



**Village of Lytton
Regular Council Meeting
Minutes**

**Council Chamber, 380 Main Street, Lytton, BC
7:00 pm – Monday, November 27, 2017**

IN ATTENDANCE:

Mayor Lightfoot
Councillor Callewaert-Haugen (left meeting at 9:25pm)
Councillor Smith
Councillor Polderman

ABSENT WITH NOTICE

Councillor Hay

STAFF:

CAO, Rebecca Anderson
CFO, Margaret Stewart
Water Project Coordinator, Lonny Miller (left meeting at 9:05)

1) **CALL TO ORDER** – Mayor Lightfoot at 7:00 pm

2) **ADOPTION OF AGENDA**

Addition of late Items:

- 7(a)(vi) Lytton River Festival – 2018 Sponsorship
- 7(b)(x) Community Futures – open house invitation

17-308 Moved, Seconded by Councillors Polderman/Smith THAT the agenda be adopted as amended. **CARRIED**

3) **ADOPTION OF MINUTES**

(a) Minutes of the Regular Council Meeting of November 6, 2017

One word needs to be struck at paragraph 13(c) of the draft minutes.

17-309 Moved, Seconded by Councillors Smith-Callewaert-Haugen THAT the Minutes of the Regular Council Meeting of November 6, 2017 be adopted as amended. **CARRIED**

4) **OTHER BUSINESS (“Business Arising”)**

5) **DELEGATIONS**

(a) Debra Arnott, Community Futures

Mrs. Arnott did a presentation and review on Community Futures recent activities, events and new programs that will be made available to the public. Business ambassadors will be hired, with 1.5 FTEs for hiring a person to service our region. The hiring will be completed in December, then extensive training will follow, and the positions will run to October 31, 2018. The program will

provide assistance to businesses and non-profits operating in our region, including Bands and First Nations, with submitting applications for funding for fire recovery, to compensate businesses for interruptions or business losses suffered due to wildfires. The Community Futures office located in Mission, BC, will oversee this project. People can still submit applications for Phase 1, despite the notices that stated otherwise. This Phase 2 makes grant funding available up to \$18,500, depending on the business income). Also, educational programs are coming that will address the need for diversification, rebuilding, selling, etc. The educational aspects of the program will run for two years, including education on the development of Disaster Recovery.

- (b) Gordon Murray, President of Two Rivers Farmers Market – Re The Lytton Sustainable Food Hub Project and BC Rural Dividend Grant.

Mr. Murray updated Council on the Farmers market and gave a presentation on the Food Hub Project and BC Rural Dividend Grant. Cold storage is an issue in Lytton, due to the need to prolong the life and increase the marketability of locally grown fresh produce. A community kitchen would be an asset also, allowing the use of surplus produce. Local vendors often sold out of their products this year, so they would like to increase their production. Lytton First Nation has completed a feasibility study regarding a Sustainable Food Hub. Mr. Murray has requested permission to share the study with Village of Lytton Council and staff. Lytton First Nation has expressed an interest in working with the Village of Lytton on the Sustainable Food Hub program. We need to find grant funding to cover the expenses. Mr. Murray feels that the BC Rural Dividend Grant is a good fit for funding opportunities that suit this project. He suggests that the Village Council seek to partner with Lytton First Nation in an application for funding and to contribute towards this program. The deadline for submitting applications to the BC Rural Dividend Grant Program is December 15th, so we would need to act quickly to develop cost estimates and hold a meeting to collaborate with Lytton First Nation on the project in order to be ready to submit an application.

6) ADMINISTRATIVE MATTERS

- (a) Water Project Coordinator, Lonny Miller – Water Project Update

17-310 Moved, Seconded by Councillors Polderman, Callewaert-Haugen THAT the 2016/17 Water Project Update Report dated November 27, 2017 be received for information and filed.

CARRIED

- (b) Village Christmas Light-Up contest

17-311 Moved, Seconded by Councillors Polderman/Smith THAT Council approve hosting the Christmas Light-Up contest with cash prizes in three categories all with a first, second and third prize available. (\$100.00, \$50.00, \$25.00).

CARRIED

- (c) Village Christmas Holiday Closure

17-312 Moved, Seconded by Councillors Polderman/Callewaert-Haugen THAT Council approve the Village Office be open regular hours until 4:30 pm December 22, 2017, AND THAT the Office re-opens for business at 8:30 a.m. on January 2, 2018.

CARRIED

- (d) Village staff Christmas party

The Village Council and Staff Christmas dinner party is booked at the Parish Hall for Thursday December 14, 2017 @ 5:30pm. Dress will be casual and a \$20.00 gift exchange for those who wish to participate.

(e) 2018 Council Meeting Schedule

Corrections were made to dates to provide for statutory holiday on Remembrance Day, to provide for the 2018 municipal election.

17-313 Moved, Seconded by Councillors Callewaert-Haugen/Polderman THAT the 2018 Council Meeting Schedule be adopted as amended. **CARRIED**

(f) Acceptance of Martin Pilar's resignation and swearing in of Rebecca Anderson as Corporate Officer.

17-314 Moved, Seconded by Councillors Polderman/Smith THAT Council accepts Martin Pilar's resignation and reinstates Rebecca Anderson as Corporate Officer. **CARRIED**

Rebecca Anderson was sworn in as Corporate Officer.

7) **CORRESPONDENCE**

a) **Action Items**

- i. Lori Moseley, Northern Development Initiative Trust – Cariboo-Chilcotin/Lillooet Regional Advisory Committee 2018 Appointments

Council Directed staff to contact NDI and keep the Mayor as the Council Representative and Councillor Polderman as the alternate.

- ii. Cheryl Jumbo, Lytton First Nation – request for donation towards their annual community Elder's and Children's Christmas dinner - No action

- iii. Milos Posavljak, University of Waterloo – offering assistance with asset management efforts

17-315 Moved, Seconded by Councillors Polderman/Smith THAT Council approves exploring the collaborative opportunity between the University of Waterloo and the Village of Lytton as an academic research case study for the development of an asset management plan. **CARRIED**

- iv. Ambulance Paramedics of BC – Ambulance Services in your community - No action

- v. Kanaka Bar Indian Band - Invitation Christmas party December 17, 2017

- vi. Lytton River Festival – 2018 Sponsorship

17-316 Moved, Seconded by Councillors Polderman/Smith THAT Council makes the cash commitment of \$1000.00 and \$5600.00 of in-kind support under the direction of the CAO. **CARRIED**

b) **Information Items**

- i. Local Government Leadership Academy – 2019 Elected Official Seminars
ii. Local Government Leadership Academy – 2018 Leadership Forum
iii. Local Government Leadership Academy – 8th Chief Elected Officials Forum
iv. Gordon Anderson, Ministry of Public Safety & Solicitor General – Recap on 2017 fire season and thank you
v. Rob Flemming, Ministry of Education – Thank you for meeting with him at UBCM

- vi. Thompson Okanagan Tourism Association – New Chair Frank Antoine elected to board
- vii. TNRD – The Current Highlights from Board of Directors Meeting November 9, 2017
- viii. BC Council of Forest Industries – 2018 COFI Convention April 4-6, 2018
- ix. UBCM – 2017/18 (Fall) Regional Community to Community Forum – Approval in Principle

c) **Incoming Correspondence Log**

- i. Jackie Tegart, MLA – Becoming a fire smart community & copy of guide
- ii. The Truck Loggers Association – Standing Tall & Strong Convention

d) **Outgoing Mail Log** – List attached

17-317 Moved, Seconded by Councillors Polderman/Smith THAT the above noted correspondence be received and filed.

CARRIED

8) **ADMINISTRATIVE REPORTS**

(a) CAO Report – Report from CAO Rebecca Anderson

17-318 Moved, Seconded by Councillors Polderman/Smith THAT CAO Rebecca Anderson's report be received and filed.

CARRIED

(b) CAO, Rebecca Anderson – 2018 Age-Friendly Communities Grant Program

17-319 Moved, Seconded by Councillors Polderman/Smith THAT Council supports the proposed activities outlined in the 2018 Age-Friendly Communities Grant Application and will provide overall grant management for Age-Friendly Seniors Housing Project.

CARRIED

9) **TREASURER/CORPORATE OFFICER REPORT**

(a) Seeking Council approval to purchase a new Waste Water Treatment Plant UV sensor assembly at the cost of \$2,069.00 from Ramtech Environmental Products out of Calgary.

17-320 Moved, Seconded by Councillors Polderman/Smith THAT Council approve the purchase of a new Waste Water Treatment Plant UV sensor assembly at the cost of \$2,069.00 from Ramtech Environmental Products.

CARRIED

(b) NDIT Community Foundation Matching Grants

17-321 Moved, Seconded by Councillors Polderman/Smith THAT Council supports the application to Northern Development Initiative Trust from the Village of Lytton and commits to contribute \$50,000.00 to the Lytton Community Foundation for the purpose outlined in the grant application.

CARRIED

(c) Cancellation of Tuesday November 28, 2017 Committee of the Whole Budget meeting.

10) **PUBLIC WORKS REPORT** – None

11) **FIRE DEPARTMENT REPORT** – None

12) **BYLAWS/POLICIES** – None

13) **COUNCIL REPORTS** – None

14) **CALENDAR OF EVENTS**

- 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
- Lytton First Nations 6th Annual Christmas Parade - Tuesday December 5, 2017 @ 10:30 am starting at Memorial Hall (normal parade route) followed by TRCSS tree lighting in Pocket Park.
- Lytton First Nations Elders Christmas Party – Wednesday December 6, 2017 @ memorial Hall
- Lytton First Nations Children’s Christmas Party – Thursday December 7, 2017 @ Memorial Hall
- Committee of the Whole Operations Finance meeting – Tues Dec 12, 2017 @ 10am
- CPR Holiday Train – Saturday, December 16 @ 12:45 pm
- Kanaka Bar Christmas Party – Sunday December 17, 2017

15) **IN-CAMERA** – none

16) **ADJOURNMENT**

17-322 Moved, Seconded by Councillor Polderman, Smith THAT the meeting adjourn at 10:53pm.



Mayor Jesso Lightfoot



Corporate Officer

