



**Village of Lytton
MINUTES
Regular Council Meeting
Council Chamber, 380 Main Street, Lytton, BC
7:00 pm – Monday, November 6, 2017**

IN ATTENDANCE:

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

STAFF

CAO, Rebecca Anderson
EDCO, Martin Pilar

- 1) CALL TO ORDER – Mayor Lightfoot at 7:00 pm
- 2) ADOPTION OF AGENDA

Late Items:

Additions to the agenda:

- at 3(a) to include the draft minutes for October 25, 2017;
- at 7(a)(ii) to include Dr. Miles' request for a letter of support for Lytton First Nations application to the Building Healthy Cities Program for a grant to fund the creation of a plan.

17-298 Moved, Seconded by Councillors Hay/Polderman THAT the agenda be adopted as amended. **CARRIED**

- 3) ADOPTION OF MINUTES

(a) Minutes of the Regular Council Meeting of October 23, 2017

17-299 Moved, Seconded by Councillors Hay, Callewaert-Haugen THAT the Minutes of the Regular Council Meeting of October 23, 2017 be adopted as presented.

CARRIED

(b) Minutes of the Special Council Meeting of October 25, 2017

17-300 Moved, Seconded by Councillors Hay, Callewaert-Haugen THAT the Minutes of the Special Council Meeting of October 25, 2017 be adopted as presented.

CARRIED

- 4) OTHER BUSINESS ("Business Arising") - none
- 5) DELEGATIONS - none

6) ADMINISTRATIVE MATTERS

- (a) Rebecca Anderson, CAO – Report on grant funding

17-301 Moved, Seconded by Councillors Hay/Callewaert-Haugen THAT the CAO Report on grant funding be received and filed. **CARRIED**

- (b) Rescheduling of the Committee of the Whole meeting regarding the August 25th draft of the Lytton Fire/Rescue Review received from David Mitchell & Associates.

Review of the draft Fire/Rescue Assessment to take place at the Committee of the Whole on Tuesday, November 7, 2017 at 10:00 a.m.

- (c) Scheduling of a Special Council Meeting re Groundwater Development Project and Horizontal Well Project

Water Committee Meeting will be held at December 4, 2017 at 10 am.

7) CORRESPONDENCE

- a) Action Items

- i. Lytton River Festival 2017 Recognition Dinner – RSVP by November 10, 2017

Mayor Lightfoot has stated she will attend.

- ii. Dr. Miles' request for a letter of support for Lytton First Nations application to the Building Healthy Cities Program for a grant to fund the creation of a plan.

17-302 Moved, Seconded by Councillors Hay/Polderman THAT the Village of Lytton will provide a letter of support for Lytton First Nations' application for funding as submitted to BC Healthy Cities. **CARRIED**

- b) Information Items

- i. BC Emergency Health Services – letter dated October 6, 2017 re meeting with Council at UBCM Convention.
ii. BC Hydro, Property Tax Department – letter dated October 10, 2017 re calculation of 1%-or-Revenue Grant for the 2018 taxation year.
iii. CivicInfo BC – E-mail dated October 26, 2017 re government retaining Hara Associates to consult with stakeholders about passenger directed vehicle services
iv. FireSmart Community Clean-up Day Announcement.

- c) Incoming Correspondence Log – None

- d) Outgoing Mail Log – List attached

17-303 Moved, Seconded by Councillors Hay/Polderman THAT the above noted correspondence be received and filed. **CARRIED**

8) ADMINISTRATIVE REPORTS

- (a) CAO Report – Report from CAO Rebecca Anderson

Report on Public Works activities including getting the plow ready for the winter season, accessories for use with the new truck. The new Council Procedure Bylaw will need to be in effect by March, in preparation for the 2018 municipal election.

CAO Anderson attended the TNRD's CAOs' meeting in Kamloops, where they reviewed the draft Regional Solid Waste Management Plan, including the focus on banning disposal of cardboard in landfills, the increase proposed to the amount of organic waste and construction waste, and the closure of the Barnhartvale landfill. The draft of the plan is available on the TNRD website. Also, the upcoming 2018 municipal election was discussed, and a rough timeline for election preparations was presented.

CAO Anderson gave a brief verbal update regarding the water projects: an excavator is on the site for the drilling of the test hole bore, and the hydrologists from Golder & Associates that are overseeing the drilling, as well as a biologist from Golder, are regularly providing on site supervision. Public Works suggested that they test our drinking water as a result of possible turbidity during the drilling. Drilling will start next Monday and they expect to be drilling for five days.

The water project tender received four bids, ranging in their estimates from \$2.4 to \$4.7 million dollars. Opus has done an evaluation of the bids; CAO Anderson, Water Project Coordinator Miller and Engineer Mundall have reviewed Opus' evaluation and the bids. Engineer Dan Mundall and Public Works Acting Lead Hand Owen Collings met to review Opus' plans for the project, and Dan Mundall has prepared a written list of questions and concerns that CAO Anderson has presented to Opus; we are awaiting a response from Opus.

CFO Stewart continues to work with the Museum executive regarding the accounting for the design of, and proposed future construction of, the building addition the Museum is planning. CFO Stewart has also been working with Mr. Miller and CAO Anderson on completing and submitting the BCCWIP final claim and report. BCCWIP administrators granted the Village an extension to November 30, 2017, for the final claim and report. The Trojan UV reactors were delivered on November 2, 2017. CFO Stewart is working with Public Works on their capital requests for the 2018 budget, and with TNRD regarding the funding for the purchase of the pool cover and winder. CFO Stewart has contacted Neil Campbell with regard to training needed for our volunteer firefighters. She has also been reviewing our employee benefits plan, and is working with CAO Anderson and LFN staff on invoicing and payments for the 2017 MTSA's. The October bank reconciliation and getting things ready for the audit (conducting a pre-audit), the monthly reporting for the CWWF grants, school tax remittances, and compiling raft take out numbers for the final accounting for the rafting season.

ED/CO Pilar is continuing to work on the BRE plan, Business Facade Improvement applications, and local businesses' emergency relief applications for compensation for losses suffered as a result of the past summer's wildfires. He is also working on a Board of Variance issue related to the Museum's buildings, and working with CAO Anderson on researching our Board of Variance policies, bylaws and procedures.

17-304 Moved, Seconded by Councillors Hay/Polderman THAT the CAO's Report dated November 6, 2017 be received for information and filed. **CARRIED**

9) TREASURER/CORPORATE OFFICER REPORT - None

10) PUBLIC WORKS REPORT – None

11) FIRE DEPARTMENT REPORT – None

12) BYLAWS/POLICIES

- (a) Council Procedure Bylaw – the draft is to be reviewed at the Committee of the Whole (Policy & Procedures) Meeting on December 5, 2017 @ 10:00 a.m.

13) COUNCIL REPORTS

- (a) Mayor Lightfoot:

Attended the VSA Highway Maintenance Stakeholders Meeting – Meeting Minutes dated October 24, 2017

October 26, 2017 attended Committee of the Whole meeting on Fire Department. Didn't have a quorum, but senior staff, Kathie Hibberson, Councillor Smith and Mayor Lightfoot had discussions and reviewed some of the requirements.

Submitted a letter to School District No. 74 regarding potential school closure and the next meeting on this topic will be November 14, 2017 at Kumsheen Secondary School at 7:00 p.m.

Mayor Lightfoot received a call from Bev Grossler of Interior Health Authority stating that the emergency room in Lytton would be closed on November 10, 2017 from 5 -11 p.m. so the generator could be switched out. Mayor expressed concerns as to why emergency had to be shut down because of no backup power, and reminded Ms. Grossler that is a long weekend (Remembrance Day) and a bad time to close as there would be extra people in the community attending the annual Pow Wow. This conversation resulted in another call from Ms. Grossler to the Mayor, to inform her that the closure for the generator change-out is tentatively re-scheduled to November 24, 2017 from 5 -11 p.m. Councillor Polderman stated that he had been informed that Interior Health Authority no longer planned to close the Emergency room.

- (b) Councillor Callewaert-Haugen: nothing to report.

- (c) Councillor Hay:

Councillor Hay reported on the recent meetings and workshop of the Age-friendly Seniors Housing Committee. Council were presented with copies of the CitySpaces Consulting Memorandum dated October 16, 2017. He reported that the community members appointed to the Committee are Sharon Smith, Marie Heaster, Dorren Crozier and Jennifer Murphy, and that the Council members appointed to the Committee are Councillor Hay (elected Chair) and Councillor Callewaert-Haugen. The Committee is looking for provincial funding sources to help guide the Committee through the various stages of planning and towards the goal of construction of a housing complex. The Committee hired CitySpaces Consulting to assist the Committee in its mission. The next stage is to conduct the Seniors Housing Needs and Demands study. The Committee has been discussing the opportunities and challenges of establishing a non-profit housing society, that could be formally registered as the "Village of Lytton Age-Friendly Seniors Housing Society". The next Age Friendly Seniors Housing Committee Meeting is scheduled for Wednesday, November 8, 2017 at 11:00 a.m.

(d) Councillor Polderman:

Reported that when he attended the 2017 UBCM Convention, he was in discussion with representatives at the trade exhibition who were knowledgeable about the use of water meters and leak detection. He will get more information to CAO Anderson on this topic.

(e) Councillor Smith: nothing to report.

17-305 Moved, Seconded by Councillors Hay/Smith THAT the Council Reports be received and filed. **CARRIED**

14) CALENDAR OF EVENTS

- Committee of the Whole Re Public Works & Utilities – Tuesday, Nov. 7 @ 10:00 am
- Age-friendly Seniors Housing Committee Meeting – Wed, Nov. 8 @ 11:00 am
- SD No. 74 K-12 Meeting (at KSS) Tuesday November 14, 2017 @ 7pm
- Lytton River Festival 2017 Recognition Dinner – November 16, 2017 @ 5:30 pm
- FireSmart Community Clean-up Day – Saturday Nov 18 @ 10:00 am – 2:00 pm & Sunday November 19 @ 10:00 am
- TNRD 50th Anniversary Cocktail Reception – Thursday Nov 23, 2017 @ 5 pm
- Committee of the Whole Capital Finance meeting – Tuesday Nov 28, 2017 @ 10am
- Lytton Museum & Archives AGM – Tuesday November 28, 2017 @ 7 pm
- Committee of the Whole Re Policy & Procedures – Tuesday, Dec. 5 @ 10:00 am
- Committee of the Whole Operations Finance meeting – Tues Dec 12, 2017 @ 10am
- CPR Holiday Train – Saturday, December 16 @ 12:45 pm

15) IN-CAMERA

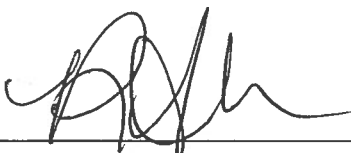
17-306 Moved by Councillor Hay THAT THAT in accordance with Section 90(1)(a) and (c) of the *Community Charter*, this portion of the meeting is closed to the public, AND THAT Council move into an in-camera session at 8:47 p.m.

16) ADJOURNMENT

17-307 Moved by Councillor Hay THAT the meeting adjourn at 9 p.m.



Mayor Jessoa Lightfoot



Corporate Officer

