



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

IN ATTENDANCE:

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

Absent with notice: Councillor Cranmer-Underhill

Staff: CFO Bidwell

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(a)(ii) – Letter dated Dec. 9, 2019 from Regina Pierre, Han Knakst Tsitxw Society Transition House, re: request for donation for Christmas luncheon Dec. 20, 2019

3) **ADOPTION OF AGENDA**

19-293 Moved, Seconded THAT the agenda be adopted as amended to add late item 10(a)(ii) and 10(b)(v). **CARRIED**

4) **DELEGATIONS** - None

5) **PUBLIC COMMENT**

- a) Huntley Smith requested that everyone speak up during Council meets as he has a hard time hearing the discussions, especially Councillor Murray.

6) **ADOPTION OF MINUTES**

a) Minutes of Committee of the Whole meetings held:

- i) February 20, 2019
- ii) April 17, 2019

19-294 Moved, Seconded THAT the minutes of the Committee of the Whole meetings held on Wednesday, February 20, 2019 be adopted as presented and the April 17, 2019 be adopted **CARRIED**

b) Minutes of Regular Council meeting held:

- i) November 27, 2019

19-295 Moved, Seconded THAT the minutes of the regular Council meeting held on Wednesday November 27, 2019 be adopted as amended to correct council reports

information regarding Councillor Hay's report.

CARRIED

7) BUSINESS ARISING

- a) Climate Change Action – brought forward from the Committee of the Whole meeting held November 28, 2019

- i) Green Communities Committee – Small Communities Working Groups

19-296 Moved, Seconded THAT Mayor Polderman and Councillor Murray will reach out to the other members of the Small communities Working Group of the Green communities Committee to discuss opportunities for the Village to contribute to or support their work. **CARRIED**

- ii) Green Communities Committee – Climate Action Recognition Program

19-297 Moved, Seconded THAT the Village of Lytton look into a strategy to measure our corporate emissions and a strategy to measure our corporate emissions to progress to Level 2 of the Climate Action Recognition Program of the Green Communities, AND THAT Village Staff will determine the resources that may be needed along with any budget implications by May, 2020. **CARRIED**

- iii) 2016 Water Conservation Plan

Council directed Village Staff to add this to the Financial Plan for 2020-2025 as an item for consideration.

8) REPORTS FROM STAFF

- a) Chief Administrative Officer

- i) Council reviewed CAO Anderson's report to Council dated December 6, 2019.

(1) Fitness Station Project – it is understood that the Grant Writer, Tawnya Collins will submit an application for funding with a deadline of January 17, 2020. Council discussed maintenance capacity by public works staff and voiced concerns about future costs

19-298 Moved, Seconded THAT the Two Rivers Community Services Society present as a delegation for the January 15, 2020 Regular meeting of Council to provide information regarding the Liability Insurance, future maintenance costs, and potential development costs of the proposed Fitness Station site. **CARRIED**

- b) Chief Financial Officer

- i) Report dated December 6, 2019 by CFO Bidwell re: Auditor Contract 2019 & 2020-2022

19-299 Moved, Seconded THAT the Village of Lytton terminate their contract with BDO for the 2019 audit, enter into a new contract with MNP to prepare the 2019 audit, and

then, pending the outcome of the current audit, enter into a further three (3) year contract if agreeable to both parties

CARRIED

- c) Corporate Officer – no report
- d) Economic Development Officer – no report
- e) Public Works – no report
- f) Lytton Fire Rescue

- i) Month End Reports of the Fire Chief Phillips for September and October 2019

19-300 Moved, Seconded THAT Council accept the report as presented. **CARRIED**

- ii) Application for Membership submitted by Kyle Parker – moved to in camera

- g) Water Project Coordinator – no report

Council directed staff to provide an update on the Water Project for the next regular Council meeting.

- h) Engineering Consultant – no report

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

10) **CORRESPONDENCE**

- (a) Incoming Correspondence for Action

- i) E-mail dated December 2, 2019 from MLA Tegart re: C2C Forum event planned by Kanaka Bar to discuss revitalization of the Fraser Canyon route.

19-301 Moved, Seconded THAT the Village of Lytton Council will participate in the Community to Community (C2C) Forum Event being planned by Kanaka Bar Indian Band to discuss the Fraser Canyon Route revitalization and the Tourism Master Plan Project. **CARRIED**

- ii) Letter from Peggy Chute dated December 4, 2019 re: Pool Advocacy Group Proposal & Invitation

Peggy responded to some of Council's questions regarding the group.

- iii) Han Knakst Tsitxw society Transition House letter dated December 9, 2019 re: request for donation for Christmas Luncheon dated December 29, 2019.

19-302 Moved, Seconded THAT the Village of Lytton donate \$250 to the Han Knakst Tsitxw Society Transition House for their Christmas Luncheon on December 20, 2019. **CARRIED**

- b) Incoming correspondence for information – none

- c) Incoming correspondence list - none
- d) Outgoing correspondence list - none

11) REPORT FROM MAYOR –

Mayor Polderman attended the Museum Commission's AGM and reported on the museum's election of the new executive and suggested that it would be nice to send a thank you letter to the resigning executive to recognise their many years of service.

19-303 Moved, Seconded THAT Council send a letter to the museum executive thanking them for their many years of service. **CARRIED**

Mayor Polderman reported that he attended a conference call with members of the New Pathways to Gold and members of our community to discuss the proposed park. A group of local residents will be working together on this project.

The next meeting of the TNRD is tomorrow.

Mayor Polderman informed Council that he wants Council to spend time at the next Committee of the Whole meeting to discuss the staff evaluation process, the priorities of Council for 2020, and a review of the Council Procedures Bylaw. The next Committee of the Whole meeting is scheduled for January 22, 2020.

12) COUNCIL REPORTS

- a) Councillor Callewaert-Haugen – reported that she attended the LFN children's Christmas dinner and attended the LFN Christmas parade and TRCSS lighting of the Christmas tree.
- b) Councillor Cranmer-Underhill – Absent.
- c) Councillor Hay – he attended the museum Commission AGM and referred Council to the information and report provided by the CAO about this meeting.
- d) Councillor Murray

Councillor Murray reported that he attended the Economic Development Working Group and discussed the wireframe for the Village's new website. There was some discussion about the ability to make payments such as taxes and utilities from the site. CFO commented that there was nothing in the wireframe allowing for this process and noted to Council that she would not recommend this as it would be cost prohibitive at 2 – 3% of revenues. Councillor Murray also reported that he attended the Gold Country Society meeting. The Gold Country staff are working on some video materials, as well as on assisting with the C2C meeting that is to be held at Kanaka Bar regarding the Tourism Master Plan.

13) REPORTS ON COMMITTEES & COMMISSIONS

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

Councillor Hay asked CFO Bidwell if the \$500 in the 2019 Financial Plan for the costs of the registration of the non-profit society would be carried forward to the 2020 – 2025 Financial Plan as it remained unused. CFO Bidwell acknowledged that it could.

19-304 Moved, Seconded THAT the funds allocated by Council motion towards the costs of the Housing Society to get the Society registered as a non-profit society in 2019 be carried forward into the 2020 budget. **CARRIED**

b) Economic Development Working Group – Councillor Gordon Murray

Councillor Murray reported that a meeting was held on November 21, 2019. A presentation was made regarding the Website redesign project and the wireframe was approved. The Working Group has made recommendations to be brought to Council for their consideration regarding the Economic Development Officer position and the property located at 4th & Main Street.

19-305 Moved, Seconded THAT the wireframe for the new Village website be approved and submitted to the designer for programming. **CARRIED**

19-306 Moved, Seconded THAT the letter be sent from the Mayor on behalf of Council expressing concern about the suspension of the BC Rural Dividend program, AND THAT funds that were suspended and cancelled be given first consideration under the new program. **CARRIED**

Council directed staff to provide a report regarding allocating funding over the next four years to employ an Economic Development Officer on a permanent basis as part of the 2020 – 2025 Financial Plan.

Council directed staff to provide a report regarding opportunities for downtown revitalization within the Village that might advance the economic development goals of the community as part of the 2020 – 2025 Financial Plan.

- 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 – Councillor Hay
 - i. Minutes of the regular meeting held September 30, 2019.
 - ii. Agenda for the regular meeting held December 3, 2019.
 - iii. Agenda for the Annual General meeting held December 3, 2019.

19-307 Moved, Seconded THAT Council approves the recommendation by the Lytton Museum & Archives Commission that the Directors elected at the Annual General

meeting held December 3, 2019 be appointed to the Commission's Executive positions as follows:

Richard Forrest – Chairperson
Thom Ross – Vice Chairperson
Joan Craig – Treasurer
Sam Allaby – Director at Large
Margo Soper – Director at Large

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 – no report
- n) Volunteer Appreciation Committee – No report

14) **NEW BUSINESS** - None

15) **CALENDAR OF EVENTS**

- Attached Lytton Calendar of Events for the Holiday Season 2019
- Committee of the Whole meeting – Wednesday January 22, 2020 at 5:00 p.m.
- Holiday Train – December 6, 2019 at 11:15 a.m.
- TNRD Legal Update Session in Kamloops – January 16, 2020
- C2C Forum Event on Fire Protection Services – January 16, 2020
- C2C Forum Event on Sub-regional Governance – February 26, 2020

16) **IN-CAMERA MEETING**

19-308 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 7:55 p.m. **CARRIED**

Council returned to the regular Council meeting at 8:33 p.m.

19-309 Moved, Seconded THAT Council appoint Kyle Parker as a volunteer member of the Lytton Fire Rescue, effective immediately. **CARRIED**

17) **ADJOURNMENT**

19-310 Moved THAT the meeting adjourn at 8:38 p.m.

CARRIED



Mayor Polderman



Corporate Officer Anderson