



Call-out for members for the Operations Advisory Group for Lytton's Community Hub

Apply by September 11, 2026

The Village of Lytton is forming an Operations Advisory Group (OAG) for the Community Hub and is seeking representation from Lytton First Nation, Skuppah Indian Band, Siska Indian Band, Kanaka Bar Indian Band, Nicomen Indian Band, Cook's Ferry Indian Band, and the Thompson–Nicola Regional District, as well as the Village of Lytton. One or two members are requested to attend from each community and local government.

As the Community Hub is envisioned as an essential asset for the broader Lytton community, the OAG will provide guidance to the Village of Lytton Council on key decisions required to ensure that programming meets the needs of all residents.

As a member of the Operations Advisory Group, you will have two key roles:

1. Initially, to build on information compiled by staff and consultants and help to develop an operational plan and budget for the Community Hub for Council's approval
2. Help with community consultation and outreach, including:
 - Distributing information within your community
 - Helping the Village to schedule meetings, community feedback sessions, and other activities in community
 - Acting as ambassadors for the project within your community by seeking opportunities to share information and gather input

Read the attached Operations Advisory Group (OAG) terms of reference.

Commitment

The Village of Lytton will schedule meetings as needed and share details with members in advance. Meetings will operate informally, without formal agendas or minutes but with a running list of action items. These are intended to be productive working sessions to develop plans and budgets.

Members will agree to follow the Village of Lytton Code of Conduct policy available at www.lytton.ca/media/380. Membership on the Operations Advisory Group is voluntary. A stipend of \$50 will be provided for participation in meetings.

Apply

To apply, fill out the attached application or use the QR code to fill out the application online. Email your application to rdunstan@lytton.ca by September 11, 2026.



Questions

If you have any questions, email rdunstan@lytton.ca.

PURPOSE AND MANDATE

The Operations Advisory Group (OAG) will be an Advisory Group of Council to provide the Mayor and Council with advice and insight on key issues and challenges related to the operations of the Community Hub. The Community Hub is envisioned as an essential asset for the broader Lytton community and therefore, the OAG provides guidance to the Lytton Village Council on key decisions required to ensure the Community Hub programming effectively meets the needs of all residents. The OAG is a working group and as a result, members should be prepared to come to meetings and work with other group members on operational plans, budgets and programming. Meetings will be held in an informal setting to facilitate information sharing and discussion.

GOVERNANCE AND MEMBERSHIP

For the OAG, the Village will:

- Schedule all meetings and ensure members are informed of meeting details.
- Communicate the topics for which they seek advice ahead of the meeting.

The Village is seeking representation from:

Village of Lytton	Skuppah Indian Band
Lytton First Nation	Thompson Nicola Regional District
Cook's Ferry Indian Band	Nicomen Indian Band
Siska Indian Band	Kanaka Bar Indian Band

One or two members are requested to attend from each community / local government. The Mayor and 1 Councillor will be members of the OAG. The Chief Administrative Officer will support the OAG. A call for members will be issued to hear from individuals interested in participating in the Hub's success. The Village will be looking for participation from community groups within the area as well as individual members.

The OAG is not a decision-making body, however, it is anticipated that each member will contribute insights from their community into the Community Hub's ongoing operations. The group is anticipated to continue beyond the opening of the facility and have a long-term role in the operation of the facility.

ROLES and RESPONSIBILITIES

The members in attendance at any given meeting will nominate the Chair for that meeting.

Village representatives will share advice provided by the OAG with Mayor and Council. The Mayor and Council will be required to accept recommendations from the Group as a formal resolution of Council for it to be effective.

The OAG have two key roles.

- 1) The initial role of the OAG members is to develop, for Council's approval, an operational plan and budget for the Community Hub, building on information already compiled by staff and consultants.

2) Community Consultation and Outreach:

- a. Assist the Village with the distribution of information within their communities
- b. Assist the Village with setting meetings, community feedback sessions and other 'in-community' activities
- c. Generally, serve as ambassadors for the project within their community, seeking opportunities to provide information, gather input.

MEETINGS

The OAG will operate informally, without formal agendas, minutes, or procedural requirements. Meetings will focus on working sessions to develop plans and budgets.

Meetings will be scheduled by the Village of Lytton and held on an as-needed basis. Details will be shared with all members in advance.

CODE OF CONDUCT

All members of the must agree to uphold the Village of Lytton Code of Conduct Policy 2023-01.

COMPENSATION

The Village will provide compensation to group members as follows:

- 1) For attendance at meetings - \$50 per meeting



Email completed application to rdunstan@lytton.ca by September 11, 2026.

SECTION 1: APPLICANT INFORMATION

Applicant name			
Mailing address	City, Province	Postal Code	
Phone number	Email		

SECTION 2: INDIVIDUAL OR REPRESENTATIVE

I am applying as: ☐ An individual community member ☐ A representative of an organization ☐ A representative of a community
If you are applying as a representative, specify the organization or community:

SECTION 3: EXPERIENCE / INTEREST

Why are you interested in participating in the Operations Advisory Group?
What sort of relevant experience do you have?
What are you hoping to bring to the group to contribute to the success of the Community Hub?

SECTION 4: CODE OF CONDUCT

If I am selected to participate in the Operations Advisory Group, I agree to follow the Village of Lytton Code of Conduct Policy at: www.lytton.ca/media/380.

Name or e-signature	Date
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