



**Village of Lytton
Minutes – Regular Council Meeting
Council Chamber, 380 Main Street, Lytton, BC
7:00 pm – Wednesday November 13, 2019**

IN ATTENDANCE:

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

Absent with notice: Councillor Cranmer-Underhill, Councillor Murray

Staff: CAO Anderson, CFO Bidwell

Public: Peggy Chute, Curtis Davis, Lilliane Graie, Huntley Smith

1) **CALL TO ORDER** – Mayor Polderman called the meeting to order at 7:01 p.m.

2) **ADDITION OF LATE ITEMS**

- Item 8(a)(v) – Office closure for the Holidays

3) **ADOPTION OF AGENDA**

19-271 Moved, Seconded THAT the agenda be adopted as amended to add late item 8(a)(v) "Office Closure for the Holidays. **CARRIED**

4) **DELEGATIONS**

- a) Peggy Chute introduced Lilliane Graie, a new resident in Lytton, to Council.

5) **PUBLIC COMMENT**

- a) Curtis Davis spoke to item 13(l) "Committee Report on nkshAytkn Caring for our Children Committee, that the Committee had received some information about the renovations that are proceeding at Kumsheen Secondary School, including that the Village of Lytton and the TNRD are working on a building permit for the renovations.

6) **ADOPTION OF MINUTES**

- a) Minutes of regular Council meetings held:

- i) August 14, 2019

19-272 Moved, Seconded THAT the minutes of the regular Council meeting held on Wednesday, August 14, 2019 be adopted as presented. **CARRIED**

- ii) August 28, 2019

19-273 Moved, Seconded THAT the minutes of the regular Council meeting held on Wednesday August 28, 2019 be adopted as presented. **CARRIED**

iii) September 11, 2019

19-274 Moved, Seconded THAT the minutes of the regular Council meeting held on Wednesday September 11, 2019 be adopted as amended to correct the spelling error at item 7(a). **CARRIED**

iv) October 9, 2019

19-275 Moved, Seconded THAT the minutes of the regular Council meeting held on Wednesday October 9, 2019 be adopted as presented. **CARRIED**

7) **BUSINESS ARISING**

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

Staff provided Council with advice about a proposal by Councillor Hay regarding the liens held by the Village and registered on the title to the property. No further action was taken.

8) **REPORTS FROM STAFF**

a) Chief Administrative Officer

i) Monthly report by CAO Anderson

This item was postponed to the next meeting.

ii) CAO Anderson's holidays

CAO Anderson is away from the office from December 9, 2019 until January 6, 2020.

iii) Staff Appreciation at Christmas

Council discussed the tradition of an annual Christmas party that is usually held for staff during the holidays. Council also discussed the Holiday Decorations contest that is held annually as per Village policy and invited Council to inform staff if they wish to participate in judging the decorations this year. In addition, staff reminded Council of the "turkey vouchers" that are provided each year to every member of the staff. No further action was taken. Council requested that staff send Council an e-mail regarding the Holiday Decorations contest and available dates for the party.

iv) 2020 Council Meeting Schedule

19-276 Moved, Seconded THAT Council adopts the 2020 meeting schedule as amended to change the meeting dates for January. **CARRIED**

v) Office closure for the Holidays

The office will be closed from December 23, 2019 through and including January 3, 2020. Council inquired about when the final payment date was for the 2018 utility billings.

19-277 Moved, Seconded THAT Council extend the final payment date for the 2019 utility billings to January 6, 2020. **CARRIED**

b) Chief Financial Officer

i) Introduction to CFO Bidwell

CFO Bidwell provided a summary of her orientation to the Village of Lytton's finances and expectations for moving forward. Mayor Polderman inquired about when Council might expect to resume receiving of quarterly financial reports. Staff explained that there are issues that require correcting before accurate information can be provided to Council.

ii) Signing authority for Corporation of the Village of Lytton's bank accounts

19-278 Moved, Seconded THAT SIGNING AUTHORITY FOR ALL ACCOUNTS HELD BY THE Corporation of the Village of Lytton at the Bank of Nova Scotia shall be CAO Rebecca Anderson, CFO Carolyn Bidwell, Mayor Jan Polderman and Councillor Tiffany Callewaert-Haugen, effective November 13,2019. **CARRIED**

19-279 Moved, Seconded THAT all cheques written for the Village's bank accounts shall be signed by either Mayor Polderman or Councillor Callewaert-Haugen along with either Chief Administrative Officer Rebecca Anderson or Chief Financial Officer Carolyn Bidwell. **CARRIED**

iii) Signing Authority for the Corporation of the Village of Lytton for the Municipal Finance Authority

19-280 Moved, Seconded THAT signing authority for the Village of Lytton for the Municipal Finance Authority shall be delegated to CAO Rebecca Anderson and CFO Carolyn Bidwell. **CARRIED**

c) Corporate Officer – no report

d) Economic Development Officer – no report

e) Public Works

In addition to the written report provided by Public Works Lead Hand Rod Bate, CAO Anderson informed Council about the work done to transition the Village office building to LED lights, which saves 5 kw per month and also reduces the costs for replacement bulbs. CAO Anderson also advised Council that a review of the records for the fire hydrant maintenance shows that staff have been flushing the hydrants during the spring and fall freshets of each year, and a PSI test is done once per year. Public Works maintains records on each of our hydrants. The last higher-level servicing of the hydrants was done in 2009 when the work was contracted out to Teale in Vernon. Since then, the funds have not been included in the budget for this cost, which has always been contracted out. Staff are currently not able to do this as there are safety issues and WorkSafe requirements that would need to be addressed first.

f) Lytton Fire Rescue

Council reviewed the information provided from Neil Campbell of Provincial Fire & Safety regarding the Auto Extrication Training Program that is being attended by the Lytton Fire Rescue volunteers on November 16 & 17.

g) Water Project Coordinator – no report

h) Engineering Consultant – no report

9) **BYLAWS, POLICIES & RESOLUTIONS – None**10) **CORRESPONDENCE**

(a) Incoming Correspondence for Action

- i) Letter from Noni McCann, President, Two Rivers Community Service Society requesting a letter of support for the Outdoor Fitness Program. Council directed staff to inquire whether the outdoor fitness stations would result in any increase to the premiums payable for the Village's liability insurance.

19-281 Moved, Seconded THAT the Village provide a letter of support, subject to confirmation that the program will not result in any increase in the Village's premiums payable for liability insurance. **CARRIED**

b) Incoming correspondence for information

- i) E-mail dated November 6, 2019 inviting Council to attend Board of Education meetings via tele-conference.
- ii) Announcement from BC Wildfire Service dated October 29, 2019 re Replacement maps related to fuel hazard abatement, open fire tracking system, burn registration and weather stations.

c) Incoming correspondence list

d) Outgoing correspondence list

11) **REPORT FROM MAYOR –**

Mayor Polderman attended the TNRD meeting. He reported that the subdivision at Kanaka Bar has been approved by the TNRD. The TNRD staff evaluations are about to be conducted with a focus being on peer-based evaluations using leadership criteria. Mayor Polderman attended the Remembrance Day parade and ceremony on November 11th.

12) **COUNCIL REPORTS**

a) Councillor Callewaert-Haugen

Councillor Callewaert-Haugen attended the Remembrance Day ceremony.

b) Councillor Cranmer-Underhill – Absent.

c) Councillor Hay

Councillor Hay reported that he had attended the Remembrance Day parade and ceremony. He inquired if Council or staff knew the cause of smoke he had observed and whether it might be from the fuel management. He informed Council that he had noticed issues with some streetlights on Fraser Street.

d) Councillor Murray – absent

13) REPORTS ON COMMITTEES & COMMISSIONS

a) Age-friendly Seniors Housing Committee

Councillor Hay reported that a new Housing Society is being formed to take over the work that was being done by the Committee. The Society members are still working on bylaws and a constitution. At their last meeting, an issue arose about whether it was permissible legally to have a husband as treasurer and wife as secretary, or if this would constitute a conflict of interest. The society is waiting for legal advice about this question.

b) Economic Development Working Group

Councillor Murray reported that a meeting is scheduled for November 21st.

c) Emergency Centre Committee – no report

d) Emergency Preparedness Working Group – no report

e) FireSmart Board Meeting

Council reviewed the agenda for the Emergency Planning & Preparedness Community Information Session by the joint Village & LFN FireSmart Board on November 14th.

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

Councillor Murray reported that no meetings have been held since his last report to Council.

i) Lytton Museum & Archives Commission

Councillor Hay reported that the AGM is being held on November 26, 2019. He directed staff & Council's attention to an e-mail requesting the appointment of a new director.

19-282 Moved, Seconded THAT Tom Peglow is appointed as a Director of the Lytton Museum & Archives Commission from October 23, 2019 until December 31, 2019 or until such time as a new Director is elected and appointed. **CARRIED**

- 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

Council was provided with copies of the 2020 TNRD Board and Committee calendar and meeting schedules.

- n) Volunteer Appreciation Committee – No report

14) NEW BUSINESS

- a) 2019 UBCM Grant Application –to the Community Emergency Preparedness Fund’s Volunteer & Composite Fire Departments Equipment & Training Program for the Lytton Fire Department Equipment & Training Project

19-283 Moved, Seconded THAT this item be accepted as a late item for this meeting’s agenda. **CARRIED**

19-284 Moved, Seconded THAT the Village of Lytton supports the proposed activities for the Fire Department Equipment & Training Project as set out in the 2019 UBCM Grant Application to the Community Emergency Preparedness Fund for Volunteer & Composite Fire Departments Equipment and Training Program; AND THAT the Village of Lytton is willing to provide overall grant management for this project. **CARRIED**

15) CALENDAR OF EVENTS

- FireSmart Emergency Preparedness and Planning Community Information Session – November 14, 2019, 5:00 to 8:00 p.m. at Memorial Hall
- Committee of the Whole meeting – Wednesday November 20, 2019
- CP Holiday Train – December 16, 2019 at 11:15 a.m.


16) IN-CAMERA MEETING

19-285 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 8:34 p.m. **CARRIED**

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

17) ADJOURNMENT

19-286 Moved THAT the meeting adjourn at 8:59 p.m. **CARRIED**


Mayor Polderman

Dec. 19, 2019.


Corporate Officer Anderson