



**Village of Lytton
Minutes – Regular Council Meeting
Council Chamber, 380 Main Street, Lytton, BC
Wednesday, August 14, 2019 @ 7:00 pm**

IN ATTENDANCE:

Council: Mayor Polderman, Councillor Callewaert-Haugen, Councillor Murray

Absent with notice: Councillor Hay, Councillor Cranmer-Underhill

Staff: CAO Anderson, Water Project Coordinator Miller

Public: Huntley Smith, Peggy Chute, Rob Anderson, Sandy Miller, Jim Steer, Irene Steer, Curtis Davis, Bernie Fandrich, Peter Heaster, Marie Heaster

- 1) **CALL TO ORDER** – Mayor Polderman called the meeting to order at 7:00 pm.
- 2) **ADDITION OF LATE ITEMS**
 - Item 8(g)(iv) – Transfer of funds from reserve funds to the Water System Utility Account
 - Item 10(a) – Additional information received from Bernie Fandrich – clarification re the Village role as administrator of grant funding for application to the BC Rural Dividend program
 - Item 14(b) – Request for road closure for a triathlon
 - Item 14(c) – Proposed change to the Village office hours

3) **ADOPTION OF AGENDA**

19-218 Moved, Seconded THAT the agenda be adopted as amended to add late items.

CARRIED

4) **DELEGATIONS -**

- (a) Museum Executive Members Jim Steer and Marie Heaster presented to Council regarding their request for a financial contribution as per Item 7(b) of this agenda.

In March 2018, the Village provided the Museum a new computer to replace the 2002 'vintage' one, and the Village also funded the Windows platform InMagic Museum Archives software to replace the 1988 DOS version. Since then, the DOS files were transferred to the new system and the museum staff and volunteers have been using it quite successfully.

The museum executive hosted an in-house workshop in May (paid for by a BC Wildfire Recovery grant) with Kathy Bryce from Andornot Consulting (who provided the InMagic Program) and she offered a significant discount for add-ons for artifacts and library books and an archives kit – a bundled price of \$750 for both (the usual retail price for the two is \$2500.00).

The existing items currently used for recording artifacts and books are not easy to use to search for things and require a great deal of cross-referencing. Computerizing these records means a 'one stop' quick search, will free up more shelf space in the museum's tiny office, make a very coordinated record keeping system, and allow digital backups to be made. This is critical because if any disaster happened, the existing hard copy records could be lost. Additionally, the new program can generate lists and reports that can then be loaded onto the museum's website as PDF's, providing more access to the collections,

especially when the museum is closed. Search engines like Google may then index these PDF's so that they appear in search results. In the future, it would also enable the Museum to display the total collection of archives and artifacts on the internet to attract more visitors and researchers to Lytton and the Museum.

Council briefly discussed the Village's budget process and the process for accepting request for grant funding from local groups. It was noted that the item is also on this agenda under Item 7(b) Business Arising.

5) **PUBLIC COMMENT –**

Huntley Smith thanked the Village crew for the good job weeding in the areas above the Highway but questioned what is being done in the downtown area. He also asked about the condition of the Main Street irrigation system and the water bags on the trees.

CAO Anderson thanked Mr. Smith and explained that the Public Works crew has been short staffed with no extra summer staff hired this year but anticipates that the weeds should be cut shortly. She also explained that the Main Street irrigation system was investigated and staff is taking steps to repair it.

6) **ADOPTION OF MINUTES**

- (a) Minutes of the Regular Council Meeting held Wednesday July 24, 2019

This item was postponed to the next Council meeting.

7) **BUSINESS ARISING**

- (a) Future Community to Community (C2C) Forum events

This item was postponed to the next Council meeting.

- (b) Email from Marie Heaster, Lytton Museum – requesting financial assistance to purchase a record-keeping software add-on and archival kit.

19-219 Moved, Seconded THAT the museum request for funding to purchase a software add-on and archival kit be deferred to the next Committee of Whole meeting scheduled for August 21, 2019. **CARRIED**

8) **REPORTS FROM STAFF**

- (a) Chief Administrative Officer – CAO Anderson reviewed her report and responded to Council questions.

19-220 Moved, Seconded THAT the CAO Report dated August 12, 2019, be received for information and filed. **CARRIED**

- (b) Chief Financial Officer –

- i. Annual Gas Tax Community Works Fund – Lonny Miller reported on behalf of the Village's interim financial consultant Margaret Stewart. He reviewed the Financial Report dated August 14, 2019 and responded to Council's questions.

19- 221 Moved, Seconded THAT the 2018 Gas Tax Community Works Fund grant in the amount of \$65,199.38 be transferred from General Operating Surplus to Community Works Gas Tax Reserve Fund. **CARRIED**

(c) Corporate Officer – no report

(d) Economic Development Officer – no report

(e) Public Works

- i. Proposed purchase of water and sewer capital equipment – Lonny Miller presented a Public Works Report dated August 14, 2019 on behalf of Public Works Lead Hand Rod Bate wherein Public Works requested the purchase of capital equipment for the sewer system and the water system.

19-222 Moved, Seconded THAT staff proceed to purchase a Rotork Electric Actuator and two Torqui Tube Stem Extensions for the Waste Water Treatment Plant at a total cost of \$9,990.00 plus tax; AND THAT staff proceed to purchase the turbidity and chlorine analysers for the Water Treatment Plant at a total cost of \$31,776 plus taxes. **CARRIED**

- ii. Proclamation of water restrictions – Council reviewed Water Regulations Bylaw 649, 2011 & Policy #2009/0003 (Water Conservation and Restriction on Use)

Council discussed the issues arising from drought conditions and the impact of the water projects that are under construction, and the need for residents to conserve water during these times of low water flow and summer heat conditions.

19-223 Moved, Seconded THAT Council authorizes staff to proclaim water restrictions to be in effect as they deem necessary, in accordance with section 9.2 of Water Regulations Bylaw 649, 2011 and Water Conservation and Restriction on Use Policy #2009/0003, AND THAT the restrictions shall continue for so long as staff deem necessary. **CARRIED**

(f) Lytton Fire Rescue – no report

(g) Water Project Coordinator – Lonny Miller

- i. Council discussed the Water Capital Project Report by Lonny Miller, Water Project Coordinator, dated July 24, 2019 regarding the Groundwater Development Project. Council discussed the need to operate the wells, motors and pumps for a 30-day period after the Village takes possession of the infrastructure and the source of funding to cover the additional costs of increased hydro utility invoices that will occur as a result. Council discussed the deficiencies with the project and directed staff to coordinate a meeting with WSP, LFN, and ISC to discuss the lengthy delay, deficiencies and a date for completion of the project..

19-224 Moved, Seconded THAT the Water Project Update Report dated August 14, 2019 be received for information and filed. **CARRIED**

- ii. WSP Comprehensive Change Order #9 – EXP services to complete Ground Penetrating Radar surveys of the Highway #1 and CP Rail Crossings.

19-224 Moved, Seconded THAT Council approves WSP's Contemplated Change Order No. 9 regarding EXP services for Ground Penetrating in the amount of \$28,469.00. **CARRIED**

- iii. Payment of WSP Engineering's invoices for April & May 2019

19-225 Moved, Seconded THAT WSP Engineering's April & May 2019 invoices for professional fees in the amount of \$20,662.50 be paid. **CARRIED**

- iv. Transfer of funds from reserve funds to the Water System Utility Account for Water Pump test operating costs

19-226 Moved, Seconded THAT staff transfer Water Reserve funds to the Water Utility Operating account sufficient to operate the pumps for a period of 30 days to ensure that they are working properly. **CARRIED**

(h) Engineering Consultant – no report

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

10) **CORRESPONDENCE**

(a) Incoming correspondence for action

- i. E-mails dated August 7 & 9, 2019 from Bernie Fandrich, President, Lytton & District Chamber of Commerce re attaching BC Rural Dividend Program Project Overview re Fraser Canyon Tourism Revitalization Project

19-227 Moved, Seconded THAT Council authorizes the submission of the grant application to the BC Rural Dividend Program regarding the Fraser Canyon Yale-to-Lytton Tourism Master Plan Revitalization Project and that Council supports this project through its duration. **CARRIED**

(b) Incoming correspondence for information

- i. Letter dated May 30, 2019 from Hugh Fallis, President, BC Interior Community Foundation enclosing 2018 interest cheque and 2018 Fund Statement.
- ii. Letter dated July 16, 2019 from Glenn Mandziuk, President & CEO of Thompson Okanagan Tourism Association re upcoming meetings about the Business Adhesion Program and the "Drive for Sustainability".
- iii. Letter dated July 19, 2019 from Todd Stone, MLA and Official Opposition Critic for Municipal Affairs re 2019 UBCM Official Opposition Meeting Opportunities.
- iv. Letter dated July 22, 2019 from UBCM President Arjun Singh re Gas Tax Agreement Community Works Fund Payment.

(c) Incoming correspondence list

(d) Outgoing correspondence list

19-228 Moved, Seconded THAT the above correspondence be received and filed. CARRIED

11) REPORT FROM MAYOR

Mayor Polderman reported that he has met with Water Project Coordinator Miller and CAO Anderson on several occasions regarding the progress of the Groundwater Development Project. Mayor Polderman also advised that nine trees had been knock down near the road contractor's shop, which he considered wanton vandalism and that he would be discussing it with the RCMP. He further reported that he went to Mount Vernon, Washington for the weekend and advised that it appears to be suffering badly from a slow economy.

12) COUNCIL REPORTS

(a) Report from Councillor Tiffany Callewaert-Haugen – Nothing to report

(b) Report from Councillor Paula Cranmer-Underhill – Absent

(c) Report from Councillor Hay: Absent

(d) Report from Councillor Gordon Murray. Briefly reported on his grant funding research.

19-229 Moved, Seconded THAT Council accepts the Mayor's and Councillors' reports as presented. CARRIED

13) REPORTS FROM COMMITTEES OF COUNCIL & COMMISSIONS

(a) Age-friendly Seniors Housing Committee – Committee Chairman, Councillor Hay was absent.

(b) Economic Development Working Group – Councillor Gordon Murray – nothing to report.

(c) Emergency Centre Committee – Mayor Polderman – No meetings held.

(d) Emergency Preparedness Working Group – Mayor Polderman - No meetings held.

(e) FireSmart Board – Mayor Polderman – No meetings held.

(f) Gold Country Communities Society – Councillor Cranmer-Underhill – absent

CAO Anderson shared an email with council that she received from Councillor Crammer-Underhill advising of the newly elected Gold Country executive and Councillor Crammer-Underhill's information provided on traditional land acknowledgment issues arising at previous Council meetings.

(g) Land Use Advisory Committee – Mayor Polderman - No meetings held.

(h) LFN & Village of Lytton Joint Working Group on Agriculture – Councillor Murray reported that there was a meeting on August 1, 2019 on the joint agriculture initiatives. The primary focus of the group is food stability and security, and once that is accomplished, the group would like to

consider projects or programs that work towards exporting food products. There was discussion about the Food Hub. The Village of Lytton is seen as a potential partner, but there are issues around establishing shared ownership that would need to be addressed. Several funding opportunities were discussed. Some grant funding has been awarded already for the projects of this group; some grant applications remain pending. A grant application was submitted to the BC Rural Dividend Program for a project re processing and dehydrating fruits and vegetables etc. A small grant to assist with research expenses was received and two other larger grants were applied for through NDI.

- (i) Lytton Museum & Archives Commission – Councillor Hay- absent
- (j) Lytton Recreation Commission – Councillor Cranmer-Underhill – Absent
- (k) NDI Cariboo-Chilcotin/Lillooet Regional Advisory Committee – Councillor Murray – Reported that there was an email vote of NDI Directors to approve an increase in the funds for the Fabulous Festivals Program. An extra \$10,000 will be made available, allowing for four additional grants to be awarded.
- (l) nkshAytkn Caring for our Children Committee – Councillor Cranmer-Underhill – Absent
- (m) TNRD Board – Mayor Polderman – The TNRD board meeting is tomorrow August 15, 2019.
- (n) Volunteer Appreciation Committee – Councillor Callewaert-Haugen – no meeting

19-230 Moved, Seconded THAT Council accepts the above Committee Reports as presented.
CARRIED

14) NEW BUSINESS

- (a) Municipal and Regional District Accommodation Tax – Councillor Murray briefly outlined and discussed the possibility of Council implementing a 3% accommodation tax within its boundaries. It is collected by the Province and remitted to the municipality specifically for tourism-related projects or affordable housing projects. He also reported on the application process and the terms of funding, i.e. an application must be submitted nine months in advance, and the applicant must canvas the local service providers as a majority of them (51% or more) must consent to the tax. This program provides a way to increase the Village's tax revenue for the purpose of developing tourism, without burdening the existing tax base. This program should be based on a five-year plan, and it was suggested that it could be run through the Lytton & District Chamber of Commerce. It was agreed that this topic should be discussed at the Committee of Whole.

19-231 Moved, Seconded THAT the Municipal and Regional District Accommodation Tax be placed on the agenda for the next Committee of Whole for further discussion and direction.
CARRIED

- (b) **Temporary Traffic Control** – CAO Anderson reported that she has reviewed and recommends that Council approve this request for road closures for the triathlon on Monday September 2, 2019. This triathlon was organized by and is being supervised by lifeguards and community members to promote interest in our recreation committee and fundraising for the swimming pool.

19-232 Moved, Seconded THAT the Village locate temporary traffic control devices to close Fraser Street from 1st to 4th Street, on Monday September 2, 2019 from 1:00 pm to 3:00 pm to ensure public safety during the Lytton Pool staff's triathlon.
CARRIED

(c) Village Office - Hours of Business

Council discussed staff's request that the Village office be open to the public from 10:00 a.m. to 4:00 p.m. (instead of 8:30 a.m. to 4:30 p.m.) effective September 1, 2019 to allow staff to meet and work without interruption for a portion of their working days.

19-233 Moved, Seconded THAT the Village office be open to the public from 10:00 a.m. to 4:00 p.m. effective September 1, 2019. **CARRIED**

15) CALENDAR OF EVENTS:

- School District 74 Board of Education Meeting – September 3, 2019 at the School District Office in Ashcroft
- Gold County Geocaching Event in Lytton – September 21st
- UBCM 2019 Convention – Sept. 23-27, 2019 at Vancouver Convention Centre
- Cariboo Chilcotin Coast Tourism Association AGM & Conference – November 1-3, 2019, Barkerville Historic Town & Park


16) ADJOURNMENT

19-234 Moved THAT the meeting adjourn at 8:49 pm.

CARRIED



Mayor Jan Polderman



Corporate Officer/CAO Rebecca Anderson

