



**Village of Lytton  
Minutes – Regular Council Meeting  
Council Chamber, 380 Main Street, Lytton, BC  
7:00 pm – Wednesday January 15, 2020**

**IN ATTENDANCE:**

**Council:** Mayor Polderman, Councillor Callewaert-Haugen, Councillor Hay, Councillor Murray

**Absent with notice:** Councillor Cranmer-Underhill

**Staff:** CAO Anderson

**Public:** Peggy Chute, Lilliane Graie, Huntley Smith

1) **CALL TO ORDER** – Mayor Polderman called the meeting to order at 7:00 p.m.

2) **ADDITION OF LATE ITEMS**

- Item 10(c) & (d) – Incoming & Outgoing Correspondence Lists

3) **ADOPTION OF AGENDA**

**20-001 Moved, Seconded** THAT the agenda be adopted as amended to amend the date at item 7(b) and to add the incoming and outgoing correspondence lists at item 10(c) and (d).

**CARRIED**

4) **DELEGATIONS** – None.

5) **PUBLIC COMMENT**

6) **ADOPTION OF MINUTES**

a) Minutes of the regular Council meeting held December 11, 2019

**20-002 Moved, Seconded** THAT the minutes of the regular Council meeting held on Wednesday, December 11, 2019 be adopted as amended to correct item 13(a).

**CARRIED**

7) **BUSINESS ARISING**

a) Lytton Outdoor Fitness Station Project – Grant funding application to the Age-friendly Communities Program for 100% funding of the drafting of an action plan.

**20-003 Moved, Seconded** THAT Council for the Village of Lytton supports the Lytton Outdoor Fitness Project and is willing to provide overall grant management for funds received from UBCM's Age-friendly Communities Program for this project. **DEFEATED**

b) C2C Forum event scheduled for January 28, 2020 re fire protection services.

Council discussed the items to be included on the agenda for this event. Mayor Polderman will work with staff to draft the agenda.

**8) REPORTS FROM STAFF**

a) Chief Administrative Officer

Council reviewed CAO Anderson's report to Council dated January 15, 2020.

b) Chief Financial Officer – no report

c) Corporate Officer – no report

d) Economic Development Officer – no report

e) Public Works – no report

f) Lytton Fire Rescue – no report

g) Water Project Coordinator – no report

h) Engineering Consultant – no report

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

**10) CORRESPONDENCE**

a) Incoming Correspondence for Action – None

b) Incoming correspondence for information

- i) Winter Newsletter (December 2019) from Selina Robinson, Minister of Municipal Affairs and Housing
- ii) Letter dated December 6, 2019 from C3 Alliance Corp re Invitation to the BC Natural Resources Forum on January 28-30, 2020 in Prince George
- iii) Call for Nominations from SILGA for a position on the SILGA Executive for the 2020/2021 term (deadline for nominations if Feb. 28, 2020)
- iv) Call for Resolutions from SILGA for the Convention ( deadline is Feb. 28, 2020)
- v) Letter dated December 19, 2019 from Deputy Minister Krishna and Asst Dep. Minister Faganello
- vi) Call for Nominations for the BC Achievement Community Award
- vii) Email dated January 9, 2020 from Fraser Basin Council re proposed future assessments and flood mapping
- viii) Email from CN Public Affairs Manager re CN Public Inquiry and Police Line

c) Incoming correspondence list – provided to Council for their review.

d) Outgoing correspondence list – provided to Council for their review.

**11) REPORT FROM MAYOR –**

Mayor Polderman informed Council that the website information is outdated and copies of the recent minutes and bylaws are not available online. He informed Councillors who may be seeking a copy of the 2017 Council Procedure Bylaw that a copy was provided to them in their Council orientation binders provided to them last year.

Mayor Polderman reminded Council to review the list of committees to which they had been appointed by Council in preparation for discussion at the Committee of the Whole meeting scheduled for January 22<sup>nd</sup>.

Mayor Polderman inquired of staff whether Public Works has updated their procedures for the fire hydrant servicing. CAO Anderson said that she did not believe this has been done.

Mayor Polderman inquired whether the 2019 year-end financial reporting was ready for this meeting. CAO Anderson informed that it is too soon for the 2019 year end to be completed and that it will take some time for staff to complete this work.

Mayor Polderman inquired about the terms of the performance bond for the Groundwater Development Project and the timeframe for it. CAO Anderson said that she does not have that information at this time and because the Village no longer has a Water Project Coordinator upon Lonny Miller's retirement, she has no one to assist with the project and has difficulty finding the time to cover the many tasks formerly performed by Mr. Miller.

Mayor Polderman stated to Council that the *Community Charter* requires an appointment of a lawyer on an annual basis.

**20-004 Moved, Seconded** THAT Council appoints Lidstone & Company as the Village of Lytton's lawyers. **CARRIED**

Mayor Polderman inquired about the water tender truck and the costs to repair. Staff are getting it repaired and the cost is expected to be \$2500 or less, but the exact amount is uncertain at this time.

Mayor Polderman inquired as to why minutes can't be put on the web site. CAO Anderson informed Council that maintaining the website is not allocated to any one staff person as part of their job duties. Staff do not have capacity to do the near-daily maintenance of the website, to post and delete and revise the web pages. This would usually be delegated to an Economic Development Officer, but the history of constant turnover in this position causes problems with keeping the website content up to date. Also, there are problems with the FilePro system where bylaws and other documents are stored.

Mayor Polderman expressed that he would like there to be a Motion Book created and maintained. Councillor Hay offered to assist by taking responsibility for this task.

Mayor Polderman reminded Council that they will be reviewing their strategic priorities at the next Committee of the Whole meeting on January 22<sup>nd</sup>.

## 12) COUNCIL REPORTS

- a) Councillor Callewaert-Haugen – no report.
- b) Councillor Cranmer-Underhill – absent.
- c) Councillor Hay – Councillor Hay expressed to Council that he feels that Public Works are doing a good job with the snow clearing.

- d) Councillor Murray – no report.

### 13) REPORTS ON COMMITTEES & COMMISSIONS

- a) Age-friendly Seniors Housing Committee – no report.
- b) Economic Development Working Group – no report.
- c) Emergency Centre Committee – no report
- d) Emergency Preparedness Working Group – no report
- e) FireSmart Board – 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 – no report
- j) Lytton Recreation Commission – no report
- k) NDIT Cariboo-Chilcotin/Lillooet Regional Advisory Committee- no report
- l) nkshAytkn Caring for our Children Committee & Lytton First Nations- no report
- m) TNRD Board of Directors – no report
- n) Volunteer Appreciation Committee – No report

### 14) NEW BUSINESS - None

### 15) CALENDAR OF EVENTS

- TNRD Legal Update Session in Kamloops – January 16, 2020
- Committee of the Whole meeting – January 22, 2020 @ 5:00 p.m.
- C2C Forum Event on Fire Protection Services – January 28, 2020 @ 12:30 p.m. at the Lytton Anglican Parish Hall
- C2C Forum Event on Sub-regional Governance – February 26, 2020 @ 12:30 p.m. at the Lytton Anglican Parish Hall

### 16) IN-CAMERA MEETING

**20-005 Moved, Seconded** 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 an in-camera session at 8:24 p.m. **CARRIED**

Council returned to the regular Council meeting at 8:54 p.m.

17) **ADJOURNMENT**

**20-006 Moved THAT** the meeting adjourn at 8:54 p.m.

**CARRIED**

  
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Mayor Polderman

  
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Corporate Officer Anderson

