



**Village of Lytton
Regular Council Meeting
MINUTES
Council Chamber, 380 Main Street, Lytton, BC
7:00 pm - August 22, 2018**

IN ATTENDANCE:

Mayor Lightfoot
Councillor Hay
Councillor Smith
Councillor Callewaert-Haugen (7:05 pm)
Councillor Polderman

STAFF:

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

PUBLIC:

None

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

2) **ADDITION OF LATE ITEMS**

- a) Schedule Special Meeting regarding Draft Annual Report for 2017.
- b) Determine a new date for Inaugural Meeting for new Council.

3) **ADOPTION OF AGENDA**

18-230 Moved, Seconded by Councillors Polderman, Hay THAT the agenda be adopted as amended to add the above Late Items as items 14(b) and 14(c). **CARRIED**

4) **DELEGATIONS** – None

5) **PUBLIC COMMENT** – None

6) **ADOPTION OF MINUTES**

(a) Minutes of the Special Council Meeting of June 6, 2018

18-231 Moved, Seconded by Councillors Hay, Smith THAT the minutes of the Special Council Meeting of June 6, 2018 be accepted as amended to correct typographical error.

CARRIED

(b) Minutes of the Regular Council Meeting of June 13, 2018

18-232 Moved, Seconded by Councillors Polderman, Hay THAT the minutes of the Regular Council Meeting of June 13, 2018 be accepted as presented. **CARRIED**

7) **BUSINESS ARISING**

- (a) Pool Revenue & Expenditures Statement to July 31, 2018. Staff to verify that propane tank is operating properly, and that no leaks are occurring. Staff to research alternative propane suppliers.

18-233 Moved, Seconded by Councillors Callewaert-Haugen, Hay THAT Council receive the Pool Revenue and Expenditures Statement to July 31, 2018 for information and filing.

CARRIED

8) **REPORTS FROM STAFF**

- (a) **CAO** – Written report to Council dated August 17, 2018

18-234 Moved, Seconded by Councillors Hay, Callewaert-Haugen THAT Council receive the CAO's Report to Council dated August 17, 2018 for information and filing. **CARRIED**

- (c) **Chief Financial Officer** – None

- (d) **Corporate Officer** – None

- (e) **Economic Development Officer** – None

- (f) **Public Works** – See CAO's report to Council dated August 17, 2108, item 8(a)

- (g) **Fire Rescue** – Month End Reports by Fire Chief Jason Phillips for April and May 2018

18-235 Moved, Seconded by Councillors Polderman, Smither THAT Council receive the Month End Reports by Fire Chief Jason Phillips for April and May 2018 for information and filing.

CARRIED

- (h) **Water Project Coordinator** – Water Project Update Report of Water Project Coordinator Lonny Miller dated August 22, 2018 & Change Order No. 2 dated August 7, 2018

Mr. Miller provided a verbal addition to the report. Timbro is four days behind on their highway work. So far, 21 of 48 metres have been finished resulting in the CP Crossing which is now behind by a week. Timbro is working with CP to manage human resources and the construction schedule. All the Wells have now been completed and the pumps are installed. There was an issue with WSP's original design for the Water Treatment Plant; however, Timbro has adapted the design to allow for access to the chlorine equipment should it ever need replacing. Mr. Miller also added two new line items #33 (Timbro Change Order #5) and #34 (Timbro Change Order #6), credits to the Village of \$33,043 and \$2,000 respectively to the August 22 report. Funds have been designated for contingencies and these have not yet been spent so remain available for the project.

18-236 Moved, Seconded by Councillors Hay, Polderman THAT Council receive the Water Project Update Report dated August 22, 2018 for information and filing.

CARRIED

18-237 Moved, Seconded by Councillors Polderman, Hay THAT the Change Order No. 2 for the Geotech Supervision of the CP Rail Crossing from WSP (aka Opus) be ratified in the amount of \$17,733.

CARRIED

18-238 Moved, Seconded by Councillors Polderman, Callewaert-Haugen THAT Council receive for information and file Change Orders #5 and #6 for a total of \$35,043.00. **CARRIED**

(i) **Engineering Consultant** – None

Water Project Coordinator Lonny Miller left the meeting at 8:16 pm.

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

10) **CORRESPONDENCE**

(a) **Incoming Correspondence for Action**

- i. Two Rivers Farmers Market – Letter from Gordon Murray, President, dated August 17, 2018 re use of electricity and outside plugs at the Village Office

18-239 Moved, Seconded by Mayor Lightfoot, Councillor Smith THAT the Village approves the Two Rivers Farmers Market use of outdoor electrical outlets at the Village of Lytton administrative office building at Market events only, provided that Two Rivers Farmers Market take full responsibility for monitoring and restricting vendor's access to the outlet and pay full cost for any repairs. **CARRIED**

- ii. Two Rivers Farmers Market – Request for Access to locate temporary traffic control devices on 4th Street, between Main Street and the lane, every Friday from 8:00 a.m. until 5:00 p.m. from June 1 to October 27, 2018.

18-240 Moved, Seconded by Councillors Hay, Smith THAT the Two Rivers Farmers Market be granted permission to locate temporary traffic control devices on 4th Street, between Main Street and the lane, every Friday from 8:00 a.m. until 5:00 p.m. from June 1 to October 27, 2018. **CARRIED**

(b) **Incoming Correspondence for Information**

- i. BC Interior Community Foundation – Letter dated June 1, 2018 re 2017 Year End Statement and invitation to the Annual Dinner on September 22, 2018
- ii. City of Williams Lake – cc of letter dated July 17, 2018 to Minister of Finance re Employer Health Tax Impact on Local Government
- iii. TNRD – Press Release dated July 23, 2018 re Sorting Recyclables Comes to Waste Facilities
- iv. Legislative Assembly of BC – Letter from MLA Tod Stone, Official Opposition Critic for Municipal Affairs, re 2018 UBCM Official Opposition Meeting Opportunities
- v. City of Houston – cc of letter dated August 14, 2018 to Minister of Finance re Employer Health Tax Impact on Local Government
- vi. Cariboo Chilcotin Coast Tourism Association – Notice re the Remarkable Experiences program sessions and funding opportunities
- vii. Fraser Basin Council – Email from Senior Regional Manager, Thompson Region, dated August 17, 2018 re Thompson Watershed Flood Mapping Project & application for funding through National Disaster Mitigation Program

18-241 Moved, Seconded by Councillors Hay, Polderman that incoming correspondence be received for information and filed. **CARRIED**

(c) **Incoming correspondence list** – List attached

(c) **Outgoing correspondence** – List attached

11) **REPORT FROM MAYOR**

Mayor Lightfoot has been on vacation for much of the past few weeks. She attended the dedication of the Chinese Memorial on July 28th and Councillor Polderman attended TNRD on her behalf.

12) **COUNCIL REPORTS**

- (a) Councillor Hay – Has received a complaint that CP trucks are being washed in such a manner that water is flowing into a resident's driveway. Councillor Hay will discuss with CP.
- (b) Councillor Callewaert-Haugen will be meeting with the CAO for UBCM briefing.
- (c) Councillor Polderman attended the TNRD meeting in Clearwater and reported out on: Biosolids use in alfalfa farming, a tour of Clearwater Hospital, changes and cost savings to the recycling program, Electric Vehicle charging stations. The TNRD has increased building permitting fees and Volunteer awards were presented.
- (d) Councillor Smith advises that the cemetery project is ongoing.

13) **REPORTS FROM COMMITTEES OF COUNCIL & COMMISSIONS** – None

14) **NEW BUSINESS**

- a) **Rural Dividend Program** – Grant Application: Economic Development Working Group and Website Redevelopment

18-242 Moved, Seconded by Councillors Callewaert-Haugen THAT Council supports the 2018 application by the Village of Lytton to the Rural Dividend Program for the Economic Development Working Group and Website Redesign Project. **CARRIED**

- b) **Draft Annual Report for 2017** – CAO Anderson requested a Special Council Meeting be scheduled within the next week to release the report.

Council directed staff to schedule a Special Council Meeting for August 28, 2018.

- c) **Change the date of Inaugural Meeting for newly elected Council.**

18-243 Moved, Seconded by Councillors Hay, Polderman THAT the Regular Council Meeting of October 24, 2018 be cancelled and the Inaugural Council Meeting for the newly elected Council be held on October 30, 2018. **CARRIED**

Councillor Callewaert-Haugen left the meeting at 9:25 p.m.

15) **CALENDAR OF EVENTS:**

- Nominations for Candidates: September 4 – 14, 2018
- 2018 UBCM Convention – September 10-14, 2018
- BC Interior Community Foundation Annual Dinner – September 22, 2018 @ Colombo Lodge, Kamloops
- Advance Poll – October 10, 2018

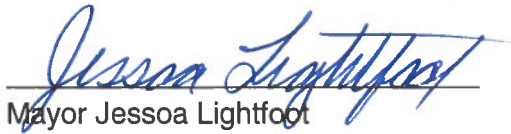
➤ Election Date October 20, 2018

16) **IN-CAMERA** - None

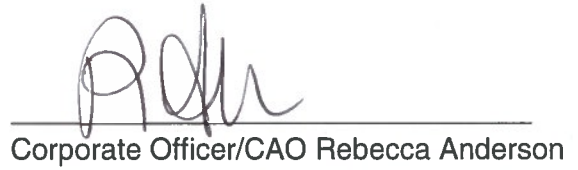
17) **ADJOURNMENT**

18-244 Moved, Seconded by Councillors Hay, Smith THAT the meeting adjourn at 9:30 pm.

CARRIED



Mayor Jesso Lightfoot



Corporate Officer/CAO Rebecca Anderson

