



**Village of Lytton  
Minutes – Regular Council Meeting  
Council Chamber, 380 Main Street, Lytton, BC  
7:00 pm – Wednesday June 12, 2019**

**IN ATTENDANCE:**

**Council:** Deputy Mayor Cranmer-Underhill, Councillor Hay and Councillor Murray;

**Absent with notice:** Mayor Polderman, Councillor Callewaert-Haugen

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

**Public:** Debra Arnott, Tracy Cranmer, Curtis Davis, Huntley Smith

1) **CALL TO ORDER** – Deputy Mayor Cranmer-Underhill called the meeting to order at 7:09 pm

2) **ADDITION OF LATE ITEMS**

- Item 8(b)(i) – Finance Performance Report ending May 31, 2019
- Item 10(a)(iii) – Letter from the Village of Clinton dated June 11, 2019
- Item 10(b)(vi) – Invitation to the opening of the McAbee Fossil Beds Heritage Site
- Item 14(a) – Letter from Kumsheen Secondary School Principal, Natalie Dickson

3) **ADOPTION OF AGENDA**

**19-165 Moved, Seconded** by Councillors Hay, Murray THAT the agenda be adopted as amended to add late items and to correct the page numbers referenced at Item 13.

**CARRIED**

4) **DELEGATIONS** – Debra Arnott, General Manager, Community Futures Sun Country

Ms. Arnott distributed packages of information to Council. She reviewed the financing services provided to small businesses through Community Futures. 19 loans have been granted to businesses in Lytton, totalling over \$372,000, with an average loan to a business in Lytton being \$19,586. Many businesses are doing succession planning. The Business Recovery Transition Program has been ongoing through Community Futures since July 2017 to assist small businesses with financial recovery from the impacts of wildfires and evacuations. The change in government provincially in July 2018 impacted Community Futures' delivery of programs and services, so staff travelled through BC communities to meet with politicians and other stakeholders, and a proposal was prepared to address the needs of local businesses, resulting in funding for the hiring of an Ambassador. Funds in the amount of \$3.2 million were raised for programs and travel for staff to address the needs of small businesses and non-profit organizations suffering the consequences of wildfires and evacuations. Community Futures provides the following measurables: from January 1, 2018 through March 31, 2019, Community Futures had nine Ambassadors who conducted 2,727 one-on-one visitations with small business owners across 82 communities in our region, provided 4,620 advisory services, 103 workshops with 1,644 participants in the workshops. The numbers are much higher if the period of April 1, 2019 to the present date is included. The goal is to permit businesses and non-profit organizations to provide the direction for Community Futures' training plan, which resulted in the identification of travel costs as a significant barrier, and funding was then provided to support businesses and non-profit organizations with travel costs to attend the training programs. The Ambassadors identified that the most affected industries in our area are

food services, retail, arts, entertainment, recreation and construction. Other areas identified different industries as most affected. This information highlighted the emphasis and dependence on tourism for our region's economy. Another project is the McAbee Fossil Beds Heritage Site, designated as a heritage site in 2012. Community Futures has facilitated the inclusion of local stakeholders in the project and held a strategy session, then assisted with the creation of a business plan and submission of funding applications to grant programs. Through the Canada 150 grant program, funds were received to cover the costs of drilling a well, development of a site plan, trail development, pit toilets, picnic tables and benches, etc. The soft opening is planned for June 21<sup>st</sup>. It is an indigenous tourism destination site, and is getting great media coverage.

5) **PUBLIC COMMENT –**

RCMP Sgt. Curtis Davis expressed his support for the request for permission to paint a Rainbow crosswalk listed on this agenda at Item 14(a) and encouraged Council to approve the request.

6) **ADOPTION OF MINUTES**

(a) Minutes of the regular Council meeting held May 22, 2019

**19-166 Moved, Seconded** by Councillors Hay, Murray THAT the minutes of the regular Council meeting held on Wednesday, May 22, 2019, be adopted as presented.

**CARRIED**

7) **BUSINESS ARISING**

(a) 2019 UBCM Convention scheduled for September 23-27, 2019 at the Vancouver Convention Centre

This matter is postponed to the next meeting of the Committee of the Whole. Councillor Murray advised staff that he wishes to attend the Convention and has accommodations already provided at no cost to the Village, and requested that staff arrange a meeting with BC Hydro at the Convention.

(b) City of Burnaby recommendation dated April 29, 2019 re 2019 UBCM Resolution for changes to the *Community Charter* to allow for expanding investment opportunities

This matter is postponed to the next meeting of the Committee of the Whole. CFO Njenga recommends that Council support this recommendation. Council requested that staff provide additional information regarding what the City of Burnaby would like other municipalities to provide by way of showing support.

(c) Han Knakst Tsitxw Society Transition House ("House of Helping Hands") – letter dated May 3, 2019 requesting donation

**19-167 Moved, Seconded** by Councillors Murray, Hay THAT the Village donate \$200 to the Han Knakst Tsitxw Society Transition House ("House of Helping Hands") after the Village receives its next payment from the Clean Water and Wastewater Fund.

**CARRIED**

- (d) Village of Lytton Declaration "The Right to A healthy Environment" dated February 23, 2015

This item relates to the Blue Dot program. Councillor Murray volunteered to look into the program and report back to Council at the next meeting.

## 8) REPORTS FROM STAFF

- (a) Chief Administrative Officer – Report dated June 7, 2019

In addition to her written report, CAO Anderson verbally reported on the RSVPs received to date for the Community to Community (C2C) Forum event scheduled for June 20<sup>th</sup>. She also reported verbally to Council about the status of the search for a new receptionist, and about the request she submitted to FCM for an extension to the Asset Management Project.

**19-168 Moved, Seconded** by Councillors Murray, Hay THAT the Report to Council by CAO Anderson dated June 7, 2019 be received for information and filing. **CARRIED**

- (b) Chief Financial Officer

CFO Njenga reported verbally about cash flow issues arising from outstanding accounts receivable that are due with regard to the Groundwater Development Project.

- i. Financial Performance Report for the period ending May 3, 2019 by CFO Njenga

**19-169 Moved, Seconded** by Councillors Murray, Hay THAT the Financial Performance Report for the period ending May 31, 2019, by CFO Njenga, be received for information and filing. **CARRIED**

Council directed staff to provide Councillors with a copy of the Funding Agreement for the Federal Gas Tax Community Works Fund and further information about the funds reported as being held in reserve at page 20 of the CFO's Financial Performance Report for the period ending May 31, 2019.

**19-170 Moved, Seconded** by Councillors Murray, Hay THAT staff are hereby authorized to open an account at Scotiabank for the Village of Lytton, to be named the Cemetery Care Fund, AND THAT the sum of \$13,624.91 be deposited to the account. **CARRIED**

- ii. Climate Action Revenue Incentive Program (CARIP)

**19-171 Moved, Seconded** by Councillors Murray, Hay THAT Council receives the 2018 CARIP Climate Action/Carbon Neutral Progress Survey submitted by CFO Njenga on May 29, 2019 for information and filing. **CARRIED**

CFO Njenga requested that Council identify and advise staff of the projects that they would like to pursue and that would address climate change. Council directed staff to circulate the Water Conservation Plan adopted in 2016 and requested that staff acquire further information about the CLIC Tool mentioned in the CARIP documents.

(c) Corporate Officer – See Item 9 below.

(d) Economic Development Officer – no report

(e) Public Works – no report

(f) Lytton Fire Rescue

- i. Month End Reports provided for each month of February, March, April and May 2019

**19-172 Moved, Seconded** by Councillors Murray, Hay THAT Council receives for information and filing the Month End Reports from Lytton Fire Rescue for each of the months of February, March, April and May 2019. **CARRIED**

(g) Water Project Coordinator – Written report dated June 5, 2019 by Water Project Coordinator Miller re Groundwater Development Project.

**19-173 Moved, Seconded** by Councilors Murray, Hay THAT the Water Capital Project Report dated June 5, 2019 be received for information and filed. **CARRIED**

(h) Engineering Consultant – no report

## 9) **BYLAWS, POLICIES & RESOLUTIONS**

(a) Bylaw 702, 2019 Council Remuneration and the Reimbursement of Council, Officers' and Employees' Expenses

**19-174 Moved, Seconded** by Councillors Hay, Murray THAT Bylaw 702, 2019 regarding Council Remuneration and the Reimbursement of Council, Officers' and Employees' Expenses is hereby given final reading and final adoption. **CARRIED**

## 10) **CORRESPONDENCE**

(a) Incoming Correspondence for Action

- i. E-mail dated May 29, 2019 from Nicola Valley Search and Rescue (NVSAR) and attached information package – request for financial donation and/or letter of support

This item is postponed to the next meeting of the Committee of the Whole. Council requested that staff provide further information on whether NVSAR has statistics on the number of rescues and how many of them are in our area, and specifics about the work being done in and around Lytton.

- ii. Letter dated May 16, 2019 from Danyta Welch, UBCM Manager of Local Government Program Services re 2019/20 C2C Forum Program – Approval Agreement & Terms of Conditions of Funding

**19-175 Moved, Seconded** by Councillors Hay, Murray THAT Council agrees to the general Terms and Conditions of Funding for the 2019.20 C2C Program AND THAT CAO Anderson is hereby authorized to sign the Approval Agreement on behalf of the Village. **CARRIED**

- iii. Letter from Mayor Susan Swan of the Village of Clinton dated June 11, 2019, inviting Council to attend a Legal Workshop

Council directed staff to send a letter in reply declining the invitation due to other commitments.

(b) Incoming correspondence for information

- i. Thankyou card received from the staff and students at LES re Council donation to the 2019 Fun Fair
- ii. Invitation from the Village of Lytton and the Lytton First Nation FireSmart Recognition Ceremony and BBQ on Wednesday June 12<sup>th</sup> at 12:00 p.m.
- iii. Letter dated May 31, 2019 from Becky Mundall re Senior class at Fountainview Academy re their gift of community cleanup at the Village

Council directed that a letter be sent from the Mayor to the senior class at Fountainview Academy to express appreciation.

- iv. Letter dated May 31, 2019 from NDIT CEO Joel McKay re Economic Development Capacity Building Funding for 2018 Project
- v. Letter dated May 15, 2019 from The Territory of the People Anglican Church re Seniors Housing Project
- vi. Invitation to the opening of the McAbee Fossil Beds Heritage Site

(c) Incoming correspondence list – postponed to the next regular Council meeting.

(d) Outgoing correspondence list – postponed to the next regular Council meeting.

**19-176 Moved, Seconded** by Councillors Hay, Murray THAT Council receive the above correspondence for information and filing. **CARRIED**

11) **REPORT FROM MAYOR** – No report due to absence.

12) **COUNCIL REPORTS**

(a) Councillor Callewaert-Haugen – No report due to absence.

(b) Councillor Cranmer-Underhill

Councillor Cranmer-Underhill attended the Annual General Meeting of Gold Country

Communities Society on June 4<sup>th</sup>. She will make notes and report further at the next meeting.

(c) Councillor Hay

Councillor Hay attended the Fraser Canyon Tourism Stakeholder meeting on May 31<sup>st</sup>. The people in attendance shared a common concern about the need for funding to promote and develop the ideas presented. The meeting was informative for government representatives in attendance who had little understanding of local tourism issues, such as the fact that destinations on the West side of the Fraser can only be accessed by a ferry that can only transport two vehicles at a time, so planning events that invite a lot of people to gather in Stein Valley is not practical because it would take too long to get everyone to the site in time for a special event. Also, our lack of services such as restaurants. The Ministry of Transportation representative provided some very interesting statistics regarding the reduced traffic to our area.

(d) Councillor Murray

Councillor Murray attended the FireSmart Recognition Ceremony and BBQ today, and accepted the 2018 decal on behalf of the Village, presented by a representative from the Kamloops Fire Centre to recognize the accomplishments of the 2018 FireSmart Board and project activities funded by a grant from the provincial government. He also attended the Fraser Canyon Tourism Stakeholders meeting on May 31<sup>st</sup>. There were a lot of things to discuss that require more time and attention, and the discussion started at this meeting is a good start. He learned that it was the first time that some of our regional tourism associations had been in the same room together, and there seemed to be a desire for these groups to work together more instead of in their own separate silos. Councillor Murray was contacted by local residents because of concern that there was no representative from the Village Council present at this year's graduation ceremony at Kumsheen Secondary School.

**19-177 Moved, Seconded** by Councillors Murray, Hay THAT the Mayor's Report and Council Reports be received for information. **CARRIED**

**13) REPORTS ON COMMITTEES & COMMISSIONS**

(a) Age-friendly Seniors Housing Committee – Committee Chairman, Councillor Hay

Councillor Hay reviewed the letter received from The Territory of the People Anglican Church dated May 15, 2019. The Committee members have differing opinions on how best to proceed with establishing a Housing Society. Some members want the Village Council to establish the Society and for the Village to administer any senior's housing project. Others want a Society that is independent of the Village Council. Council discussed the advantages of having the seniors housing project administered by a non-profit society that is independent of the Village. The Village does not have the capacity on staff to administer a housing project. Also, a former Mayor & Councillors had done this, filing forms with the provincial government that registered Mayor & Council of that time as the directors of the Society and then no further action was taken and the paperwork lapsed, so the Society was dissolved in 2016. Councillor Hay has contacted people that might serve on the new Society. CAO Anderson provided some recommendations to Council for moving forward.

Council directed staff to prepare the documents for the registration of the Housing Society. CAO Anderson agreed to do so but requested time to complete the task until a new person has been hired and trained, given that there is no administrative support staff and she and CFO Njenga are covering the front desk, telephones, etc. until a replacement is hired.

**19-178 Moved, Seconded** by Councillors Hay, Murray THAT this meeting continue past 10:00 p.m. **CARRIED**

(b) Economic Development Working Group

Councillor Murray reported that he was unable to attend the last meeting. Council directed staff to provide copies of the meeting minutes to Council at the next Council meeting. The next meeting is scheduled for June 17<sup>th</sup>.

(c) Emergency Centre Committee – No report

(d) Emergency Preparedness Working Group – No report.

(e) FireSmart Board Meeting – No report

(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 – No report

(i) Lytton Museum & Archives Commission

Councillor Hay reported that he attended the meeting at the museum when they were presented with the Gold Rush historic site sign to be added to the museum's collection. He continues to work with Co-presidents Jim Steer and Peter Heaster to complete the drafting of revised bylaws and policies, and also a draft contract regarding ownership of work product and copyright. The museum's volunteers are busy doing maintenance work on the caboose and at the museum.

(j) Lytton Recreation Commission – No report

(k) NDIT Cariboo-Chilcotin/Lillooet Regional Advisory Committee

Councillor Murray reported that the next meeting is scheduled for June 18, 2019.

(l) nkshAytkn Caring for our Children Committee & Lytton First Nations

Councillor Cranmer-Underhill reported that she still is not receiving information from the group about meetings or any other information about their activities. She continues to seek to be included in their communications and meetings.

(m) TNRD Board of Directors – No report.

(n) Volunteer Appreciation Committee – No report.

**19-178 Moved, Seconded** by Councillors Murray, Hay THAT Council accepts the Committee reports as presented. **CARRIED**

**14) NEW BUSINESS**

(a) Request for a Rainbow Crosswalk

**19-179 Moved, Seconded** by Councillors Murray, Hay THAT Council approves creating a rainbow crosswalk across 4<sup>th</sup> Street, parallel to Main Street. **CARRIED**


**15) CALENDAR OF EVENTS**


- FireSmart Recognition Ceremony & BBQ – Wednesday June 12, 2019 – 12:00-1:30 p.m. at Pocket Park
- Mobile EOC Kit Orientation – Tuesday, June 18, 2019 – 9:00-4:00
- Committee of the Whole Meeting – Wednesday June 19, 2019 – 5:00 p.m.
- Registration opens for UBCM 2019 Convention – Tuesday, July 2<sup>nd</sup>
- 2 Rivers Remix – July 6 & 7, 2019
- Gold County Geocaching Event in Lytton – September 21<sup>st</sup>
- UBCM 2019 Convention – Sept. 23-27, 2019 at Vancouver Convention Centre
- Cariboo Chilcotin Coast Tourism Association AGM & Conference – November 1-3, 2019, Barkerville Historic Town & Park

**16) IN-CAMERA MEETING** – postponed to the next regular Council meeting.

**17) ADJOURNMENT**

**19-180 Moved, Seconded** by Councillors Hay, Murray THAT the meeting adjourn at 10:26 p.m. **CARRIED**

  
Mayor Polderman

  
Corporate Officer Anderson