

VILLAGE OF LYTTON

Minutes

Committee of the Whole Meeting

Wednesday December 19, 2018 – 5:00 p.m.

Village Office, Council Chambers, 380 Main Street, Lytton, BC

PRESENT: Mayor Polderman, Councillors: Cranmer-Underhill, Murray
Absent: Councillor Callewaert-Haugen
Staff: R. Anderson, CAO; P. Njenga, CFO

- 1. CALL TO ORDER - Meeting called to order at 5:18 p.m.**
- 2. INTRODUCTION OF LATE ITEMS – None.**
- 3. ADOPTION OF THE AGENDA**

Moved, Seconded by Councillor Cranmer-Underhill, Mayor Polderman THAT the agenda be adopted as presented. **Carried**

4. Finance

- a. Presentation of 2019 Budget (Draft #1) for General, Water and Sewer Accounts**

CFO Njenga introduced the 1st draft of the 2019 Budget to Council, and reviewed with Council the assumptions that formed the basis of the draft budget. This draft of the budget results in an estimated surplus of approximately \$74,119. He noted that the budget might change once the 2018 year-end reporting is completed. He explained that land acquisition is not included in the budget but he recommends that Council begin planning for the purchase of land for development purposes to promote economic progress in Lytton. Council discussed the Water Account Expenses for Water Administration and Water Distribution Labour Expenses. Council also discussed the Sewer Account Expenses for the MFA loan acquired when the Village constructed the Waste Water Treatment Plant and requested that CFO Njenga provide a report on the terms for paying out the loan. Further, Council discussed the Sewer Accounts line items for "Project Revenue".

The Committee of the Whole recommended that Council pass a resolution to re-establish the funds held with the BC Interior Community Foundation and to ensure proper recording of these funds in the Village's accounts. Council directed staff to provide them with copies of the contracts held regarding the Lytton Community Fund, the Lytton Health Trust Fund, and the Lytton Endowment ("matching grant") fund.

Council directed staff to report further about the reserve accounts.

5. E-mail Migration – Revised quote from Ryo Fusamae of ComCom Services

Council directed staff to put this item on the agenda for the January 9, 2019 Council meeting.

6. Lytton First Nations – Contracts held between the Village and LFN

- a. Proposed Guiding Principles – Lytton Water Improvements “Towards a Partnership for Water Services”. CAO Anderson presented to the Committee of the Whole her draft dated January 26, 2017, with her annotations written on it.
- b. Draft Capital Contribution Agreement – Lytton Joint Water System Upgrade. CAO Anderson presented her draft of the Agreement dated April 4, 2018, which includes the annotations of the drafter (Urban Systems facilitator).
- c. Interim Agreement – Lytton Water Upgrade Project. CAO Anderson presented the draft dated July 2018

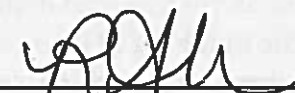
7. Adjournment

Moved, Seconded by Councillors Cranmer-Underhill, Murray that the meeting adjourn at 6:28 p.m.

The next Committee of the Whole Meeting is scheduled for Wednesday, January 16, 2019 at 5:00 p.m.



Mayor Jan Polderman



Corporate Officer Rebecca Anderson