



## Village of Lytton

### AGENDA

Regular Council Meeting  
Council Chamber, 380 Main Street, Lytton, BC  
7:00 pm, Monday, February 23, 2015

- 1) **CALL TO ORDER** – Mayor Lightfoot at \_\_\_\_ pm
- 2) **ADDITION OF LATE ITEMS**
- 3) **ADOPTION OF AGENDA**  
  
Moved, seconded by Councillors \_\_\_\_\_ that the agenda be adopted as presented or as amended.
- 4) **ADOPTION OF MINUTES**  
  
(a) Minutes of the Regular Meeting of February 10, 2015  
  
Moved, seconded by Councillors \_\_\_\_\_ that the Minutes of the Regular Meeting of February 10, 2015 be adopted as presented or as amended.  
  
(b) Minutes of the Special Meeting of February 17, 2015  
  
Moved, seconded by Councillors \_\_\_\_\_ that the Minutes of the Special Meeting of February 17, 2015 be adopted as presented or as amended.
- 5) **DELEGATIONS**
- 6) **PUBLIC PARTICIPATION PERIOD**
- 7) **ADMINISTRATIVE MATTERS**  
  
(a) CAO Report  
  
(b) CFO Report
- 8) **CORRESPONDENCE FOR INFORMATION**  
  
(a) Correspondence received by the Village  
*Re: Incoming/outgoing mail*  
  
(b) Northern Development Initiative Trust, Janine North, CEO - February 4, 2015

*Re: 2015 Grant Writing Support*

- (c) Terry Webster - February 4, 2015  
*Re: Moratorium to Allow BCUC to Review Proposed Site C Project*
- (d) Canadian Union of Public Employees BC, Mark Hancock, Pres. - February 10, 2015  
*Re: Congratulations*
- (e) BC Road Builders & Heavy Construction Assoc. - February 10, 2015  
*Re: Congratulations*
- (f) Public Works Association of BC, Deryk Lee, Pres. - February 10, 2015  
*Re: National Public Works Week, May 17-23*
- (g) Jackie Tegart, MLA, Fraser-Nicola - February 17, 2015  
*Re: Schedule a meeting date with Council*
- (h) Lytton Museum & Archives Commission, Jim Steer, Chair - February 17, 2015  
*Re: Back yard display extension & fireproof museum expansion*

**9) BYLAWS/POLICY**

**10) COUNCIL REPORTS**

- (a) Mayor Jessoa Lightfoot
- (b) Councillor Rob Austen
- (c) Councillor Tiffany Haugen
- (d) Councillor Ian Hay
- (e) Councillor Jan Polderman

**Moved, seconded** by Councillors \_\_\_\_\_ that Council reports be received for information.

**11) NEW BUSINESS**

- (a) 2015 SILGA Convention - Kamloops, BC

**12) UNFINISHED BUSINESS/BUSINESS ARISING**

- (a) Fuel Management Briefing
- (b) Blue Dot Movement  
*Re: Section 6*

**13) IN-CAMERA MEETING**

**Moved, seconded** by Councillors \_\_\_\_\_ that in accordance with Sec 90(1) of the Community Charter, this portion of the meeting is closed to the public, and that Council move into In-Camera at \_\_\_\_ pm.

**14) ITEMS BROUGHT FORWARD FROM IN-CAMERA**

**Moved, seconded** by Councillors \_\_\_\_\_ that move back into the Regular Meeting at \_\_\_\_\_ pm, and that the following items be brought forward from In-Camera.

**15) QUESTION PERIOD**

**16) ADJOURNMENT**

**Moved** by Councillor \_\_\_\_\_ that the meeting adjourn at \_\_\_\_\_ pm



## Village of Lytton

**Minutes  
Regular Council Meeting  
Council Chamber, 380 Main Street, Lytton, BC  
at 7:00 p.m. February 10, 2015**

**PRESENT:** Mayor Jessoa Lightfoot  
Councillor Rob Austen  
Councillor Tiffany Haugen  
Councillor Ian Hay  
Councillor Jan Polderman

Enid Keir, CFO  
Jed Anderson, Municipal Intern  
\*Owen Collings, Public Works Lead Hand

(\*) Partial attendance

**1) CALL TO ORDER** - Mayor Lightfoot called the meeting to order at 7:00 pm

**2) ADDITION OF LATE ITEMS**

12 (b) - Fuel Management

12 (c) - Committees

**3) ADOPTION OF AGENDA**

**15/038 - Moved, seconded** by Councillors Polderman/Hay that the agenda be adopted as amended.

**Carried**

**4) ADOPTION OF MINUTES**

(a) Minutes of the Regular Meeting of January 26, 2015

Amendments:

10 (a) & (c) - Corrected spelling of Jason Tomlin's name.

**15/039 - Moved, seconded** by Councillors Hay/Polderman that the Minutes of the Regular Meeting of January 26, 2015 be adopted as amended.

**Carried**

(b) Minutes of the Special Meeting of January 30, 2015

**15/040 - Moved, seconded** by Councillors Polderman/Austen that the Minutes of the Special Meeting of January 30, 2015 be adopted as presented.

**Carried**

**5) DELEGATIONS**

No delegations.

**6) PUBLIC PARTICIPATION PERIOD**

No public present.

**7) ADMINISTRATIVE MATTERS**

**(a) Public Works Report**

Council asked Lead Hand Owen Collings questions and discussed a variety of topics, including:

- The precautionary boil water notice issued Feb. 6.
- The flushing of water line ends to clear turbidity.
- Repairs to the snowflake lights and decorative lamp posts.
- Take-down of the snowflake lights.
- Work done with Direct Electric on the Fire Hall thermostat and Museum heat pump.
- 30 Main Street property line.
- Sewer lines under the "Gilbert Property".
- Water line looping and the Water Project.
- Interior Health regulation compliance and cooperation with Lytton First Nation.
- Meters at Alonzo Well, the rail line water taps, and the chlorination facility.
- The need for a magnetic meter at the chlorination facility.
- Water tender upgrades to improve it for use by the Fire Dept.
- Irrigation at Flag Park and the installation of ordered parts.
- The need to meet with gardening volunteers about Flag Park.
- The need for a planning meeting with Council and staff.

**15/041 - Moved, seconded** by Councillors Austen/Polderman that the Public Works Report be accepted for information and filed.

**Carried**

Owen Collings left the meeting at 7:40 p.m.

**8) CORRESPONDENCE FOR INFORMATION**

**(a) Correspondence received by the Village**

*Re: Incoming/outgoing mail*

Council asked the CFO questions about a number of invoices and letters on the mail list, including CN Accounts Payable, BC Hydro, Telus, Visa, and Blue Cross.

**(b) Teck Highland Valley Copper, Chris Dechert, General Manager - January 26, 2015**

*Re: Tailings Management at Teck Highland Valley Copper Operations*

No action.

- (c) Professional Association of Residents of BC, Kate Milne, M.D. - January 26, 2015  
*Re: Residency education in Lytton*

**15/042 - Moved, seconded** by Councillors Austen/Polderman that the letter from the Professional Association of Residents of BC be copied and forwarded to Dr. Charles Hoffe.

**Carried**

- (d) Lorna Fandrich - February 2, 2015  
*Re: Letter of support request for Lytton Joss House Site nomination*

**Councillor Rob Austen declared a conflict of interest and left the room at 7:50 p.m.**

Council discussed the merits and potential outcomes of having 145 Main Street added to the Chinese Historic Places Recognition Project, the BC Register of Historic Places, and the Canadian Register of Historic Places.

**15/042 - Moved, seconded** by Mayor Lightfoot and Councillor Haugen that the Village write a letter of support for Lorna Fandrich's nomination of the Lytton Joss House Site (145 Main Street) as part of the Chinese Historic Places Recognition Project.

**Carried**

**Councillor Rob Austen returned at 7:54 p.m.**

## **9) BYLAWS/POLICY**

No items.

## **10) COUNCIL REPORTS**

### **(a) Mayor Jessoa Lightfoot**

- Attended a board meeting of the Thompson-Nicola Regional District. The final reading on a new Noise Bylaw for Electoral Area I was passed. Consequences and bylaw officer authority is now in place.
- A new playbook for fire departments was released by the Province, but is causing issues in many smaller communities which will struggle to comply with new requirements. The issue may be raised at the next Southern Interior Local Government Association (SILGA) general meeting.
- A Thompson-Nicola Regional District 'Committee of the Whole' will be held to discuss the issue of bio-solids.
- Jason Tomlin of the Thompson-Nicola Regional District's Emergency Services Department will meet with Council on February 18, 2015 at 6 p.m. to discuss legal responsibilities.
- Has been working with Councillor Hay and Grant Writer Tawnya Collins on the New Building Canada Fund.
- Discussed Lytton First Nation cooperation with funding the Water Project.
- Met with Jim Brown and Councillor Hay to discuss a letter of partnership.
- Mentioned the need to have a planning meeting to discuss committees.
- Suggested holding a meeting to discuss the New Building Canada Fund. The tentative date is February 16 at 7 p.m.

**(b) Councillor Rob Austen**

- Inquired about:
- a date for a Planning Meeting.
- the status of the Economic Development Advisory Committee.
- the status of the CAO Hiring Committee, and expressed the need for Council to hire a replacement before the Interim CAO finishes her contract.

**(c) Councillor Tiffany Haugen**

- Attended a Museum Society Board Meeting.
- Notified Council that the Museum Society wants to move forward with the construction of a shed as per a Development Variance Permit issued last year. Met with Peter Heaster and Jim Steer to discuss the issue.

Council agreed to forward the matter to the CAO for advice.

**(d) Councillor Ian Hay**

- Nothing to report.

**(e) Councillor Jan Polderman**

- Efforts continue toward the repair of the fire truck.
- Hub Fire Engines mechanic was in town on Feb. 10, but did not certify the pump. There is no paper or hard copy attesting to the certification.
- Spoke with local mechanic Brian Baxter about regular maintenance.
- Expressed his disappointment with the mechanic from Hub Fire Engines, noting poor response time to emails and a lack of follow-through on promises.
- Informed Council that Lytton Fire Rescue wants to be a part of a joint priority/planning meeting.

**15/043 - Moved, seconded** by Councillor Haugen and Mayor Lightfoot that Council reports be received and filed for information.

**Carried**

**11) NEW BUSINESS**

**(a) Blue Dot Movement, David Suzuki Foundation**

*Re: Community declaration recognizing the local right to a healthy environment*

Council debated the advantages and disadvantages of the declaration. Discussion ensued for and against the declaration, potential costs, utility, capacity to enforce, and long term economic impacts.

**15/044 - Moved, seconded** by Mayor Lightfoot and Councillor Austen that the Village of Lytton adopt Sections 1 to 4 of the Right to a Healthy Environment Declaration, as follows:

*Whereas the Village of Lytton understands that people are part of the environment, and that a healthy environment is inextricably linked to the well-being of our community;*

*The Village of Lytton finds and declares that:*

1. *All people have the right to live in a healthy environment, including:*

*The right to breathe clean air*

*The right to drink clean water*

*The right to consume safe food*

*The right to access nature*

*The right to know about pollutants and contaminants released into the local environment*

*The right to participate in decision-making that will affect the environment*

2. *The Village of Lytton has the responsibility, within its jurisdiction, to respect, protect, fulfill and promote these rights.*
3. *The Village of Lytton shall apply the precautionary principle: where threats of serious or irreversible damage to human health or the environment exist, the Village of Lytton shall take cost effective measures to prevent the degradation of the environment and protect the health of its citizens. Lack of full scientific certainty shall not be viewed as sufficient reason for the Village of Lytton to postpone such measures*
4. *The Village of Lytton shall apply full cost accounting: when evaluating reasonably foreseeable costs of proposed actions and alternatives, the Village of Lytton will consider costs to human health and the environment.*

**Carried**  
**Nay: Councillor Polderman**  
**Councillor Hay**

## 12) UNFINISHED BUSINESS

- (a) Lillooet News, Eliza Payne, Advertising Consultant - January 20, 2015  
*Re: Visitor Guide advertising deadline and prices*

No action.

- (b) Fuel Management

Councillor Hay asked for a briefing on the Fuel Management Project by the next Regular Council Meeting.

Information requested: Start and completion dates, funding, funding sources including in-kind support, the number of people employed, and any proposal for the next intake.

- (c) Committees

Councillor Hay asked Council to set meeting dates for the Water Advisory Committee, Recreation Commission, and Economic Development Advisory Committee.

Councillor Hay asked for committees to be formed in order to address the following issues: Old hospital, bike park, senior housing, personnel, and the strategic plan.

Council discussed the status of various committees.

Council agreed to set a tentative date for an In-Camera Council Planning Meeting regarding water issues. The meeting date was set for Feb. 24, 2015 at 7 p.m.



Mayor Lightfoot asked Councillor Hay to begin recruiting members for the Recreation Commission, and bring the names back to Council for appointment.

**13) IN-CAMERA MEETING**

No In-Camera Meeting was held.

**14) ITEMS BROUGHT FORWARD FROM IN-CAMERA**

No In-Camera Meeting was held.

**15) QUESTION PERIOD**

No public present.

**16) ADJOURNMENT**

**15/045 - Moved** by Councillor Polderman that the meeting adjourn at 9:16 pm.

**Carried**

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Mayor Jessoa Lightfoot

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Corporate Officer



## Village of Lytton

**Minutes  
Special Council Meeting  
Council Chamber, 380 Main Street, Lytton, BC  
at 6:00 p.m. February 17, 2015**

**PRESENT:** Mayor Jessoa Lightfoot  
Councillor Tiffany Haugen  
Councillor Ian Hay  
Councillor Jan Polderman

Lorna Dysart, Interim CAO  
Jed Anderson, Municipal Intern

**REGRETS:** Councillor Rob Austen

1) **CALL TO ORDER** - Mayor Lightfoot called the meeting to order at 6:00 pm

2) **ADDITION OF LATE ITEMS**

No late items.

3) **ADOPTION OF AGENDA**

15/047 - **Moved, seconded** by Councillors Hay/Polderman that the agenda be adopted as presented.

**Carried**

4) **PUBLIC PARTICIPATION PERIOD**

No questions or statements.

5) **NEW BUSINESS**

(a) New Building Canada Fund

15/048 - **Moved, seconded** by Councillors Hay/Haugen that the Village of Lytton authorize the application to the New Building Canada Fund - Small Communities Fund for the construction of the Slow Sand Filtration Project, and that the application be authorized subject to confirmation of the dollar amount.

**Carried**

**6) QUESTION PERIOD**

No questions.

**7) ADJOURNMENT**

**15/049 - Moved by Councillor Hay that the meeting adjourn at 6:02 pm.**

**Carried**

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Corporate Officer

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Mayor Jessoa Lightfoot



## VILLAGE OF LYTTON INTERIM CAO REPORT TO COUNCIL

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**TO:** COUNCIL **DATE:** 2015 February 18

**FROM:** INTERIM CAO

**SUBJECT:** INTERIM CAO REPORT TO COUNCIL

**PURPOSE:** To provide Council with information on the current activities of the Interim CAO

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### RECOMMENDATION

1. **THAT** the Council report from the Interim CAO dated February 18, 2015 be received for information

### REPORT

#### Background:

During the time I have performed the duties of Interim CAO for the Village of Lytton, I have met with the Mayor, Council and staff to discuss various ongoing activities of the Village. These activities include, but are not limited to:

- Discussion of the proposed new Slow Sand Infiltration system - the current status, grant preparation and various other related matters. Mayor Lightfoot, Councillor Hays and I met with Jim Brown of Lytton First Nation on January 28, 2015 to discuss the proposed partnership for this project.
- Holding a staff meeting each week with the Public Works Lead Hand, the Intern, and the CFO to discuss current operating matters and to work on the coordination of future work plans.
- Working with the Intern on the preparation of Council agenda and minutes. There are ongoing discussions regarding processes and procedures related to agenda and minute preparation.
- Working with staff and the Intern regarding procedures within the Village Office and related to such matters as: individual duties, the status of their current work, record management, etc.
- Meetings with the Lead Hand to discuss ongoing work in the Public Works department.

There have been changes within the Village Office over the past few months which have resulted in a strong need for a consistent approach and organization.

On February 17/15, I met with Scott Rennick, Base Manager of Lytton Fire Base. He has advised area stakeholders that Saturday, February 21, 2015 has been established as the date for the potential for a grass fire hazard. Mr. Rennick will advise Mayor Lightfoot and the Interim CAO in the event of a grass fire in the area.

On February 17/15, the CFO and I met with Rod Bates, the President of Lytton Wireless, regarding the letter that was sent by the Village related to the antenna grounding on the roof of the Village Office. He is waiting for parts to complete this work. Mr. Bates advised that he is qualified and licensed to inspect work that is completed. Lyttonnet is working with BC Hydro on providing above ground fiber networking within the Village over the next few months.

### **Conclusion**

Information regarding the work of the Interim CAO will be provided to Council on a regular basis.

Lorna Dysart  
Interim CAO

**VILLAGE OF LYTTON**  
**FINANCIAL OFFICERS REPORT**  
**FOR FEBRUARY 2015**

**A. ISSUES AND PROJECTS**

<b>PROJECTS AND ISSUES</b>	<b>START DATE</b>	<b>COMPL DATE</b>	<b>ACTION REQUIRED</b>	<b>BY WHOM</b>	<b>CURRENT STATUS</b>
BUDGET	JAN 2015	May 12/15	Started to work on budget by setting dates for priorities and budget	Council and admin	STILL IN Progress
AUDIT	December	MAY 2015	Auditor will be here on March 10-13. Gathering all data they need, doing journal entries as needed	CFO	February
PILT Payment in Lieu of taxes	JAN		Billing out the RCMP	CFO	Working on
SCHOOL TAX	Jan		February final claim due for 2014	CFO	Feb
TAX SALE	Aug	Sept			
5 YEAR PLAN	Jan 2015	May	The five year plan has to be set to be passed by council by May 15, 2015	CFO COUNCIL CAO	May 15
WATER PROJECT	Jan		Council is having a water committee meeting soon to discuss	CFO CAO Council	
UTILTIY BILLING	FEB	MAR	1st quarter of water bills will go out soon	CFO Clerk	In Progress

PROJECTS AND ISSUES	START DATE	COMPL DATE	ACTION REQUIRED	BY WHOM	CURRENT STATUS
Fire Protection And Business licenses	Jan	Jan	Billed out to all band and any once else that has an agreement to us for Fire Protection	CFO	ALL Contracts are in progress of being signed
TAX EXEMPTIONS	July	Sept		CFO Council	
FEEES AND CHARGES	Jan	Feb	There may need to have some changes to the Fees and Charges Bylaw Copy was to be Given to council	CFO Council	
ANUALL REPORT				CFO/CAO	
GST	Jan		Soon as all 2014 invoices are received and paid then the gst and pst remittance will be sent in	CFO	Working on
T 4's	Jan		T 4's have to be filled by the end of February to all employees of the village and to the Fuel Management program	CFO	Working on
Fuel Management	Jan	April	Been working on Project accounting with grant writer	CFO/Grant writer	

**B. CURRENT WORK IN PROGRESS**

- Going over old Budget
- Preparing for Audit for 2014
- Water Project costing report
- Account Receivables

**C. MEETINGS ATTENDED - none**

**D. CONFERENCES / TRAINING ATTENDED**

- Attended 12 webinars so far in series of 12

**E. GENERAL COMMENTS - Staffing Issues etc.**

- Working with Front Clerk, training as Needed

Enid Keir, CFO



**VILLAGE OF LYTTON  
CORRESPONDENCE LOG - FOR INFORMATION ONLY**

*8a*

02-Feb	Superior Propane	CFO	CAO	IN - \$120.74
	Direct Electric Ltd	CFO	CAO	IN - \$884.83
	Kamloops Computer Centre	CFO	CAO	IN - \$44.63
	TNRD	CFO	CAO	IN - \$2345.44
	Lillooet Contracting	KH Process	CAO	AR - \$50 for Business Licence
	Four Star Communications	CFO	CAO	IN - \$153.04
03-Feb	Xerox	CFO	CAO	IN - \$145.88
	Pitney Bowees (Works)	CFO	CAO	IN - -19.96
	Direct Electric	CFO	CAO	IN - \$641.75
04-Feb	Worksafe BC	CFO	CAO	IN - -\$1260.37 (request for 4th qtr payroll)
	Lillooet Tmbr Mart	CFO	CAO	IN (STMNT) - \$199.20
	Lillooet Tmbr Mart	CFO	CAO	IN - 117.72
	Lordco	CFO	CAO	IN (STMNT) - \$20.41
	Scotiabank	CFO	CAO	T5
	NDIT (to Mayor - c: to Lorna & Enid)		CAO	Ltr - 2015 Grant Writing Support
	Terry Webster (Powell River		CAO	Ltr - Moratorium to Allow BCUC to Review Site C
06-Feb	Superior Propane	CFO	CAO	IN - \$1183.37
06-Feb	TNRD	CFO	CAO	IN - \$2345.44
06-Feb	Optimal Purchasing (to Lorna)		CAO	Ltr - Sales Pitch
10-Feb	N'kixw'stn James	CFO	CAO	N5F cheque \$325
	Skuppah Indian Band	KH Processed	CAO	AR - Skuppah Indian Band \$546
	Public Works Association		CAO	Ltr - Promoting National Public Works Wk
	Pitney Bowes		CAO	Ltr - Promo - ValueMax
	WorkSafe BC	CFO	CAO	Employer Payroll and Contract Report
	CMC		CAO	Ltr - Promo - credit mnmgt
	BCC5A		CAO	Ltr to Mayor - congrats and info on assoc.
	CUPE BC		CAO	Ltr each to Mayor & Councillors - Congrats
11-Feb	Lytton First Nations	KH Processed	CAO	AR - LFN Swim Prg. 2014 - \$6665.00
		CFO	CAO	AR - LFN WOP - \$16470.00
12-Feb	Scotiabank	CFO	CAO/Mus	Bank Statement - Museum

**VILLAGE OF LYTTON  
CORRESPONDENCE LOG - FOR INFORMATION ONLY**

13-Feb	Xerox	CFO	CAO	IN - \$420.58
17-Feb	Scotiabank	CFO	CAO	Bank Statement
	BC interior Community Foundation		CAO	Receipt for \$66 & Invite to Fundraiser Dinner
	Jackie Tegart, MLA		CAO	Congrats to Mayor & Council & request for a mt
	TNRD	CFO		AR - Reimburse payment made to Direct Electric
	Konica Minolta	CFO	CAO	IN - \$1034.11
	General Paint	CFO	CAO	IN - -\$64.93
	Murdy & McAllister	CFO	CAO	IN - \$1420.02
	Pitney Bowes	CFO	CAO	Copy of Lease Renewal
	Govt. Building & Safety Standards Branch		CAO	Info. - Building Act (changes to BC's Building Sys
18-Feb				
	Milestone Mechanical	CFO	CAO	IN - 294.00 (Museum - Heat Pump)
	B Glasgow Truckin'	CFO	CAO	IN - \$477.75 (Jan 10 - plow walkway)
	Stein Valley School		CAO	Ltr - Invitation to present at Career Fair
	Kathie Hibberson	CFO	CAO	IN - Postage (FD - items returned)

86



301 - 1268 Fifth Avenue  
Prince George, BC V2L 3L2  
Tel: 250-561-2525  
Fax: 250-561-2563  
info@northernddevelopment.bc.ca  
www.northernddevelopment.bc.ca

January 26<sup>th</sup>, 2015

**CONFIDENTIAL**

Village of Lytton  
PO Box 100  
Lytton, BC V0K 1Z0

**RECEIVED**

**FEB / 4 2015**

**VILLAGE OF LYTTON**

**Attention: Mayor Jessoa Lightfoot**

Dear Mayor Lightfoot:

**Subject: 2015 Grant Writing Support  
Northern Development Project Number 3731 20**

The Northern Development Initiative Trust board appreciates your interest and application to the 2015 Grant Writing Support program. The purpose of this funding is to provide grant writing support for priority community projects and to provide assistance to non-profits and First Nations located in or near your community. We are pleased to advise you that your application has been approved for a rebate grant of up to \$8,000 toward a community grant writing position. Northern Development is flexible as to when you contract or hire these services during 2015.

The Village of Lytton must submit a completed Grant Writing Support program reporting form which can be found on Northern Development's website at <http://www.northernddevelopment.bc.ca/funding-programs/capacity-building/grant-writing-support/>. This report must verify a minimum of \$10,500 in wages or contract payments, a minimum of 400 hours spent on grant writing services, and a minimum of \$200,000 of grant applications during the approved calendar year. The minimum requirements must be met in order for Northern Development to issue the full \$8,000 rebate. Complete reporting is required prior to January 31<sup>st</sup>, 2016.

The Northern Development board wants to see the Village of Lytton reach its economic potential and we look forward to being a partner in that endeavor.

Sincerely,

for Janine North  
Chief Executive Officer

c: Lorna Dysart, Chief Administrative Officer, Village of Lytton  
Enid Keir, Chief Financial Officer, Village of Lytton

9825 Nassichuk Road  
Powell River, BC  
V8A 0P3

8c

RECEIVED

FEB / 4 2015

VILLAGE OF LYTTON

January 29, 2015

Dear Mayor and Council

RE: MORATORIUM TO ALLOW BCUC TO REVIEW PROPOSED SITE C PROJECT

In response to a report in our local paper, I recently attended the Powell River council meeting and made a presentation. As a result there was a unanimous decision to send a letter to Bill Bennett, Minister of Energy and Mines asking that there be a one-year moratorium on the building of Site C to allow the BC Utilities Commission (BCUC) to rule on the project.

I am aware that the District of Hudson's Hope sent a letter in December asking for support from municipalities regarding this issue. Unfortunately, the Province announced their approval of the project at the same time so many municipalities may have felt that it was too late to become involved. Although the Site C project has received approval, I believe that the BC Government should follow the recommendation of their Joint Review Committee and refer the issue to the BCUC before beginning construction.

Why is this a municipal issue? Almost everyone in BC uses electricity in their homes and their work places. Already ratepayers are bracing for 28% hikes over the next six years - and that is before the \$8.8 billion dollar costs for Site C are added. To date the provincial government has not acted on the advice of the Joint Review Commission\* so it is the responsibility of local government to act on behalf of its citizens. Raise your voices, write a letter to Bill Bennett and your local MLA to let the BC government know that it is their duty to allow BCUC to analyze the Site C project, thus ensuring that we all have affordable power in the future. Site C is reported to be the most expensive power project that British Columbia has ever embarked on so it is essential that the BCUC reviews the project before construction begins.

Sincerely,



Terry Webster

*\* Among other findings, the Joint Review Panel concluded that:*

*- it was unable to assess the accuracy of Site C project cost estimates, and recommended that such costs, including unit energy costs and revenue requirements, be referred to the BC Utilities Commission for detailed examination if Site C proceeds;*

*based on a 20-year demand forecast without an explicit 20-year forecast for electricity prices is not good practice given the potential reduction in electricity demand caused by future real rate increases, and recommended that (i) BC Hydro construct a reasonable long-term pricing model and update the associated load forecast and (ii) such forecasts be subject to a BCUC hearing before beginning construction of Site C*

8d

February 4, 2015

**RECEIVED**

**FEB 10 2015**

**VILLAGE OF LYTTON**

Mayor Jessoa Lightfoot  
Village of Lytton  
380 Main Street  
Lytton BC V0K 1Z0

Dear Mayor Lightfoot:

On behalf of CUPE's 85,000 members in British Columbia, I would like to congratulate you on your election as Mayor for the Village of Lytton.

We believe that the service you are offering to your community is incredibly important. Elected local community leaders like you are responsible for so many decisions that will make our communities livable and vibrant.

In most communities, it is CUPE members who will carry out the decisions you make and who will provide direct services to your citizens. We too have an enormous stake in our communities not only because we work there, but because we live there. We not only provide services, we use them. We are proud to provide the services we do to our communities.

With the move to four year terms, it is important to recognize your commitment to your community. Thank you for your dedication. The hours are at times long and the work can be thankless, so we want to recognize the work you will do on behalf of the people of Lytton.

While there are sometimes differences between locally elected community leaders and CUPE as the union which represents their employees, we have far more in common than we have differences.

We look forward to working with you for the next four years to make British Columbia's vibrant communities even better.

Again, congratulations.

Yours sincerely,



Mark Hancock  
President  
CUPE BC Division

MHLW  
CUPE-378

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## VISION

The B.C. Road Builders & Heavy Construction Association is the recognized advocate for a balanced, safe transportation system and infrastructure development that sustains and promotes provincial economic growth.

## MISSION

We communicate strong, clear industry positions and expectations to government at all levels.

We promote public awareness, innovative solutions to transportation issues and value to the public for tax dollars spent on infrastructure projects.

We provide training, safety awareness, support, fellowship, ethical leadership, and a strong voice for our members.

## B.C. ROAD BUILDERS & HEAVY CONSTRUCTION ASSOCIATION

Suite 307, 8678 Greenall Ave.  
Burnaby, BC V5J 3M6

t 604 436 0220

f 604 436 2627

info@roadbuilders.bc.ca

[www.roadbuilders.bc.ca](http://www.roadbuilders.bc.ca)

February 3, 2015

Village of Lytton  
Box 100  
Lytton, BC  
V0K 1Z0

Dear Mayor,

I wanted to take the opportunity to congratulate you and your council on being elected in this past November's municipal election.

The BC Road Builders and Heavy Construction Association is a non-profit organization that represents firms involved in asphalt and concrete manufacturing, grading, paving, utility construction, road and bridge building/maintenance, blasting, and the supply of related goods and services.

Our membership is made up of thousands of hard working men and women that are proud to keep people, goods, and services moving efficiently across the province. As you know, good transportation is the foundation of a strong economy – nothing moves until the roads, highways, and bridges are built.

To sustain our quality of life and generate the investment BC requires to maintain our collective prosperity, we must be competitive on a global level. Important considerations for key investors are municipal government factors such as taxation, regulation, security, and transportation. We would be pleased to work with you to address these important economic fundamentals.

British Columbia's competitiveness, productivity, and the need for increased investment in transportation infrastructure is explained on the enclosed handy bookmark.

If I can ever be of assistance to you/your team, please do not hesitate to be in touch.

Sincerely,

Jack W. Davidson  
President

Enclosure.

RECEIVED 8e

FEB 10 2015

VILLAGE OF LYTTON



February 2, 2015

Attention: Honourable Mayors,  
Members of Council and  
Chief Administrative Officers

**RECEIVED**  
**FEB 10 2015**  
**VILLAGE OF LYTTON**

Re: National Public Works Week, May 17-23, 2015 – "Community Begins Here"

The Public Works Association of British Columbia (PWABC) is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 17-23, 2015 as National Public Works Week in your community. This year's theme is "Community Begins Here".

National Public Works Week is observed each year during the third full week of May and this is the 55th year. NPWW calls attention to the importance of public works in community life and seeks to acknowledge the efforts of tens of thousands of men and women in North America who provide and maintain civil infrastructure and services. NPWW also allows Councils to remind the public of the 24/7 services that they are responsible for and are proud of. Many Councils and Public Works departments make this an annual celebration in their communities.

The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public's awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

For your convenience, I have attached a sample Council proclamation that you may consider using. You may wish to go to [www.pwabc.ca](http://www.pwabc.ca) for information about this year's theme and resources on making your Public Works Week a success. If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 250.819.6290. Thank you for making a difference.

Please note that we have a new address and declarations should be forwarded to:

PWABC  
#102 – 211 Columbia ST  
Vancouver BC V6A 2R5

Yours truly,

Deryk Lee  
PWABC President



#102 – 211 Columbia ST Vancouver BC V6A 2R5 1.877.356.0699  
[www.pwabc.ca](http://www.pwabc.ca)



# SPRING COURSE SCHEDULE



## INTRODUCTION TO PUBLIC WORKS

February 26, 2015

## CONSTRUCTION MANAGEMENT

February 24–25, 2015

## DEVELOPING A BUSINESS CASE

March 19, 2015

## MANAGEMENT TOOLKIT SERIES 1 & 2

March 20, 2015

## INFR 1110

March 23–27, 2015

## INFR 1120

April 13–17, 2015

## RISK MANAGEMENT

April 20, 2015

## INFR 1130

May 4–8, 2015

### INTRODUCTION TO PUBLIC WORKS

February 26, 2015 | 8:30 am–4:30 pm  
City of Victoria Public Works Facility  
417 Garbally Road, Victoria, BC  
\$295

This course is intended for employees new to the public works field and administrative assistants who support the public works team. It provides a general overview of the many functions that make up Public Works and the administrative and organizational skills necessary to ensure each of these functions meets the needs of the community.

### CONSTRUCTION MANAGEMENT

February 24–25, 2015 | Full Days  
West Kelowna  
\$550

Take your project and construction management skills to a new level by attending this two-day live workshop facilitated by a top expert in the field. Learn new tips and techniques to get your projects completed efficiently, safely, on time and on budget.

### DEVELOPING A SOUND BUSINESS CASE

March 19, 2015 | 9 am–4 pm  
City of Victoria Public Works Facility  
417 Garbally Road, Victoria, BC  
\$295

Participants will learn to write a business case that justifies decisions for a recommendation to senior management and council within the context of a municipal environment. We will look at problem identification, consider a broad range of options to address that problem and identify a best option considering municipal priorities. Finally, we will develop and articulate a rationale that justifies the expense, the risk and the resources necessary, as well as any potential benefits or risk to reputation.

### MANAGEMENT TOOLKIT SERIES 1 & 2

March 20, 2015 | 9 am–12 pm  
City of Victoria Public Works Facility  
417 Garbally Road, Victoria, BC  
\$295

The Management Toolkit is intended for new supervisors or those wishing to build their leadership skills. Attendees will develop specific practical skills that are in line with municipal or First Nations culture. Topics include; Sound Decision Making for Supervisors, Problem Solving Step by Step, Managing a Team, Conflict Resolution, Providing Effective Feedback, and Setting Key Performance Indicators.

### INFR 1110

March 23–27, 2015 | 8:30 am–4:30 pm  
BCIT Downtown Campus  
555 Seymour Street, Vancouver  
\$1100

Begin your education in the Public Works Supervisor Program by registering for INFR 1110: Public Works Institute I. This course covers Introduction to Leadership & Supervision, Introduction to Local Government and Introduction to Finance.

### INFR 1120

April 13–17, 2015 | 8:30 am–4:30 pm  
BCIT Downtown Campus  
555 Seymour Street, Vancouver  
\$1100

Continue your education in the Public Works Supervisor Program by registering for INFR 1120: Public Works Institute II. The course covers Presentation & Verbal Skills, Contracts & Contract Law and Government & Community topics.

### RISK MANAGEMENT PLANNING

April 20, 2015 | 9 am–4 pm  
Brix Studio  
102-211 Columbia Street, Vancouver, BC  
\$295

Participants will learn to write a usable Risk Management Plan that stratifies the risks inherent in public works projects and articulates corresponding mitigation strategies. A number of risk management models will be considered and evaluated, including ERM and COSO.

### INFR 1130

May 4–8, 2015 | 8:30 am–4:30 pm  
BCIT Downtown Campus  
555 Seymour Street, Vancouver  
\$1100

Continue your education in the Public Works Supervisor Program by registering for INFR 1130: Public Works Institute III. The course covers project management, asset management, environmental management, and sustainability and safety. This Level 3 course is only offered once per calendar year, so don't delay! Reserve your spot in this important course today.

*Prices do not include GST.*



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**FEB 17 2015**

**VILLAGE OF LYTTON**

**Legislative Office:**  
Room 227, Parliament Buildings  
Victoria, B.C. V8V 1X4

Phone: 250 952-7616  
Fax: 250 952-7263

**Province of  
British Columbia  
Legislative Assembly**

**Jackie Tegart, M.L.A.**  
Fraser - Nicola

**Constituency Office:**  
405 Railway Avenue  
PO Box 279  
Ashcroft, B.C. V0K 1A0

Phone: 250 453-9726  
Fax: 250 453-9765  
e-mail: jackie.tegart.mla@leg.bc.ca

Mayor Lightfoot and Council  
Village of Lytton  
P.O. Box 100  
Lytton, B.C.  
V0K 1Z0

February 13, 2015

Dear Mayor Lightfoot and Council Members;

I am so pleased to send my congratulations on your election (or re-election) to office. I appreciate the hard work and dedication that it takes to serve in local government positions and wish you all a very productive and rewarding term. It is so important that individuals are willing to step into roles in public life and to make a difference in their communities, so thank you for that!

I look forward to working with all of you during your term in office and would very much appreciate the opportunity to meet with you in the spring to discuss issues of importance to the Village of Lytton, as well as to provide you with an update from Victoria.

The House is in session now until the end of May, so if Council is available to meet sometime in June or July, that would be great. To schedule a meeting date, please contact my Constituency Assistant Lori Pilon by email at [Lori.Pilon@leg.bc.ca](mailto:Lori.Pilon@leg.bc.ca). Thank you so much, I am looking forward to it.

Once again congratulations!

Yours truly,

Jackie Tegart, MLA  
Fraser-Nicola

**Lorna Dysart**

---

**From:** Jim Steer [jrsteer@gmail.com]  
**Sent:** February-17-15 2:01 PM  
**To:** Lorna Dysart  
**Subject:** Museum

Good afternoon,

Following up on this morning's conversation I am putting the Museum's requests down in this email.

**First:** regarding the back yard display extension. We have the dollars in place to proceed with this, the plans are in place and the variance approved so we would like it complete before the May long weekend. We need to know if the Village wants to put this to tender or if we need to do it in house.

**Second:** regarding the proposed fireproof expansion of the Museum building itself. It is assumed that this will need to be designed by an architect and will require Village approval and another variance as more of the lot footprint will be covered than is allowed by the by-law. Can the village help with the architect? Both hiring and possibly with costs. Can the grant writer pursue funding opportunities? We have a tentative floor plan drawn up but will probably want to tweak it a bit before we submit it for a starting point. It reflects the desires of past curators so probably fairly represents the needs.

I think this covers our conversation.

Regards,  
Jim Steer  
Chair, Lytton Museum & Archives Commission

# 2015 SILGA CONVENTION - KAMLOOPS, BC

Coast Hotel and Convention Centre, 1250 Rogers Way, Kamloops

April 28th to May 1st, 2015

For more info go to [www.silga.ca](http://www.silga.ca)



Registration must be received in full by March 9th to be eligible for the Early Bird Prize.

Early Bird prize will be 1 registration for the 2016 SILGA Convention in Kelowna.

First/Last Name	_____	
Mun/RO/Organization	_____	Position _____
Address	_____	
Hotel	_____	City / Postal Code _____
Telephone	_____	Email _____
	_____	Cell _____

Do you have any dietary restrictions? \_\_\_\_\_

Will you be attending the Welcome Reception (April 29)? YES NO

Will you be attending the Banquet (April 30)? YES NO

You will be receiving the agenda/package electronically.

Would you also like to receive a paper copy of the agenda/package at the registration desk? YES NO

**SESSIONS (circle one in each time slot)**

<b>Wednesday morning April 29th</b>	1) Waste Water Treatment Plant		
9:20-10:40 am (choose one tour)	2) Water Treatment Plant		
<b>Wednesday morning breakout session</b>	1) Legal-Use of Social Media		
11:00-11:50 am (choose one)	2) Venture Kamloops-Supporting Existing Businesses		
	3) LGLA		
<b>Thursday April 30th 7:30 am</b>	Mining Breakfast roundtable	YES	NO
<b>Friday May 1st morning</b>	1) Retreat		
9:10-10:00 am (choose one)	2) Food Security		
	3) Car Share		

REGISTRATION COST \$375.00 (\$425.00 after March 9th) \$ \_\_\_\_\_

Name of Partner \_\_\_\_\_

Dietary restrictions (partner) \_\_\_\_\_

**GOLF REGISTRATION - Tuesday April 28th (circle if both delegate and partner are playing)**

18 Holes individual play start time 1:00 pm	Delegate - \$100.00 includes cart, meal & prizes	\$ _____
	Partner - \$100.00 includes cart, meal & prizes	\$ _____

9 Hole scramble start time 3:30 pm	Delegate - \$65.00 includes cart, meal & prizes	\$ _____
	Partner - \$65.00 includes cart, meal & prizes	\$ _____

**Partner's program - Please check the events you plan on attending**

Wednesday:	<input type="checkbox"/> Welcome Reception at Tournament Capital Centre (5:00 pm)	cost \$40	\$ _____
Thursday:	<input type="checkbox"/> Tea/Brewery/Wine tour (9:30 am-3:30 pm) First 25 max.	cost \$60	\$ _____
Thursday:	<input type="checkbox"/> Banquet/Vaughn Paimer (6:00 pm-10:30 pm)	cost \$75	\$ _____

**CANCELLATION/REFUND POLICY. Mar 30th is last day to register.**

Full refunds will be awarded if cancellation is received before Mar 30th.

Exchanges within your Council will be accepted until April 17th.

Send registration form by email to <a href="mailto:jlewis@kamloops.ca">jlewis@kamloops.ca</a>	<b>SUBTOTAL</b>	\$ _____
Cheque to : City of Kamloops, Attention: Jody Lewis	GST 848159S05 RT001	\$ _____
7 Victoria Street West, Kamloops, BC V2C 1A2	<b>TOTAL COST</b>	\$ _____

For more information on the convention please go the website [www.silga.ca](http://www.silga.ca) or contact Alison Siater @ 250-851-6653 or by email at [aalsiater@shaw.ca](mailto:aalsiater@shaw.ca)

6. AND BE IT FURTHER RESOLVED THAT the Village of Lytton forward this resolution to the Southern Interior Local Government Association, the Union of BC Municipalities, the Federation of Canadian Municipalities and member local governments, requesting favourable consideration by local councils and by delegates at the 2015 annual meetings of these associations.