



**Village of Lytton  
Minutes – Regular Council Meeting  
Council Chamber, 380 Main Street, Lytton, BC  
7:00 pm – Wednesday October 23, 2019**

**IN ATTENDANCE:**

**Council:** Mayor Polderman, Councillor Hay and Councillor Murray;

**Absent with notice:** Councillor Callewaert-Haugen, Councillor Cranmer-Underhill

**Staff:** CAO Anderson, Water Project Coordinator Miller

**Public:** Peggy Chute, Huntley Smith, Nonie McCann

1) **CALL TO ORDER** – Mayor Polderman called the meeting to order at 7:03 p.m.

2) **ADDITION OF LATE ITEMS** - None

3) **ADOPTION OF AGENDA**

**19-258 Moved, Seconded THAT the agenda be adopted as amended to remove item 14(a) . CARRIED**

4) **DELEGATIONS**

a) **Two Rivers Community Service Society – presentation by President Nonie McCann re the Lytton Fitness Station Project**

This project is being done in collaboration with other local user groups, including the BC Wildfire Service crew members. The project will proceed in three phases over three years, commencing in Spring 2020 with the initial installations planned for Pocket Park and O'Dwyer Park, and with the focus being on age-friendly equipment that will be accessible for all ages. The society has achieved collaboration with key user groups, conducted research on outdoor fitness equipment, and has been seeking grant funding. The Society provided Council with cost estimates for the purchase of suggested starting equipment: multi-bars and a pull-up & dip station. The Society is now seeking support from Council for the Village of Lytton, in support of the proposed plan and to permit the equipment to be installed on Village property. The Society requests written approval from the Village Council to proceed with the project, in-kind assistance of the Village's grant writer to apply for grant funding, and upon receiving funding, assistance from the Village staff with the installation of the equipment.

Council raised questions about the liability insurance in the event of an injury to a person using the equipment, and about the second phase of the project, which is the marking and development of a fitness trail system and may utilize sites outside the Village's municipal boundaries. Council also raised questions about the ongoing maintenance of the equipment located on Village property. There was discussion about the need to measure the space identified in Pocket Park to ensure that the equipment planned for that site can safely be installed and operated there. Accessibility for seniors may be difficult in Pocket Park because of the stairs, and Council suggested that the flat space near the bank and at the bottom of the stairs might be preferable.

5) **PUBLIC COMMENT** - None.

6) **ADOPTION OF MINUTES**

a) Minutes of regular Council meetings held:

i) June 26, 2019

**19-259 Moved, Seconded** THAT the minutes of the regular Council meeting held on Wednesday, June 26, 2019 be adopted as amended to correct paragraph 13(l) to show that there was "no report". **CARRIED**

ii) July 24, 2019

**19-260 Moved, Seconded** THAT the minutes of the regular Council meeting held on Wednesday July 24, 2019 be adopted as presented. **CARRIED**

7) **BUSINESS ARISING**

a) Liens placed on trailers for outstanding taxes owing on a commercial property –  
Councillor Hay

This item was postponed to the next Council meeting.

8) **REPORTS FROM STAFF**

a) Chief Administrative Officer

i) Monthly report by CAO Anderson

This item was postponed to the next meeting.

ii) Review of staff contracts

This item moved to the in-camera session of this meeting

iii) Lytton Museum & Archives submission dated October 8, 2019 re 2020 budget

Council discussed the items the fire inspector has requested to be completed and CAO Anderson reported on the status of the tasks.

iv) FireSmart Community Funding & Supports Application to UBCM's 2020 Community Resiliency Investment Program re the Village of Lytton and Lytton First Nations 2020 FireSmart Program

**19-261 Moved, Seconded** THAT Council for the Village of Lytton supports the activities set out in the FireSmart Community Funding and Support Application prepared for the 2020 Community Resiliency Investment Program, AND THAT the Village of Lytton is willing to provide overall grant management for the 2020

FireSmart Program.

**CARRIED**

**b) Chief Financial Officer**

- i) Financial report on the pool for the 2019 season

This item was postponed to the next meeting.

- ii) Update on the asset management program

This item was postponed to the next meeting.

**c) Corporate Officer – no report**

**d) Economic Development Officer**

- i) Update on the Strategic Economic Development Working Group and Website Redesign Project

CAO Anderson provided an update on the status of the project and reported on the meetings of the Economic Development Working Group.

**e) Public Works**

CAO Anderson provided a report on the following:

- i) Fire hydrant maintenance program

CAO Anderson reported the Public Works team have completed the hydrant flushing following the spring freshet. There was no fall freshet this year. Mayor Polderman advised Council that he would like to see the Public Works' logbooks and records kept for fire hydrant maintenance. No further action or direction was given by Council, but CAO Anderson offered to look into the record-keeping done by Public Works for fire hydrant maintenance for the Mayor.

- ii) Sewer camera work done for the Sewer Master Plan project

CAO Anderson reported that the camera-work requires two workers and is ongoing, likely to continue through December.

- iii) Flushing of the sewer mains

A hydro-vac truck was used to flush the sewer main at the north end of Fraser Street. Council had questions about the impact on local residents. CAO Anderson reported that a resident had complained about minor back-up that was suspected as a result of the flushing. Council requested that in future, staff notify local residents when such work is to be conducted.

- iv) Clearing of the sewer line on the Village side of Totem Hotel property

v) Work on the Water System Improvement Project

CAO Anderson reported on the excavation done at Kumsheen Secondary School and along the highway to Kent Road, and the utility location work being done for the project. She also reported to Council regarding the plans being developed for the repairs to the dam.

vi) Work on the Groundwater Development Project – Assessment at Well #3

CAO Anderson reported that an assessment had been done of the overheating and vibration occurring with the Well #3 pump and VFD drive, which will be subject to Lonny Miller's report later in this meeting.

f) Lytton Fire Rescue – no report.

g) Water Project Coordinator – Lonny Miller, Water Project Coordinator

Lonny Miller reviewed his Water Capital Project Report dated October 23, 2019 regarding the Groundwater Development Project.

**19-262 Moved, Seconded** THAT Council declines to pay to WSP the additional costs for a site visit outlined in Contemplated Charge Order #10.

**19-263 Moved, Seconded** THAT WSP's Contemplated Change Order #11 for additional costs to investigate further sink holes under Highway #1 and CP Rail be approved on the condition that Timbro agrees that these costs be back-charged in the event that future investigations confirm that any further sinkhole exists under either Highway #1 of the CP Rail line;

AND THAT WSP invoice dated August 31, 2019 in the amount of \$7,827.75 for engineering costs from June 1 through August 31, 2019 be paid;

AND THAT Progress Payment #12 in the amount of \$34,586.00 for work completed to date be paid to Timbro Contracting;

AND THAT Progress Payment #13 in the amount of \$244,926.10 for the Lien Holdbacks as per the Builders Lien Act be paid to Timbro Contracting. **CARRIED**

h) Engineering Consultant

i. Report on Kumsheen Secondary School K-12 School Conversion

CAO Anderson reported to Council on the excavation done in preparation for creating drawings of utility locations and for the Right of Way to be registered on the title of the KSS property.

ii. Report on the Water System Improvement Project funded by the Federal Gas Tax Strategic Priorities Fund

CAO Anderson reported on preparations and plans for the dam repairs and the looping of the waterline along the highway to 1<sup>st</sup> & Main Streets and to Kent Road.

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

10) **CORRESPONDENCE**

(a) Incoming Correspondence for Action

- i) Letter from Lytton First Nations dated September 23, 2019 requesting donations for the Chinese Auction scheduled for October 25, 2019

**19-264 Moved, Seconded** THAT THE Village of Lytton donate two books of pool tickets to the Lytton First Nations Chinese Auction scheduled for October 25, 2019.  
**CARRIED**

- ii) E-mail dated September 26, 2019 from Pepsi Charlie requesting funding for the 2019 Nlaka'pamux Remembrance Day Pow Wow.

**19-265 Moved, Seconded** THAT the Village of Lytton contribute \$200 for the 2019 Nlaka'pamux Remembrance Day Pow Wow.  
**CARRIED**

b) Incoming correspondence for information

- i) Letter from NDIIT dated September 3, 2019 re 2018 Local Government Internship Program #5326 40
- ii) Copy of letter from Lytton Area Wireless Society to TNRD's Director of Finance dated September 17, 2019 re 2020-2024 Provisional Fire-year Financial Plan
- iii) Letter from the Minister of Forests, Lands, Natural Resource Operations and Rural Development dated September 19, 2019 re reallocation of BC Rural Dividend Program funds and suspension of all applications received
- iv) E-mail from CN's Executive VP Corporate Services dated September 23, 2019 Rail Safety Week 2019
- v) Letter from BC Cattleman's Association dated October 4, 2019 requesting the regional district's support for improved high-speed internet in rural communities
- vi) E-mail from Community Energy Association dated October 7, 2019 reporting on the Charge North network partnership program
- vii) E-mail dated October 21, 2019 from SILGA re invitation to participate in BC's Old Growth Strategic Review
- viii) Notice re 37<sup>th</sup> Annual Nlaka'pamux Remembrance Day Traditional Pow-wow on November 8, 9, and 10

c) Incoming correspondence list

d) Outgoing correspondence list

11) **REPORT FROM MAYOR –**

Mayor Polderman reported on receiving an email from CN Rail and CAO Anderson added that she had responded with a request for a contact to discuss the embankment between the CN parcel and the Fraser Street residences. He shared the announcement from CP Rail that the Holiday Train will be arriving in Lytton on December 16<sup>th</sup> at 11:15 a.m. Mayor Polderman attended the TNRD Board of Directors' meeting where he learned that the Cache Creek landfill will be opening in December and that the contact is Ross Black at 604-

816-0994, and that the MFA Liability Insurance premiums will increase by 5.05%. He also attended the TNRD Utility Committee meeting, where he learned about utility data being collected via cellular, that the installation of house metres cost \$600 versus curb-stop metres cost of \$300, and that the TNRD will be installing new flushing systems in the water lines that clear mud out of the lines and maintains residual chlorine.

**19-266 Moved, Seconded THAT the meeting continue past 10:00 p.m. CARRIED**

## 12) COUNCIL REPORTS

- a) Councillor Callewaert-Haugen. – Absent.
- b) Councillor Cranmer-Underhill – Absent.
- c) Councillor Hay

Councillor Hay informed Council that he would like to receive information about the status of the Operational Fuel Management project, and reported to Council that he had heard complaints from residents about weeds in town.

- d) Councillor Murray – No report

## 13) REPORTS ON COMMITTEES & COMMISSIONS

- a) Age-friendly Seniors Housing Committee – Committee Chairman, Councillor Hay - nothing to report
- b) Economic Development Working Group

Councillor Murray noted that this topic was covered at Item 8(d) of this meeting.

- c) Emergency Centre Committee – no report
- d) Emergency Preparedness Working Group – no report
- e) FireSmart Board Meeting

CAO Anderson reported that there will be an Emergency Preparedness & Planning Community Information Session hosted by the joint Village of Lytton & Lytton First Nation FireSmart Board, on November 14, 2019 from 5:00 to 8:00 p.m., at the Memorial Hall. Presenters will include CP Rail, TECK Highland Valley Copper regarding the dams along the Nicola River, TNRD on emergency kits and “go bags”, our local Lytton Fire Rescue and volunteer fire department, and the Lytton Emergency Social Services team.

- f) Gold Country Communities Society – no report
- g) Land Use Advisory Committee – no report

## h) LFN and Village of Lytton Joint Working Group on Agriculture

Councillor Murray reported that a meeting was held in September, and a facilitator came to present to the Working Group. The Group members are working on creating a comprehensive agricultural plan for the Lytton area.

## i) Lytton Museum &amp; Archives Commission

Councillor Hay reported that the new emergency lights had been delivered. The members volunteered their time to hold a Fall clean-up day of the museum grounds on October 22, 2019. The museum's AGM is scheduled for November 26, 2019. Councillor Hay suggested that Council should consider reviewing the Museum Commission Bylaw at some point in the future.

## j) Lytton Recreation Commission – no report

## k) NDIT Cariboo-Chilcotin/Lillooet Regional Advisory Committee- no report

## l) nkshAytkn Caring for our Children Committee &amp; Lytton First Nations- no report

## m) TNRD Board of Directors

Mayor Polderman noted that he had included a report on the TNRD in his earlier Report from the Mayor at Item 11.

## n) Volunteer Appreciation Committee – No report

**14) NEW BUSINESS – none****15) CALENDAR OF EVENTS**

- Cariboo Chilcotin Coast Tourism Association AGM & Conference – November 1-3, 2019, Barkerville Historic Town & Park
- Nlaka'pamux Remembrance Day Pow-wow – November 8-10, 2019 at KSS
- FireSmart Emergency Preparedness and Planning Community Information Session – November 14, 2019, 5:00 to 8:00 p.m. at Memorial Hall
- Committee of the Whole meeting – Wednesday November 20, 2019
- CP Holiday Train – December 16, 2019 at 11:15 a.m.

**16) IN-CAMERA MEETING**

**19-267 Moved, Seconded** 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 an in-camera session at 10:12 p.m. **CARRIED**

Council returned to the regular Council meeting at 11:24 p.m.

**17) RISE & REPORT**

## a) Appointment of Chief Financial Officer

**19-268 Moved, Seconded THAT Council appoints Carolyn Bidwell as the Chief Financial Officer pursuant to Section 149 of the *Community Charter*. CARRIED**

b) Retirement luncheon in honour of Lonny Miller, Water Project Coordinator

**19-269 Moved, Seconded THAT the Village office be closed for business from 12:00 to 2:00 p.m. on Friday October 25, 2019 to enable staff to join Council for a retirement luncheon in honour of Water Project Coordinator Lonny Miller. CARRIED**

**18) ADJOURNMENT**

**19-270 Moved THAT the meeting adjourn at 11:25 p.m. CARRIED**

  
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Mayor Polderman

  
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Corporate Officer Anderson

*Dec. 10, 2019*