time. Council requested that the assessment also include a Confined Spaces Rescue Plan in the quoted cost. CAO Anderson is also looking to partner with LFN and the Fire Department to coordinate and share the costs of the required annual Confined Spaces Rescue Training. There are thirteen confined spaces in the Village – all Water and Sewer and it is important that our Public Works be properly trained as worker fatalities have occurred in the province. The quote for the assessment is \$6,632.68, plus travel/accommodation expenses and GST.

18-223 Moved, Seconded by Councillors Smith, Callewaert-Haugen THAT authorization is given to retain the services of D.W. McMullen & Associates Ltd. to conduct the Confined Spaces Hazard & Risk Assessment AND THAT the cost of the assessment be funded from the Water and/or Sewer Surplus up to the amount of \$6,632.68 plus travel and accommodation expenses and GST. **CARRIED**

CAO Anderson continues to work on hiring the new CFO and PW lead hand. Also, she has been managing a building inspection issue for a non-conforming shed on Main St. which has

been resolved. CAO Anderson also thanked Council for their performance evaluation and the constructive feedback provided during the process.

The Village Pool is busy, and overall things are going well. Unfortunately, Pat M. has been away and will be until July 27th. A few issues have come up that have required Tom to work overtime and Rod Bate has come in to help with a waterflow problem. Due to the solar blanket the pool is warm and patrons are happy. The showers were too hot but have been adjusted and there was a minor flood due to one of them being jammed. However, these problems have been resolved. Two sets of lessons have been scheduled and there may be a third set if staff availability allows. Councillor Polderman directed staff to provide an interim report on the pool budget.

On Saturday July 28th at 10:00 am, a monument acknowledging the Chinese population is being dedicated and media are expected to attend. CAO Anderson congratulated Councillor Smith on his recent appearance on Global News marking the recent high temperatures and Lytton's reputation as Canada's Hot Spot.

CAO Anderson has also been attending EMBC conference calls to keep tabs on the regional fire situation. She would also like to acknowledge the assistance of Councillor Smith and Mr. Miller for their participation in telephone interviews for the CFO position. The Village was also given a sincere apology by CP Rail government liaison Mike Lovecchio for the extreme difficulty in dealing with the company over the Water Project crossing issue. On July 20th CAO Anderson (and Intern Goodall) attended the TNRD Biosolids Workshop.

The ERRIS reporting is up to date and filed. Public Works has had to groom the Raft Take Out a few times this season due to fluctuating water levels. Council questioned whether the budget for maintenance will break even with revenue, however that information will not be available until the end of the season. Mayor Lightfoot notes that she has had feedback regarding the good job being done in this area by the Public Works crew.

BC Wildfire Site Plan – a copy of the completed plan is attached for review and CAO Anderson expressed her appreciation of the time spent by Dan Mundall in assisting the Village and Province in this regard. BC Wildfire is embarking on a variety of improvements.

- (b) **CFO** – None
- (c) **Corporate Officer** – None
- (d) **Economic Development Officer** – None
- (e) **Public Works** – None
- (f) **Fire Rescue** – None
- (g) **Water Project Coordinator** – Verbal report by Water Project Coordinator Lonny Miller.

Mr. Miller reviewed the invoice from WSP for service in June 2018 and provided a Progress Report. To date \$286k has been spent. The public feedback regarding Timbro has been positive. The irrigation line in the schoolyard is being removed and replaced and construction will soon begin on Station St. with a possible completion of the school property by Monday evening.

Mr. Miller has been speaking personally with affected property owners and preconstruction reports will be done. Timbro must cross a sewer line on the McMillan's property which could prove tricky. Timbro estimates they will be finished 5th Avenue on Friday. Pits are to be dug for the CP crossing by August 3rd. These are the entrances for the bore holes under the highway. Drilling under the highway to be completed by August 7th and under the CP line by August 14th. Timbro should be done with heavy equipment in the Village by the end of August.

Based on current progress, the project could be complete by the end of November. Some cost overruns may be coming due to increases in material pricing, but other areas may allow savings offsets. Ductal iron being used in the project has a 300-year life and samples were brought to show Council. In addition, Mr. Miller offered to prepare a slide show of the construction highlights for Council and his offer was positively received. Council inquired how the schedule might affect the Village's cash flow based on availability of grant funds for payment and was advised that this should not pose an issue. Council was contacted by a resident who had been asked to move her vehicle and Mr. Miller advises he has already spoken to her regarding the situation. In addition, there is a sinkhole on a residential property that will be crossed by Timbro and it will be investigated by the crew as well.

(h) **Engineering Consultant** - Dan Mundall, Review of Well #1, dated June 20, 2018

Mr. Mundall advised that the report as submitted was a final and not a draft. Council were informed that the pump condition was being assessed and, if possible, it would be refurbished, and an external check valve installed. Unfortunately, the electrical wire was cut when the pump was removed adding to the condition issues. The Village will be informed of the pump's status within a couple of weeks. Regarding the water levels from Lytton Creek Mr. Mundall recommends that the Village currently maintain Well #1 by replacing the pump and keeping the Well on standby for redundancy.

CWWF requires a decision re Well #1 so the scope of the project can be captured and grant funding in place for the work. Mr. Mundall advised Council that is not worth a long-term investment in Well #1 due to water quality concerns. In addition, all existing wells are vulnerable to a spill from the Trans Canada Hwy and it would be ideal to have a well outside of the spill zone. Mr. Mundall recommends horizontal drilling above Lytton Creek overburden as it is out of the Village's development zone. A discussion followed regarding drilling options/bedrock fracture zones and overburden saturation zones. Key considerations are: geographic location and gravity feed. There does not need to be a great deal of water present. Mr. Mundall is researching project specifications for a municipal horizontal water well from an American company that has an abundance of experience with drilling and municipal wells and will request a proposal for water source development for the Village.

Well #1 restoration fits into the greater development project as a backup system. Without Well #1 the system is inadequate. The Village will work with funding administrators to address this issue.

18-224 Moved, Seconded by Councillors Callewaert-Haugen, Polderman THAT the report on Well #1 be received and filed. **CARRIED**

Direction from Council to clarify the cost to replace Well #1 (\$150,000 estimated) compared to a new horizontal drilled Well. There is no figure at this time for cost of horizontal drilling, Mr. Mundall has been in discussion with the company and will continue to do so. Mr. Mundall's advises that the Village may require Well #1 in the case of an emergency and it should be

kept fully active for that reason – even when Wells 2 and 3 are hooked up, Well #1 is required should Lytton Creek water volume be shut off/affected by drought.

18-225 Moved, Seconded by Councillors Polderman, Smith THAT Council adopt the recommendations in Mundall Engineering's report dated June 20, 2018 that the Village restore Well #1 (Alonzo Way) subject to the upgrades being proven to be feasible, and THAT recommendations 3 and 4 be adopted subject to funding approval to cover the costs.

CARRIED

Councillor Callewaert-Haugen departed at 9:13 pm, followed directly by Mr. Miller and Mr. Mundall.

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

10) **CORRESPONDENCE**

(a) **Incoming Correspondence for Action**

- i. Letter from Braden Fandrich — Two Rivers Fitness Centre dated July 4, 2019 tabled for in-camera discussion

(b) **Incoming Correspondence for Information**

- i. City of Williams Lake – Employer Health Tax Impact on Local Government
- ii. UBCM – Executive Resolution on Greyhound
- iii. E-Comm 9-1-1, 207 Annual Report
- iv. Ministry of FLNRORD – information to water licensees on current drought conditions and provide season forecast. Staff to prepare Water Restrictions Notice in advance
- v. Ministry of Transportation and Infrastructure – Greyhound Canada

18-226 Moved, Seconded by Councillor Smith, Polderman THAT incoming correspondence for information be received and filed.

CARRIED

(c) **Correspondence List** – List attached

(d) **Outgoing Correspondence** – List attached.

11) **REPORT FROM MAYOR**

Mayor Lightfoot met with CAO Anderson to discuss her performance review of Friday July 13th. She attended the TNRD Committee of the Whole on July 19th. The meeting included the topic of an increase in the director's stipends which was tabled until after the election of a new board and discussion primarily focused on fire protection. Three fire protection referendums were passed for McLure, Loon Lake and South Green Lake and a 3rd reading for the extension of fire protection into Little Fort and Tobiano was passed. Mayor Lightfoot plans to attend the Chinese monument ceremony July 28th at O'Dwyer park.

12) **REPORTS FROM COUNCIL**

(a) Councillor Hay has received phone calls from several residents concerned about the potential fire risk due to an increase in weed growth. He has explained that Public Works has a staff shortage. Staff advised that it would be possible to hire seasonal Public Works staff on a temporary basis.

(b) Councillor Polderman – None

(c) Councillor Smith has been assisting with CFO interviews and the work performance evaluation for CAO Anderson. He is continuing to work on the Cemetery project with Mr. John Haugen.

13) REPORTS FROM COMMITTEES OF COUNCIL & COMMISSIONS

(a) Age-Friendly Seniors Housing Committee – Councillor Hay advises that the committee has responded to the letter from the Territory of the People Anglican Church dated July 5, 2018 and is hoping to schedule a meeting with them in early August. The committee would like to partner with the Church due to their expertise in managing housing projects.

14) NEW BUSINESS - None

15) CALENDAR OF EVENTS

- Dedication ribbon cutting @ O'Dwyer Park for Chinese Monument July 28, 2018 @ 10:00 am
- Nominations for Candidates – Packages are ready, and notices will be posted between Aug. 5 and 28th
- Advance Poll – October 10, 2018
- Election Date – October 20, 2018

Intern K. Goodall departed at 9:25 pm.

16) IN-CAMERA MEETING

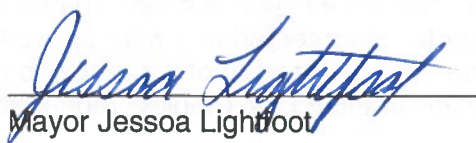
18-227 Moved, Seconded by Councillors Smith, Hay THAT in accordance with Section 90(1) of the Community Charter, this portion of the meeting is closed to the public AND THAT Council move into In-camera Meeting at 9:27 p.m. **CARRIED**

18-228 Moved, Seconded by Councillors Polderman, Hay THAT this meeting continue past 10:00 p.m. **CARRIED**

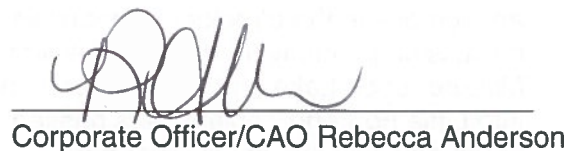
Council returned to the Regular Council Meeting at 10:26 p.m.

17) ADJOURNMENT

18-229 Moved, Seconded by Councillors Hay, Polderman that the meeting adjourn at 10:27 p.m. **CARRIED**



Mayor Jesso Lightfoot



Corporate Officer/CAO Rebecca Anderson