



**Village of Lytton
Minutes – Regular Council Meeting
Council Chamber, 380 Main Street, Lytton, BC
7:00 pm – Wednesday September 11, 2019**

IN ATTENDANCE:

Council: Mayor Polderman, Councillor Hay and Councillor Murray;

Absent with notice: Councillor Callewaert-Haugen, Councillor Cranmer-Underhill

Staff: CAO Anderson, Water Project Coordinator Miller

Public: Peggy Chute, Huntley Smith

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

2) **ADDITION OF LATE ITEMS** - None

3) **ADOPTION OF AGENDA**

19-251 Moved, Seconded THAT the agenda be adopted as presented. CARRIED

4) **DELEGATIONS** – None

5) **PUBLIC COMMENT**

Peggy Chute expressed support for the request listed at item 10(a)(ii) for new flags at the south entrance to town.

6) **ADOPTION OF MINUTES**

Minutes of the Council meeting held June 26, July 24, and August 28, 2019 were postponed to the next Council meeting

7) **BUSINESS ARISING**

a) Liens placed on trailers for outstanding taxes owing on a commercial property –
Councillor Hay

This item was postponed to the next Council meeting.-

8) **REPORTS FROM STAFF**

a) Chief Administrative Officer

i) Appointment of a tax collector for the property tax sale scheduled for September 30, 2019

19-252 Moved, Seconded THAT Council appoints CAO Anderson as tax collector for

the purposes of the tax sale to be held on September 30, 2019.

ii) Review of staff contracts

This item moved to the in-camera session of this meeting

iii) Review of UBCM's Terms & Conditions for the 2018 Strategic Wildfire Prevention Initiative Fuel Treatment Project (SWPI-958)

There was discussion about the need to apply for an extension to the second polygon under the project as this second contract has yet to be awarded.

b) Chief Financial Officer

i) Property Tax Sale on September 30, 2019

CAO Anderson reported on the number of properties with taxes in arrears and the steps being taken by administrative staff to contact the property owners and to prepare for the pending tax sale.

ii) Update on the search for a new Chief Financial Officer

CAO Anderson reported on the responses to date to the job posting and the ongoing search for a suitable candidate.

iii) Planning for the 2020 Budget Process

CAO Anderson provided a list of topics that she intends to discuss with the new CFO and Council, once budget planning is underway, including: a staffing plan, sidewalk repair plan, road maintenance plan, building maintenance plan, water capital projects, sewer capital projects and a pool maintenance plan.

c) Corporate Officer – no report

d) Economic Development Officer – no report

e) Public Works – no report

f) Lytton Fire Rescue

Council reviewed the Month End Report of Fire Chief Phillips for the month of August 2019.

g) Water Project Coordinator – Lonny Miller, Water Project Coordinator, provided an update on the Groundwater Development Project.

h) Engineering Consultant – no report

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

10) CORRESPONDENCE

(a) Incoming Correspondence for Action

- i) 2 Rivers Remix Society – Letter dated September 9, 2019 requesting support for the 2020 event

Councillor Murray reported on the Society's activities and spoke to the draft motion. He informed Council that the Society has received funding to purchase a generator to provide power for the vendors at future events.

19-253 Moved, Seconded THAT the Village of Lytton provide support for the 2 Rivers Remix 2020 event as follows:

- \$1,000 cash donation; and
- In-kind support valued at \$4,500, to include street sweeping before the event and traffic barriers for road closure for three days, and access to the electrical supply at outdoor outlets owned by the Village;

AND THAT Council authorizes CAO Anderson to sign the Canadian Heritage form "Confirmation of Support from Municipal Government or Equivalent Authority".

Councillor Hay requested that Council consider adopting a policy or bylaw requiring all in-kind donations to be valued at the "blue book" rates, and that this issue be placed on an agenda at a future Council meeting.

- ii) Replacement of flags at "Junction Park" at the south entrance to town – letter from resident Dorothy Dodge dated September 9, 2019

CAO Anderson reported that a copy of the request had already been provided to Public Works and that the flags will be replaced. CAO Anderson will notify Dorothy Dodge. There was general discussion about weeds in town and bears in town.

b) Incoming correspondence for information

- i) BC Building, Plumbing and Fire Codes – letter dated August 19, 2019 from Minister of Municipal Affairs and Housing re provision of the Codes free of charge.

c) Incoming correspondence list

d) Outgoing correspondence list

19-254 Moved, Seconded THAT Council receive the above correspondence for information and filing. **CARRIED**

11) REPORT FROM MAYOR –

Mayor Polderman reported that he attended the Lytton River Festival and provided the opening welcome every morning. He attended the Committee meeting held today for the Groundwater Development Project. He will be attending a TNRD meeting next week.

12) COUNCIL REPORTS

- a) Councillor Callewaert-Haugen. – Absent.

- b) Councillor Cranmer-Underhill - Absent.
- c) Councillor Hay-

Councillor Hay attended the meeting today about the Groundwater Development Project and thanked staff for their hard work.

- d) Councillor Murray- No report

19-255 Moved, Seconded THAT the Mayor's report and Councillor Hay's report be received for information. **CARRIED**

13) REPORTS ON COMMITTEES & COMMISSIONS

- a) Age-friendly Seniors Housing Committee – Committee Chairman, Councillor Hay - nothing to report

- b) Economic Development Working Group

There is a meeting scheduled for September 19, 2019. The Mayor inquired about the website redesign project and whether the new website would provide a means for residents to pay taxes and utilities online. CAO Anderson reported that this request had been raised, but that the website redesign had not progressed yet to that level.

- c) Emergency Centre Committee – nothing to report
- d) Emergency Preparedness Working Group – nothing to report
- e) FireSmart Board Meeting

The FireSmart Board held a meeting on September 5, 2019. They are planning a Community Open House and Information Session at the Memorial Hall to be held on October 10, 2019, and also planning the bi-annual community clean-up events scheduled for October 19 & 20, 2019. The plan is to clean up the triangle of property by the cemetery on Loring Way on Saturday October 19th, and an area on IR17 above Alan Charlies' residence on Sunday October 20th.

- f) Gold Country Communities Society – nothing to report
- g) Land Use Advisory Committee – nothing to report
- h) LFN and Village of Lytton Joint Working Group on Agriculture

The next Meeting is September 12, 2019

- i) Lytton Museum & Archives Commission – Nothing to report
- j) Lytton Recreation Commission – No report

- k) NDIT Cariboo-Chilcotin/Lillooet Regional Advisory Committee- nothing to report
- l) nkshAytkn Caring for our Children Committee & Lytton First Nations- nothing to report
- m) TNRD Board of Directors

The Mayor reported that there are meeting on October 16 & 17. CAO Anderson reminded the Mayor and Council that she and the Mayor are scheduled to attend a workshop with Eli Mina on October 16 & 17, and that Council will need to cancel the Committee of the Whole meeting that would ordinarily occur on October 17th. After today, there is no meeting of Council until October 9, 2019 and Council can make a decision at that meeting as to how to handle the conflicts in the schedule.

- n) Volunteer Appreciation Committee – No report

14) NEW BUSINESS

- a) Establishment of a Budget and Contract Committee.

Mayor Polderman expressed a desire for a budget report and to review the Village's contracts in advance of budget preparations. The last financial report was provided in June, for the period ending May 31, 2019. Financial consultant Margaret Stewart is keeping the finances posted, and the next report would ordinarily occur after the end of the third quarter, for the period ending September 30, 2019, so sometime in October or November. The Mayor also wishes to see a staffing plan and a review of the strategic priorities, to inform the budget-related decisions. Staff agree that it is best to have a budget prepared before the end of the year, but advised Council that because we have been without a CFO since July 4th, there has not been sufficient staff capacity to prepare a budget at this time, and the CAO has not yet been able to take her holidays for this year, which will require her to be absent for several weeks during the coming months.

There was discussion about the Committee of the Whole meetings, which were intended to include Finance & Audit meetings once per quarter. Council is having difficulty making quorum already, so adding another committee with added meeting schedule may not be feasible. It was suggested that there be a working group rather than a committee so fewer members of Council are required to be present at each meeting. This year is a particularly challenging year for staff and Council to have the budget ready by December 31st. Mayor Polderman and Councillor Hay expressed willingness to volunteer their time.

No action was taken at this time.

15) CALENDAR OF EVENTS

- Committee of the Whole meeting – Wednesday September 18, 2019 at 5:00 p.m.
- Gold County Geocaching Event in Lytton – September 21, 2019
- 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
- FireSmart Community Open House – Thursday October 10th, 5:00 p.m. at Memorial Hall
- FireSmart Community Clean-up Days – Saturday October 19 & Sunday October 20th

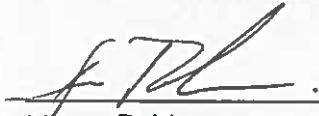
16) IN-CAMERA MEETING

19-256 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 8:03 p.m. **CARRIED**


Council returned to the regular Council meeting at 8:59 p.m.

17) ADJOURNMENT

19-257 Moved THAT the meeting adjourn at 9:00 p.m. **CARRIED**



Mayor Polderman



Corporate Officer Anderson