



Village of Lytton
Regular Council Meeting
MINUTES
Council Chamber, 380 Main Street, Lytton, BC
Wednesday February 13, 2019

IN ATTENDANCE: Mayor Polderman, Councillors Callewaert-Haugen, Cranmer-Underhill, Murray

STAFF: CAO Anderson, CFO Njenga, PW Lead Hand Bate, Intern Goodall

PUBLIC: Mrs. Peggy Chute, Mr. Huntley Smith, Mr. Ian Hay, Ms. Marcie Down

1) **CALL TO ORDER** – Mayor Polderman at 7pm

2) **ADOPTION OF AGENDA**

19-28 Moved, Seconded by Councillors Callewaert-Haugen, Murray THAT the agenda be adopted as amended to include late items. **CARRIED**

3) **ADDITION OF LATE ITEMS**

- 8(b) updates to CFO Njenga's Report re Funds, Reserves & Surpluses
- 8(b) printout provided of recommended motions re: CFO Njenga's Report on Funds, Reserves & Surpluses
- 8(b) additional background information (Performance Variance Report) re CFO Njenga's Report on Funds, Reserves & Surpluses
- 8(d)(ii) draft of funding application re NDI Economic Development Capacity Building Program
- 10(b) and 15 Calendar of Events – Invitation to Lillooet Affordable Housing Meeting

4) **DELEGATIONS**

Gold Country Communities Society – Marcie Down, Executive Director of Gold Country Communities Society presented an update on the activities that the Society has been undertaking this past year, including attending trade shows, producing a variety of media to promote the region and reinvigorating the Geocache program activities. There are several opportunities for the Village and area businesses to partner with Gold Country to increase their profile, and information for the many options was provided to Council and staff. A Council representative has not been able to attend the last two meetings in Cache Creek due to a road closure and weather conditions. Ms. Down advises that the Society is looking into adapting a system for remote electronic attendance of meetings. Council expressed appreciation for the presentation.

5) **PUBLIC COMMENT**

Mr. Huntley Smith commented that Council should consider not going *in camera* as often as they normally do, because as a taxpayer and previous Council member he believes that there are times when it is not necessary. Council thanked Mr. Smith for his comment.

6) **ADOPTION OF MINUTES**

(a) Adoption of Minutes of the Regular Council Meeting held Wed. January 30, 2019

19-29 Moved, Seconded by Councillors Cranmer-Underhill, Murray THAT the Minutes of the regular Council meeting held on Wednesday January 30, 2019 be adopted as amended to correct typographical errors. **CARRIED**

7) BUSINESS ARISING

(a) NDIT Community Halls and Recreation Facilities – Funding Application re Lytton Museum Building Addition dated January 31, 2019

19-30 Moved, Seconded by Mayor Polderman, Councillor Murray THAT Council for the Village of Lytton supports the application to Northern Development Initiative Trust from the Village of Lytton for a grant of up to \$30,000 for the Lytton Museum Building Addition. **CARRIED**

(b) Neighbourhood Learning Centre – Feasibility Study costs. This matter was POSTPONED to the Committee of the Whole meeting, February 20, 2019.

8) REPORTS FROM STAFF

(a) **Chief Administrative Officer** – Report by CAO Anderson

i. SWPI-958 2018-2020 Operational Fuel Management Project – RFP #1 for Treatment Area 1B-1

19-31 Moved, Seconded by Councillors Callewaert-Haugen, Murray THAT Council ratifies the award of Proposal #1 for the Operational Fuel Treatment of Area 1B-1 to Irish Creek Resource Training and Contracting. **CARRIED**

The CAO's monthly report is postponed until the next regular Council Meeting on February 27, 2019

(b) **Chief Financial Officer** – Report by CFO Njenga on Reserve Funds and Surplus Funds

i. **19-32 Moved, Seconded** by Councillors Callewaert-Haugen, Murray THAT the CFO's Report re Reserve Funds and Surplus Funds dated February 13, 2019, be received for information and filing. **CARRIED**

ii. **19-33 Moved, Seconded** by Councillors Callewaert-Haugen, Cranmer-Underhill THAT the CFO subcategorize and reinstall in the Village's ledgers the following major Reserves and Funds that were amalgamated together in 2016:

- \$280,000.00 transferred to the Firehall Reserve Fund;
- \$77,330.25 transferred to the Raft Takeout Reserve;
- \$11,115.33 transferred to the Downtown Revitalization Reserve; and,
- \$8,364.52 transferred to the Economic Development Reserve. **CARRIED**

iii. **19-34 Moved, Seconded** by Councillors Callewaert-Haugen, Cranmer-Underhill THAT \$95,027.46 be transferred from the Village's General bank account at Scotia Bank to the Village's MFA account so as to separate the following reserve funds from the funds held in the Village's general account:

- Capital Reserve Fund in the amount of \$564,708.92;
- Gas Tax Reserve Fund in the amount of \$438,896.70;
- Cemetery Trust Fund in the amount of \$13,624.91; and

- Caboose Maintenance and Repair Reserve Fund in the amount of \$1,078.52.

CARRIED

(c) **Corporate Officer** – Contractual matters are to be discussed during the in-camera session of this meeting.

(d) **Economic Development Officer** – Report by Intern Kim Goodall

- Chamber of Commerce meeting held January 24th. Two new directors, Dylan Taylor and Gene McArthur, were voted onto the Board. Business topics directly impacting the Village are: partnerships with the Chamber for the Visitor Centre Tourism Co-ordinator and the Backroads Map Book Community Profile Ad. During the January 24th meeting the Directors passed motions to share the cost of the Community Profile ad up to \$400.00 and to apply the annual \$6,000 grant from the Village to wages for the Tourism Coordinator.
- NDIT Economic Capacity Building Program – Funding Application. This application is to apply for funding so that an Economic Development Officer can be hired for the Village.

19-35 Moved, Seconded by Mayor Polderman, Councillor Callewaert-Haugen THAT Council support the Economic Development Capacity Building funding application and the activities described within it.

CARRIED

(e) **Public Works** – CAO Report on Public Works

This report is postponed until the next regular Council Meeting on February 27, 2019

(f) **Fire Rescue** – Report by CAO Anderson

This report is postponed until the next regular Council Meeting on February 27, 2019

(g) **Water Project Coordinator** – none

(h) **Engineering Consultant** - none

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

10) **CORRESPONDENCE**

(a) **Incoming correspondence for action**

- Charge North – EV Charging Station funding for Local Governments – E-mail dated February 5, 2019 with attached Brochure

19-36 Moved, Seconded by Councillors Cranmer-Underhill, Callewaert-Haugen THAT the Village of Lytton will participate in the Electric Vehicle (EV) Charge North Network AND THAT the Village of Lytton will be considering having Level 2 stations in the Clean BC grant application.

CARRIED

(b) **Incoming correspondence for information** - Incoming correspondence list

19-37 Moved, Seconded by Councillor Callewaert-Haugen, Mayor Polderman THAT Incoming Correspondence for Action and the incoming correspondence list be received for information and filing.

CARRIED

(c) Outgoing correspondence list

19-38 Moved, Seconded by Councillors Callewaert-Haugen, Cranmer-Underhill THAT Outgoing Correspondence list be received for information and filing. **CARRIED**

11) REPORT FROM MAYOR – verbal report by Mayor Polderman

Mayor Polderman has been meeting with the CFO regarding the Village accounts and will attend the TNRD meetings later this week. He also spoke with Don Hauka regarding the Chief Spintlum Memorial Park concept and possible areas of mutual interest between New Pathways to Gold and the existing Museums.

19-39 Moved, Seconded by Councillors Callewaert-Haugen, Cranmer-Underhill THAT Council accepts the verbal report by Mayor Polderman. **CARRIED**

12) COUNCIL REPORTS

(a) Report from Councillor Tiffany Callewaert-Haugen - none

(b) Report from Councillor Paula Cranmer-Underhill -none

(c) Report from Councillor Gordon Murray. Councillor Murray advises that the Lyttonnet Board of Directors has approved the concept of working with the Village to develop a program which provides free Wi Fi hotspots for the tourism season.

19-40 Moved, Seconded by Councillors Callewaert-Haugen, Murray THAT Council accepts the verbal report by Councillor Gordon Murray. **CARRIED**

13) REPORTS FROM COMMITTEES OF COUNCIL & COMMISSIONS

(a) Community to Community (C2C) Forum –Councillor Gordon Murray
- LFN/VoL Joint Working Group on Agriculture – nothing to report at this time.

(b) nkshAytkn Caring for our Children – Councillor Cranmer-Underhill – no meetings to report.

(c) Age-friendly Seniors Housing Committee – Councillor Callewaert-Haugen – unable to attend meeting due to work schedule.

(d) Business Retention + Expansion Steering Committee – Councillor Murray & Intern Goodall

i. 2017 Business Retention & Expansion Survey Summary by Kim Goodall.

19-41 Moved, Seconded by Councillors Callewaert-Haugen, Murray THAT the 2017 Business Retention & Expansion Survey Summary be received for information and filing. **CARRIED**

(e) Gold Country Communities Society Board – Councillor Cranmer-Underhill. Due to poor road conditions, Councillor Cranmer-Underhill was unable to attend the February meeting.

(f) Museum Commission – Mayor Polderman

i. Business Meeting Minutes of November 27, 2018

ii. Minutes of the Annual General Meeting held November 27, 2018

iii. Business Meeting Agenda Package for January 29, 2019

iv. DRAFT Minutes for Business Meeting held January 29, 2019

19-42 Moved, Seconded by Councillors Callewaert-Haugen, Murray THAT Council approves the Appointment on January 29, 2019 of Marie Heaster as Curator for the Lytton Museum and Archives. **CARRIED**

14) NEW BUSINESS

- (a) UBCM Community Emergency Preparedness Fund, Emergency Operations Centres & Training Program – 2019 Application Form re the Village of Lytton Mobile Emergency Operations Centre.

19-43 Moved, Seconded by Councillors Cranmer-Underhill, Callewaert-Haugen THAT the Village of Lytton supports the Village of Lytton Mobile Emergency Operations Centre and the activities proposed in the 2019 Application Form submitted to the UBCM's Community Emergency Preparedness Fund AND THAT the Village is willing to provide overall grant management for this program. **CARRIED**

- (b) Establishment of Select Committee – Land Advisory Committee.

This matter is postponed until the next regular Council Meeting on February 27, 2019.

15) CALENDAR OF EVENTS

- Presentation on Affordable Housing Options and Partnerships in the District of Lillooet – February 20, 2019, 11:00 a.m. to 1:00 p.m., Lillooet REC Centre
- Emergency Preparedness for Elected Officials – February 28, 2019 in Kamloops
- By-election campaign period – February 2-20, 2019
- Advance Voting for 2019 By-election – February 20, 2019, 8:00 a.m. – 8:00 p.m.
- Voting Day for 2019 By-election – March 2, 2019
- BCEDA – March 3-5, 2019 in Richmond
- Lytton Emergency Preparedness Session – Tuesday March 5, 2019, 9:00 a.m. to 12:30 p.m. @ Village Office, Council Chambers
- 2019 MIABC Risk Management Conference - April 16-18, 2019 in Vancouver
- 2019 SILGA Convention – April 30 – May 3, 2019 in Penticton
- Gold Country Annual Tourism Symposium – May 3 & 4, 2019
- 2019 Clinton Annual Parade "Transportation Through the Ages" – May 13, 2019, 11:00 a.m

16) IN-CAMERA -

19-44 Moved, Seconded by Councillors Callewaert-Haugen, Mayor Polderman, 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 in-camera meeting at 9:00 p.m. **CARRIED**

Council resumed the regular Council meeting at 9:42 p.m.

17) ADJOURNMENT

19-45 Moved, Seconded by Councillor Callewaert-Haugen, Mayor Polderman THAT the meeting adjourn at 9:42 pm. **CARRIED**



Mayor Jan Polderman



Corporate Officer/CAO Rebecca Anderson