



**Village of Lytton
Minutes
Regular Council Meeting
Council Chamber, 380 Main Street, Lytton, BC
7:00pm Monday September 12, 2016**

PRESENT: Mayor Jessoa Lightfoot
Councillor Tiffany Callewaert-Haugen (Absent with notice)
Councillor Ian Hay
Councillor Jan Polderman

STAFF: Rebecca Anderson, CAO
Lonny Miller, Interim CAO
Annette Turley, Admin. Assistant

PUBLIC: Peggy Chute, Huntley Smith, Doreen Crozier

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

2) **ADOPTION OF AGENDA**

16/235 Moved, Seconded by Councillors Hay/Polderman THAT the agenda be adopted as amended with the following additions:

- 5) (b) Rebecca Anderson, CAO – Hiring of Water Project Coordinator
- 5) (c) Rebecca Anderson, CAO – Business Arising from the Minutes
- 7) (d) Lonny Miller, Chief Election Officer – 2016 By-Election for Councillor

Carried

3) **ADOPTION OF MINUTES**

(a) Minutes of the Regular Council Meeting August 22, 2016

16/236 Moved, Seconded by Councillors Polderman/Hay THAT item (a) be adopted as amended.

Carried

4) **DELEGATIONS**

(a) Dan Mundall – FlexSCADA (Supervisory Control and Data Acquisition) Presentation.

Dan and John Mundall from Com Com Services introduced themselves and gave a brief presentation on SCADA and Remote Monitoring system upgrades they could provide for the Village water system and waste water treatment plant. They installed the Village's SCADA system (a basic intake and water-quality monitoring system) approximately 8 years ago. It can now be wireless and networked, using sensors to monitor the water flow and intake in the reservoir, pressure monitoring, chlorination levels, etc. Alerts can be sent via cell phone, and corrections can also be made using mobile devices from a remote location, although manual reporting on daily samples remains necessary. One component is a server to host the system, which already exists at the Village office. The main benefit is savings in time for the operators of the water system and sewer system (replaces the need for full-time operators being stationed on-site). John's rough estimate is that the system would cost approximately \$35,000-40,000, to upgrade everything throughout Lytton's entire

system (bringing the water system and sewer system together into one monitoring system). The presenters offered a tour to anyone interested.

Dan & John Mundall left the meeting at 7:29pm.

5) ADMINISTRATIVE MATTERS

(a) Rebecca Anderson, CAO – 2015 Annual Municipal Report

16/237 Moved, Seconded by Councillor Hay and Mayor Lightfoot THAT the 2015 Annual Municipal Report be adopted as presented.

Carried

(b) Rebecca Anderson, CAO – Hiring Water Project Coordinator

16/238 Moved, Seconded by Councillor Polderman/Hay THAT Council resolve the Lonny Miller be hired under contract as a water project Coordinator for a maximum of 20 hours a month until the project is either underway or shelved, and THAT all direction is channeled through CAO, Rebecca Anderson.

Carried

(c) Rebecca Anderson. CAO – Business Arising from the Minutes

- (i) Minutes of August 22nd – item 6(b)(iii) – Ministry of Finance’s information re Lytton First Nation’s intention to implement independent self-taxation, commencing 2017. What is the reason for notifying the Village about this intention? The Indian Self-government Enabling Act requires that LFN notify other local governments because of possible loss of tax revenue.
- (ii) Minutes of August 22nd – item 12(d) – Councillor Polderman’s report re WWTP power-bump problem and a prior decision by Council against the purchase of filter boards, and direction to staff to look into this matter. CAO Anderson discussed this issue with the public works lead hand, Austin Doyle. Mr. Doyle said that the filter boards smooth out power spikes that protect the PLC (programmable logic controller) from incoming power, but they will not resolve the problem of the phase loss. He said he will check out the cost of filter boards, but there is another source of power loss for which a backup generator would be required, but that is a more expensive solution. No information was located in the office regarding a previous discussion or decision by Council.

6) CORRESPONDENCE FOR INFORMATION

a) **Action Items:**

- i. Georgia Lesley – Rental of Council Chambers

16/239 Moved, Seconded, by Councillors Hay/Polderman THAT the rate for the chamber room rental for Georgia Lesley be \$25.00 per day.

Carried

- ii. Interior Health – Offer to transfer Old St. Bartholomew’s Hospital property to the Village of Lytton

Council directed staff to seek legal advice from Murdy & McAllister regarding IHA’s legal obligation to clean up the site, and to send a reply letter to Brent Kruschel (Chief Project Officer & Corporate Director of Interior Health) informing that we are seeking a legal opinion.

- iii. Opus Dayton Knight Consultants Ltd – Engineering Budget – Scope Change No. 3

16/240 Moved, Seconded by Councillors Hay and Mayor Lightfoot THAT this item be tabled until the next meeting.

Carried

- iv. Canadian Cancer Society – Invitation to endorse the Society’s recommendation to expand the scope of BC’s Tobacco and Vapour Products Control Act to prohibit use in outdoor public places province-wide.

No action taken

- v. FCM – A member of Council can become a Community Leader or prominent community representative can be identified.

Council directed staff to forward this information to the Chamber of Commerce, Legion and the Two Rivers Community Services Society.

b) Information Items

- i. BC Assessment – Mid-Year Assessment Roll Update

Council directed staff to send an invitation to previous delegation members and to Tracy Shymko (Deputy Assessor, BC Assessment of Thompson Okanagan Region) to come to a regular Council meeting in November 2016 to explain the Update.

- ii. Ministry of Environment – New Requirements for existing non-domestic groundwater users.

Council inquired about whether or not the Village needs to apply. Mr. Miller has a call in to clarify. Council also expressed concern about increased costs for licenses under the new *Water Sustainability Act*. Mr. Miller will inquire further about this.

- iii. BC Hydro – Beautification Fund

Council directed staff to draft a letter to BC Hydro to be presented at the UBCM meeting, including data regarding the number of street lights that are not working, the dates/times we reported and how long it takes to get a response.

- iv. UBCM – Resolutions, Funding, Nominations & C2C Date Change

Council requested that staff obtain further information regarding environmental laws that apply to burning and distribute to those members of our municipality that are affected by these laws.

- v. Town of Osoyoos – Pleasure Craft Operations Card

No action taken. Received for information.

- vi. CN – CN Meetings at UBCM

Council directed staff to book a meeting re: grinding causing forest fires and the need for improvements to protocols on grinding and cutting track; we need improvements and repairs

made to the road on CN property and to ensure the stability of the bank at CN property; unsightly state of the CN yard that detracts from the beauty of the viewpoint that is a popular site for visiting tourists; the harmful effect on the crews when their work creates a fire.

- vii. Selina Robinson, MLA for Coquitlam-Maillardville – Book your meeting with the Opposition at UBCM.

No action taken. Received for information.

- viii. UBCM – 2016 Convention Annual Banquet

CAO submitted the form because it was due by September 9, 2016. No further action required.

- ix. Murdy & McAllister – Municipal Law Update

CAO will check with TNRD to see which bylaws they are amending as a result of the changes to the building bylaw requirements, and follow up to identify any Village of Lytton bylaws that may require amendment by December 15, 2017, and discuss the issue with our local building inspector.

- x. CN – thoughts & support during recent wildfire in Lytton.

Council discussed the need for legislative changes to the requirement for fuel management in the area targeted by CN rail for grinding or cutting of the rails; and legislative changes requiring the railways to carry insurance coverage for damage caused by fires started by rail crews.

- xi. SILGA – Sponsored Youth Participation at UBCM

c) **Correspondence Log** - None

d) **Outgoing Mail Log** – None

16/241 Moved, Seconded by Councillors Hay/Polderman THAT the above noted correspondence be received and filed.

Carried

7) **ADMINISTRATIVE REPORTS**

(a) Rebecca Anderson, CAO – CFO & CO/EDO

16/242 Moved, Seconded by Councillors Hay/Polderman THAT Council direct Staff to post the advertisement for the positions of CFO and CO/EDO.

Carried

(b) Rebecca Anderson, CAO – Governance Session

Council narrowed the selection to Gordon McIntosh and Judy Rodgers and tabled the final decision for the next meeting. The agenda is to be determined at the next meeting. Council is available for the second half of October or later. CAO will ask the two consultants short-listed for further available dates.

(c) Lonny Miller, Project Coordinator – 2016 Water System Upgrade

16/243 Moved, Seconded by Councillors Hay/Polderman for the following resolution:

1. THAT the Slow Sand Filtration construction project be put on hold until the New Building Canada Fund grant is approved and the Water Source Options Review is completed; and
2. THAT staff request proposals for the Water Source Options Review and the Groundwater Development Design (Connection of Wels #1 & #2 to the water system); and
3. THAT staff request proposals for the Wellhead Protection Plan for Well #1 to reduce the risks of Groundwater under the influence of surface water (GUDI); and
4. THAT staff request proposals for the Lytton Creek Watershed Protection Plan to confirm creek capacity and sustainability; and
5. THAT staff requests an extension of the BCCWIP and the GMF grant deadlines to December 31, 2018 to allow for completion of the above studies and the connection of the water wells #1 & #2 of the Village water system.

Carried

Council directed staff to determine the date on which we first received the estimate for the sand replacement costs, and that staff inquire of LFN for information about their Operations and Management costs for their sand replacement in their slow sand filtration system for the purpose of comparison against the O&M costs estimated, and also that staff determine whether the estimated sand replacement is a legislated requirement or not. Council also directed staff to determine the sum that the Village is required to borrow for the municipality's portion of the SSF construction and to clarify how that sum was calculated.

(d) Lonny Miller, Project Coordinator – Water Master Plan

16/244 Moved, Seconded by Councillor Hay and Mayor Lightfoot THAT Council approves the final Water Master Plan as prepared by Opus Dayton Knight and attached to this report.

Council Polderman noted that every home already has a meter installed, so need for including installation of meters at page 27 of the plan (note 4); page 26 (map) does not explain whether or not a flow meter is needed (not proposed in the plan) where a third line appears to enter IR 18 (possibly it already exists on the LFN side of the line, or perhaps that line will be shut off); page 13 (paragraph under table 4-3) may incorrectly describe the issue as a “water quality concern” when perhaps it should be described as a “water treatment concern”; page 15, last paragraph, lists the L/c/d per capita per day flow rates of our local residents as water usage, when it needs to be clarified that the flow rates are also due to leakages, and that our water conservation plan needs to include consultation with First Nations as well as Village users.

Councillor Hay noted the high cost of the engineers' planning and design production. Mayor Lightfoot noted that the Village needs to have discussion with LFN without involving outsiders, for the purpose of exploring common knowledge and sharing information that may help us learn more specifically what is needed in the plan.

Carried

Councillor Polderman opposed

(e) Lonny Miller, Chief Election Officer – 2016 By-Election for Councillor

The Corporate Officer can swear in the new Councillor, eliminating the need for a special meeting.

Moved, Seconded by Councillors Hay/Polderman THAT Council receives the 2016 By-Election for Councillor report for information.

Carried

8) TREASURER/CORPORATE OFFICER REPORT

(a) Cheque listing for Council August 8, 2016 – September 9, 2016

16/245 Moved, Seconded by Councillors Polderman/Hay THAT the cheque listing be received and filed.

Carried

Council directed staff to increase the budget for next year for emergency repairs at the museum or library. Also, Council directed staff to use the MIA funds towards the costs of the sidewalk repairs, either this year or next year, if the funds remain available for this purpose in this year's budget (a.k.a. the risk mitigation fund).

9) PUBLIC WORKS REPORT – None

10) FIRE DEPARTMENT REPORT – None

11) BYLAWS/POLICIES – None

12) COUNCIL REPORTS

(a) Mayor Lightfoot

Mayor Lightfoot attend the September 7th Water Committee Meeting at the Council Chambers.

Mayor Lightfoot was kept busy with the evacuation from the Westside fire and the River Festival.

(b) Councillor Callewaert-Haugen

(Absent with notice)

(c) Councillor Hay

Councillor Hay inquired about times for the UBCM meetings with BC Hydro, Ministry of Education and CN Rail. No times have been confirmed yet.

Councillor Hay inquired about the Village clock as the time is different on either side. Mr. Miller informed Councillor Hay that the key to the roof has been misplaced and needs to be dealt with.

Some of the power pole lights being out again. This is an ongoing issue and nothing can be done unless the public reports the pole number to reception at the Village Office.

Councillor Hay received a few complaints during River Festival that the street was completely blocked off in front of the information center. CAO and Mr. Miller explained that they had to do that due to foot traffic during the Festival creating liability issues for the Village. People were still able to approach near to the centre and had access by walking an extra block or so.

Councillor Hay complimented CAO Rebecca Anderson on her good job handling the recent wild fire.

Councillor Hay informed everyone of Gold Country's 25-year anniversary celebration that will be taking place in Merritt on October 24, 2016. He invited past Mayor Joe Chute to attend and Gold Country will be paying for his attendance. He asked if Mayor Lightfoot will attend and noted that we have a regular Council meeting on that evening.

Councillor Hay inquired about Fuel Management and Mr. Miller stated that he spoke with Tawnya Collins and we are waiting for the plan to be updated, so we are not expecting work to get underway until next spring, possibly by February 2017.

(d) Councillor Polderman

He would like a better skype experience developed for remote attendance of councillors during meetings. The sound quality was very poor during his attendance via Skype and he would like a better sound system to be installed in Council Chambers.

16/ 246 Moved, Seconded by Councillors Hay/Polderman THAT the Council Reports be received and filed.

Carried

13) OTHER BUSINESS

(a) Cancellation of September 26, 2016 Regular Council Meeting

16/247 Moved, Seconded by Councillors Hay/Polderman THAT the Regular September 26, 2016 Council Meeting be cancelled.

Carried

14) CALENDAR OF EVENTS/OUTSTANDING ITEMS LIST

- (a) By-Election - September 10, 2016
- (b) UBCM Convention September 26 - 30, 2016
- (c) Water Committee Meeting October 6, 2016 6:00pm

15) ADJOURNMENT

16/248 Moved by Councillor Hay THAT the meeting adjourn at 9:50pm.

Mayor Jessoa Lightfoot

Corporate Officer Rebecca Anderson