



Village of Lytton

AGENDA Regular Council Meeting Council Chamber, 380 Main Street, Lytton, BC 7:00 pm, Monday, March 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 March 9, 2015

Moved, seconded by Councillors _____ that the Minutes of the Regular Meeting of March 9, 2015 be adopted as presented or as amended.

5) **DELEGATIONS**

(a)

6) **PUBLIC PARTICIPATION PERIOD**

7) **ADMINISTRATIVE MATTERS**

(a) Interim Chief Administration Officer Report

8) **CORRESPONDENCE FOR INFORMATION**

(a) Correspondence received by the Village
Re: Incoming Mail

(b) Lytton River Festival, March 4, 2015 Re: Sponsorship

(c) Federation of Canadian Municipalities, Feb. 25, 2015 Re: FCM 2015 Conference and Trade Show

(d) BC Ministry of Transportation and Infrastructure, February 23, 2015 Re: Submission to B.C. on the Move

- (e) Local Government Leadership Academy, March 9, 2015 Re: 6th Chief Elected Official Forum
- (f) Southern Interior Beetle Action Coalition, March 10, 2015 Re: Keeping It Rural 2015 Conference
- (g) Lytton Elementary School , February 25, 2015 Re: Toonie Auction Donation Request for Fun Fair
- (h) HUB International, March 9, 2015 Re: Commercial Insurance Policies - Review Coverage
- (i) Laura Carle, Laurier Annex School, March 11, 2015 Re: Flat Dylan visits Lytton
- (j) Union of BC Municipalities, March 12, 2015 Re: Local Government Feedback on the Professor Robert Bish / Fiscal Realities Report
- (k) Emergency Management BC, March 9, 2015 Re: Invite to "Senior & Elected Officials Workshop"
- (l) Ministry of Jobs, Tourism and Skills Training and Minister Responsible for Labour, March 10, 2015 Re: "Starting a Restaurant in BC"
- (m) St. Bartholomew's Health Care Auxiliary - Donation Request

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)

12) UNFINISHED BUSINESS/BUSINESS ARISING

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

4(a)

Lorna Dysart

From: Lorna Dysart [cao@lytton.ca]
Sent: March-24-15 9:52 AM
To: 'Ian Hay'; 'Jan Polderman'; 'Jesso Lightfoot - Mayor of Lytton'; 'rob@lytton.ca'; 'Tiffany Haugen'
Subject: Minutes of the Regular Council meeting of March 9/15

Hi – this is a note to confirm that numbering of the items on the Council meeting minutes of March 9/15, are not in sequence as Council moved item 11(a) up on the agenda to be discussed following 7(a) Public Works report so that Owen was also in attendance for the 11(a) discussion on the pool.

Thanks, Lorna

Lorna Dysart
Interim CAO
Village of Lytton
(250) 455-2355 (office)
(778) 254-0354 (cell)



Village of Lytton

Minutes Regular Council Meeting Council Chamber, 380 Main Street, Lytton, BC at 7:00 p.m. March 9, 2015

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

Lorna Dysart, Interim CAO
*Owen Collings, Lead Hand Public Works

Delegation: *Marg Lampman, Director, SILGA

(*) Denotes partial attendance

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

2) **ADDITION OF LATE ITEMS**

No late items.

3) **ADOPTION OF AGENDA**

15/064 - Moved, seconded by Councillors Hay/Austen that the agenda be adopted as presented and that Agenda item 11 (a) be moved up to follow Agenda item 7(a).

Carried

4) **ADOPTION OF MINUTES**

(a) Minutes of the Regular Meeting of February 23, 2015

Amendment:

Page 4, 10(e) "..... Neal Campbell in regard to **fire fighter education, equipment and maintenance items.**"

15/065 - Moved, seconded by Councillors Hay/Polderman that the Minutes of the Regular Meeting of February 10, 2015 be adopted as amended.

Carried

5) **DELEGATIONS**

(a) Marg Lampman, Director, Southern Interior Local Government Association regarding

SILGA and Membership Benefits.

Ms. Lampman attended the meeting as a representative of the SILGA Board. She is also the Mayor of Lillooet. A SILGA handout was provided titled "Awareness is Opportunity".

Information included but was not limited to:

- SILGA Mission Statement
- 2014 - 2015 SILGA Executive
- SILGA Geographical area
- Membership
- SILGA Purpose & Goals
- 2015 SILGA Convention in Kamloops, April 29 to May 1, 2015

Ms. Lampman invited Council to attend the Convention. Resolutions may be submitted to SILGA and, if approved, would the resolutions would be forwarded to the UBCM Convention as Gold Star Resolutions. Discussion ensued.

Mayor Lightfoot thanked Ms. Lampman for attending the meeting and for the information provided.

Ms. Lampman left the meeting.

15/066 - Moved, seconded by Mayor Lightfoot / **Seconded** by Councillor Hay that a letter be written thanking Ms. Lampman for her attendance and presentation; and that SILGA be copied on the letter.

Carried

6) PUBLIC PARTICIPATION PERIOD

No public present.

7) ADMINISTRATIVE MATTERS

(a) Public Works Report - Owen Collings, Lead Hand, Public Works

Mr. Collings provided detailed information and hand outs regarding Neptune Technology as it relates to water meters in the Village. He also provided detailed maps that show existing and proposed zone meters. The existing meter reading hand held device is understood to be non-functional and the related software is out of date. A handout was also provided that detailed Flow Measurement equipment.

Considerable discussion ensued. Mr. Collings advised that meter readings have not taken place since 2012. He was unsure why the readings were discontinued at that time. It is estimated that the cost to upgrade the zone instrumentation, the software and the system would be approximately \$20,000.

Council recommended that the information provided be forwarded to a Water Committee meeting. Mr. Collings will provide information to Council.

Mr. Collings provided updates that included but were not limited to:

- Street Sweeping
- Tree Trimming - The CAO will provide Council with a copy of the related policy.
- Sidewalk repair - Mr. Collings will conduct an inventory of sidewalks that are in need of repair

11) NEW BUSINESS

- (a) Risk Control Survey by the Municipal Insurance Association of BC
Re: Lytton Pool

The Public Works Lead Hand, Owen Collings, provided a handout and an overview on the Swimming Pool Risk Control Survey. Of the items listed in the report that require repair and / or replacement and several items listed will be repaired by Public Works staff. Mr. Collings noted that the report only covers risks and that more work will be required to ensure the pool is ready for public use.

Mr. Collings left the meeting at 8:05 pm.

Council discussed the information provided in detail. It was suggested that this item be further considered during budget discussions. The Interim CAO advised that preliminary budget discussions have been held with the Public Works Lead Hand and that this information will be provided to Council when budget discussions commence.

8) CORRESPONDENCE FOR INFORMATION

- (a) Correspondence received by the Village
Re: Incoming Mail

Council inquired regarding the Feb. 24/15 Industry Canada Invoice for radio authorization renewal. The CAO will follow up and advise Council.

- (b) Donna-Rae Iwabuchi - February 18 & 24/15 Stein Valley Nlakapamux School
Re: Career Fair & SVNA Winter Fest Donation

15/067 - Moved, seconded by Mayor Lightfoot / **Seconded** by Councillor Austin that a book of 10 Swimming passes be provided to the Stein Valley Nlakapamux School for the Winter Fest.

Carried

Council inquired regarding the Grant-in-Aid Policy. The Interim CAO advised this information will be provided to Council.

- (c) Janine North, CEO, Feb. 19/5 Northern Development Initiative Trust,
Re: 2014 Local Government Management Internship Program

- (d) Janine North, CEO, Feb. 19/15 Northern Development Initiative Trust,
Re: 2015 Business Facade Improvement Program Approval

Council requested that this information be provided to the Chamber of Commerce. Councillor Hay will ensure this information is forwarded.

- (e) Jennifer Rice, MLA, Feb.20/15
Re: Rural Health Care Services

- (f) Matilda Brown, Wellness Worker Feb.23/15 Healing Hearts,
Re: Request for Sponsorship or Funding

- (g) Leona Aglukkaq, MP, Minister of Environment.Feb.23/15
Re: Hydraulic fracturing for oil and gas extraction
- (h) Kelly Ridley, Manager of Legislative Services, City of Port Moody, Feb. 23/15
Re: Declaration of the Right to a Healthy Environment
- (l) Jeff Vasey, A/Dep. Minister, Feb. 16/15 OHCS Building and Safety Standards Branch
Re: Introduction of the Building Act
- (j) Two Rivers Community Service Society, March 2/15
Re: Annual Cemetery Cleanup

15/068 - Moved, seconded by Councillors Hay / Austin that the request from the Two Rivers Community Service Society dated March 2, 2015 related to the clean up at the cemetery above the Kumsheen Secondary School be accommodated; and that the Public Works Lead Hand be advised.

Carried

- (k) Chuck Robb, Kamloops Computer Centre, Feb. 27/15
Re: Off Site Computer System Backup

The Interim CAO outlined the proposal and noted the recommendation for offsite back up take place through Kamloops Computers.

15/068 - Moved, seconded by Mayor Lightfoot / Councillors Hay that Kamloops Computers be hired to provide offsite backup to the Village computer system for a period of 1 year at the rate of \$49. per month.

Carried

15/069 - Moved, seconded by Councillor Austen / Mayor Lightfoot that the correspondence be received and filed for information.

Carried

9) BYLAWS/POLICY

No items.

10) COUNCIL REPORTS

(a) Mayor Jessoa Lightfoot

- Attended TNRD meetings
- Requested comments or information to include in a Newsletter that will go out within the next two weeks with the Utility bills.
- There will be an Emergency Preparedness meeting held on March 16, 2015 at 6 pm in the Council Chamber hosted by Jason Tomlin, TNRD.
- Attended with the Interim CAO, a First Nations - Municipal Community Infrastructure Partnership Program meeting sponsored by the FCM. Jim Brown from Lytton First Nations was also in attendance. Discussion took place with him related to the proposed joint water project. The FCM provided a Service Agreement Toolkit that includes a CD with draft Service Template Agreements.

15/070 - Moved, seconded by Councillors Hay / Polderman that mileage for Mayor Lightfoot be paid for 446 km to attend an FCM Workshop in Maple Ridge on March 3, 2015.

Carried

(b) Councillor Rob Austen

No report.

(c) Councillor Tiffany Haugen

No report.

(d) Councillor Ian Hay

INQUIRY
-Attended a Gold Country meeting in Merritt

Noted that there is an election in April for the Lytton First Nation and that a member should be appointed to the Water Committee following the election

-Advised that there are currently 4 members on the Recreation Commission and 7 members are required. He will continue recruitment.

- The Scope Change is ready for the Water Agreement and it will be sent out. Original signed contracts have been located.

(e) Councillor Jan Polderman

-Advised that the Interim CAO is coordinating a meeting with Brian Baxter, Public Works and the Fire Department related to the potential for maintenance work being completed locally if established requirements are met.

15/071 - Moved, seconded by Councillors Austen / Haugen that Council reports be received and filed for information.

Carried

11) NEW BUSINESS

(a) Risk Control Survey by the Municipal Insurance Association of BC
Re: Lytton Pool

This matter was dealt with following 7 (a).

(b) Interim CAO, March 4/15 Re: Payment for Going Away for Intern

15/072 - Moved, seconded by Councillors Hay / Polderman that Council approve a gift of \$100. for Jed Anderson in recognition for his work and dedication to the Village during his internship; And that Council approve payment for his going away dinner.

Carried

12) UNFINISHED BUSINESS

No Reports.

13) IN-CAMERA MEETING

15/073 - Moved, seconded by Councillors Austen / Hay that in accordance with Sec 90(1)(c) of the Community Charter, this portion of the meeting is closed to the public, and that Council move into In-Camera at 8:35 pm.

Carried

14) ITEMS BROUGHT FORWARD FROM IN-CAMERA

15/074 - Moved, seconded by Councillors Polderman / Hay that Council move back into the Regular Council Meeting at 9:30 pm.

Carried

15) ADDITIONAL BUSINESS ARISING

No items.

16) QUESTION PERIOD

No public present.

17) ADJOURNMENT

15/075 - Moved by Councillor Austen that the meeting adjourn at 9:31 pm.

Carried

Mayor Jessoa Lightfoot

Corporate Officer



7(a)

VILLAGE OF LYTTON INTERIM CAO REPORT TO COUNCIL

TO: COUNCIL **DATE:** March 23, 2015
FROM: INTERIM CAO
SUBJECT: INTERIM CAO REPORT TO COUNCIL
PURPOSE: To provide Council with information on activities of the Interim CAO

RECOMMENDATION

That the Council report from the Interim CAO dated March 23, 2015 be received for information

REPORT

Background:

During the past two weeks, 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:

- considerable discussion regarding work in the Finance Department that included all aspects of payroll and T4's for both the Village and Botanie, processing and payment of bills, significant staff training on Muniware and working through a significant amount of papers located in the finance office.
- meetings with the Public Works Lead Hand on a regular basis regarding operating matters and Public Works staffing, vacation scheduling, courses, etc..
- working on the follow up from the Council meeting held March 9/15 and on the preparation of Council agenda and minutes.
- issuing of business licenses, answering questions related to taxes, etc. from the public
- meeting with the Union to commence contract negotiations
- meeting with Brian Baxter, the Fire Department and Public Works regarding mechanical work required and an agreement to ask for quotes for work to be done as well as an assessment of Village equipment and vehicles
- considerable discussion with Kamloops Computers regarding the offsite backup for the computer system. The backup of the system is underway and will be completed by March 20/15. Discussions have also taken place with Kamloops Computers regarding the resetting of pass codes, etc.

- coordinated and attended an Emergency Preparedness meeting with Jason Tomlin of the TNRD.
- discussions with many businesses, such as SecurTek, that the Village contracts with and the resetting of pass codes and updating user lists.
- worked on and approved two building permit applications
- considerable meeting and discussion of personnel matters that included legal counsel and the Village auditors.

Work continues in the office and Public Works to establish schedules and processes.

Conclusion

Information regarding the work of the Interim CAO is provided to Council for their information.

Lorna Dysart
Interim CAO



RECEIVED

MAR 5 - 2015

VILLAGE OF LYTTON

Mayor Lightfoot & Council
Village of Lytton
PO Box 100
Lytton, BC V0K 1Z0

Dear Mayor Lightfoot & Council;

Re: Lytton River Festival Sponsorship

The 2015 Lytton River Festival is planned for September 4, 5, and 6th and, as you know, this is truly a community event. A talented, hard-working, dedicated, active committee of volunteers representing a cross-section of the community organizes it.

To function successfully, the Festival requires the full support of the Village. This will formalize our society's request for the Village Council to grant us the following for River Festival 2015.

1. A cash commitment of \$1000 and "in-kind" support of \$5,000. The "in-kind" support is detailed in the following bullets:

- Closure of 4th Street and a portion of Fraser Street both north and south of 4th Street between Friday afternoon and Sunday evening.
Free use of the Council Chambers for monthly planning meetings and during the festival a film showing, photography showcase and other purposes beginning Friday afternoon and continuing until Sunday evening.
Lifeguard during the kayaking that takes place in the swimming pool on Saturday afternoon from 3:30-5:00 pm.
Provide the staging for the bands and other entertainment. This includes the transportation to Lytton from storage and the return.
Printing of materials used for mailings, posters

Again, thank you for your past support and we look forward to continued cooperation with the Village of Lytton. Feel free to contact me with any questions you may have. I can be reached directly at 250-455-2610 or by email bernie@kumsheen.com . I'll look forward to hearing from you soon.

Sincerely,

Handwritten signature of Bernie Fandrich

Bernie Fandrich
Society President & Event Coordinator

Celebrating the People of the Rivers



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

24, rue Clarence Street, Ottawa, Ontario K1N 5P3
T. 613-907-6273 | F. 613-244-1500

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MAR 5 - 2015

VILLAGE OF LYTTON

February 25, 2015

Her Worship Mayor Jessa Lighfoot
Village of Lytton
380 Main Street
PO Box 100
Lytton, BC V0K 1Z0

Dear Mayor Lighfoot,

As a member of FCM, your opinion of the work we do is of utmost importance to our organization – and key to ensuring that we can continue to enhance our value to your municipality. In early March, you will receive an email titled "FCM Membership Survey 2015: Your Opinion Matters!" It is your invitation to participate in our 2015 Membership Survey, which will give us insight to respond to the evolving needs of municipalities and elected officials.

We encourage you to complete the survey, as we need to hear from you on what we are doing well, what we can improve upon and what your top priorities are in the coming year. As an incentive to complete the survey, we are offering a complimentary registration to our Annual Conference and Trade Show, which takes place in Edmonton from June 5 – 8, 2015.

In the coming year, FCM's advocacy work will be focused on the upcoming federal election – ensuring that political parties recognize the role of cities and communities in a strong Canada. We will continue working with the federal government on key policy files, including trade, broadband access and rail safety, among others. We will continue to provide resources to municipalities to assist you in achieving your sustainability goals, and to promote economic growth. Recognizing that our sector is rich with experience and knowledge, FCM will continue to partner with municipalities to share knowledge on the international stage.

We thank you for your continued membership in FCM, and for your active support of the important advocacy work that we do, on behalf of 90 per cent of the municipal population of Canada.

We look forward to receiving your feedback on how we're doing, through our 2015 Membership Survey, and do hope that you will join us in Edmonton in early June.

Sincerely,

Sincerely,

Brad Woodside
President, FCM
Mayor of Fredericton



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MAR 5 - 2015

VILLAGE OF LYTTON

February 23, 2015

Her Worship
Mayor Jessoa Lightfoot
Village of Lytton
PO Box 100
380 Main Street
Lytton BC V0K 1Z0

Reference: 232445

Dear Mayor Lightfoot:

Re: Submission to B.C. on the Move

I am writing to express my appreciation for the Village of Lytton's participation in the meeting and engagement process this past fall for the ministry's 10-year transportation plan, B.C. on the Move.

Citizens and leaders of communities, business and transportation organizations from across British Columbia have now let us know what priorities are most important to them, and the ideas and suggestions we have received will be invaluable in identifying potential improvements and helping to shape the future of transportation in our province.

The plan and the report sharing the outcomes of the engagement process will be published early in the spring of 2015. In the meantime, thank you again for taking part in this process.

Sincerely,

Todd G. Stone
Minister

PROGRAM CAPSULE



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MAR 9 - 2015
VILLAGE OF LYTTON

6th Chief Elected Official Forum **The Honeymoon is Over!** Pursuing Governance Success

10:00 Wednesday, June 24 to 3:30 Thursday, June 25, 2015
Granville Island Hotel, Vancouver, B.C.

Offered by the Local Government Leadership Academy

Success as the Mayor or Chair is not just about being elected but making a leadership difference. Join a timely discussion with colleagues 8 months after the election on how to enhance organizational and governance effectiveness. This highly interactive session is only for Mayors and Chairs. It will focus on preventive and remedial alignment of:

- **CEO and elected official roles** for the 'real time' day-to-day activities
- **Decision making steps** that provide mutual Council/staff confidence
- **Expectations** for individual behaviours and organizational practices
- **Strategic Oversight** to ensure good government
- **Leadership** that will leave a legacy in your name

We will explore the legislative/legal aspects, critical leader competencies and best practices for meetings, strategic priorities and political/administrative relations. Participants will leave with a governance checklist and practical tools as well as proactive strategies that maximize effectiveness and reactive tactics when things go wrong.

The session will be guided by:

Gordon McIntosh has 34 years of executive, consultant and educator roles and has conducted 950 sessions involving 120,000 elected and appointed civic leaders throughout Canada and overseas. Dr. McIntosh is Local Government Advisor at the Banff Centre and faculty for the Universities of Dalhousie, York, Victoria and Tanzanian Public Service.

Don Lidstone, Q.C. has practiced municipal law since 1980. His focus is in the areas of governance, finance, liability, the constitution, and aboriginal and environmental law. He has published numerous papers and manuals as well as consulted on the development of the British Columbia *Community Charter* and municipal statutes throughout Canada.

For more information contact Eydie Fraser at efraser@lgl.ca or phone 250-356-5103. Registration information and cost will be provided by March 9th.

Accommodation:

You may wish to book accommodation at reservations@granvilleislandhotel.com
Toll Free 1-800-663-1840



Keeping it Rural

2015 Conference

SOUTHERN INTERIOR BEETLE ACTION COALITION

If you care about rural communities and rural issues, the Southern Interior Beetle Action Coalition invites you to join us for three days of inspiring presentations from organizations and community leaders who have made a difference in their rural communities.

DATES: Tuesday May 26 (9:30 AM) To Thursday May 28 (4:30 PM)

LOCATION: Prestige Harbourfront Resort, Salmon Arm BC

REGISTRATION: Conference Registration Fee - \$300 Early Bird (May 1) then \$375
Conference Fee includes conference, 3 lunches, 2 breakfasts, & 1 dinner
Register on-line at www.civicinfo.bc.ca/event/2015/KeepingItRural2015.asp

ACCOMMODATIONS: Prestige Harbourfront Resort is offering a conference rate of \$109 (250) 833-5800

other hotels in the area:

Best Western Salmon Arm (250) 832-9793

Podollan Inn (1-800-668-4180)

Comfort Inn & Suites (250) 832-7711

Super 8 Salmon Arm (250) 832-8812

Travelodge Salmon Arm (250) 832-9731

RECEIVED

MAR 10 2015

VILLAGE OF LYTTON

CONFERENCE SESSIONS: The conference will include a variety of keynote speeches, six panel presentations and two concurrent workshops on Thursday.

Conference Panel Sessions:

Panel # 1 – The Critical Role of Rural Development Organizations - Rural Development Organizations play a critical role in facilitating rural revitalization. This panel will highlight the mandates and major activities of successful rural development corporations.

Panel # 2 – The Role of First Nations Investment Organizations in Revitalizing Rural Economies - This session will explore the success that two First Nations from other parts of Canada have had in revitalizing the local economies in their territories.

Panel # 3 – Mobilizing Local Capital for Rural Economic Revitalization - This session will examine how Nova Scotia and Alberta have developed and use highly successful models to raise and invest local funds for rural economic revitalization.

Panel # 4 – Rural Lands – Rural Economic Development - This session will examine how two organizations have been successful in creating more rural business development and economic activity and value from their agriculture sectors.

Panel # 5 – Major Projects & Rural Communities – Creating Mutual Benefits - Presenters on this panel will share their experiences and opinions on how rural communities can derive greater economic and social benefit from major resource projects occurring near their communities.

Panel # 6 – Providing an Effective Rural Voice - Often rural communities feel that their issues are not well understood by those who make policy decisions which affect them. Yet experience in other jurisdictions has clearly demonstrated the need for rural policies and programs that facilitate rural economic revitalization. The presenters in this session will discuss their experiences in constructively advocating for rural communities.

Thursday Workshops On Thursday two concurrent workshops will be held to allow conference presenters and workshop attendees engage in more detailed discussions and questions and answers regarding the workshop topics. The workshops will start with short presentations from the conference presenters/resource people and then turn to a facilitated roundtable discussion of opportunities in the BC context:

- 1.) **Building Successful First Nations Investment Organizations**
(Resource people: Darrell Balkwill & Jennifer Deleskie)
- 2.) **Agri-food Sector Development in Rural regions**
(Resource people: Linda Best & Gray Harris)

CONFERENCE SPEAKERS Include:

- **Rankin MacSween**, President, New Dawn Enterprises Inc, Nova Scotia www.newdawn.ca
- **Dan Ohler**, Founding Board member, Sangudo Opportunity Development Investment Co-op, Alberta
- **Briau Depew**, Executive Director, Center for Rural Affairs, Nebraska www.cfra.org
- **Gray Harris**, Director - Sustainable Agriculture & Food Systems, CEI Maine www.ceimaine.org
- **Darrell Balkwill**, CEO Whitecap Development Corporation, Whitecap Dakota First Nations, Saskatchewan, www.whitecapdevcorp.com
- **Rab Black**, CEO, Rural Ontario Institute, Ontario www.ruralontarioinstitute.ca
- **Jennifer Deleskie**, Senior Business Development Officer, Membertou First Nations, Nova Scotia, www.membertou.ca
- **Linda Best**, Director - FarmWorks, Nova Scotia www.farmworks.ca
- **Paul Cabaj**, Director, Co-op Development ACCA, Alberta www.acca.coop/unleashing/

PRELIMINARY AGENDA view at: <http://www.sibacs.com/wp-content/uploads/2015/03/Keeping-it-Rural-2015-Conference-Preliminary-Agenda.pdf>



LYTTON ELEMENTARY SCHOOL

SCHOOL DISTRICT No. 74 (Gold Trail)

Mailing Address:

P. O. Box 219
Lytton, B. C
V0K 1Z0

Location address:

270 7th Avenue
Tel: 250-455-2215
Fax: 250-455-2528

PRINCIPAL: Mrs. Denise O'Connor

February 25th, 2015

RECEIVED

MAR 10 2015

VILLAGE OF LYTTON

To: Lytton Businesses

“FUN FAIR 2015”

Please mark March 26th, 2015 on your calendar! It is one of Lytton Elementary School's biggest fund raising events. *With your support it is very successful.*

Bingo and the Toonie Auction are two of the well-enjoyed events of the evening and could not be done without your generous donations. So, once again we would like to offer you the opportunity to sponsor one of these events. We realize how much our businesses always come through for us and do not wish to place anyone in an uncomfortable position, so we are making this request by mail, permitting you to consider this opportunity at your own convenience.

If you wish to sponsor a game or donate a Toonie Auction item, please call the school at 455-2215 and arrange for pick up or delivery. All sponsors will be acknowledged during the Bingo. Please indicate at this time if you would like an official receipt for tax purposes.

Thank you in advance for your support.

Yours truly,

Denise O'Connor
Principal



45710 Airport Road, Chilliwack, BC V2P1A2
Phone: 604 703-7070 Fax: 604 703-7093
tracy.terezakis@hubinternational.com

8h

**HUB International
Barton Insurance Brokers**

"Community - it's who we are"

March 9, 2015

Village of Lytton
Box 100
Lytton, BC
V0K1Z0

RECEIVED
MAR 11 2015
VILLAGE OF LYTTON

Dear Enid:

**RE: Commercial Insurance Policy No. CMP81388549
Boiler & Machinery Insurance Policy No. 675187903
Accidental Insurance Policy No. 1LM80
Coverage Renewal: May 22, 2015**

We would like to take this time to remind you that your above policy is coming due for renewal shortly. It is important that your existing coverage and/or limits of insurance be reviewed to ensure your policy will provide adequate protection in the event of a loss.

Enclosed you will find a summary that outlines the current coverage limits in force. Please review the enclosed property values and if you have made improvements or purchases, please indicate the new increased value in the provided space. If you would like to increase your crime, liability or other limits please indicate the limit you would like to receive a quote for. If these values are to stay the same please mark OK in the space provided.

The summary also contains last year's estimated sales. For the renewal your insurance company requires last year's actual receipt amount and an estimated sales amount for the 2015-2016 term. Please supply these numbers in the space provided.

Please send completed summary to our office by fax to 1(604) 703-7093 or email to tracy.terezakis@hubinternational.com by April 22, 2015. Upon receipt of the requested information, your account will be thoroughly reviewed and we will determine if we need to change insurance companies.

We look forward to working for you this coming year. Thank you.

Yours truly

HUB International Barton Insurance Brokers

Tracy Terezakis, CAIB
Alison Gemmell, CAIB
Your Insurance Team



HUB International Barton Insurance Brokers
45710 Alrport Road, Chilliwack, BC V2P 1A2
Phone: (604)703-7070
tracy.terezakis@hubinternational.com

Insured: Village of Lytton
Policy Term: May 22, 2014 to May 22, 2015

Values as of:

	2014/2015 INSURED VALUES	2015/2016 INSURED VALUES
<u>Locstion #1 - 500 Frsser St., Lytton - Firehsl</u>		
Building	\$252,962	_____
Contents	\$100,000	_____
Extended Business Income	\$10,200	_____
<u>Location #2 - 400 Frsser St., Lytton - Swimming Pool</u>		
Building	\$66,504	_____
Contents	\$30,900	_____
Extended Business Income	\$10,200	_____
<u>Locstion #3 - 400 Fraser St., Lytton - Tourist Information Centre</u>		
Building	\$109,373	_____
Contents	\$5,000	_____
Extended Business Income	\$10,200	_____
<u>Location #4 - 400 Fraser St., Lytton - Caboose</u>		
Building	\$6,870	_____
Contents	\$5,150	_____
Extended Business Income	\$10,200	_____
<u>Location #5 - River Drive, Lytton - Public Works Shop</u>		
Building	\$150,000	_____
Contents	\$60,000	_____
Extended Business Income	\$10,200	_____

Location #6 - 420 Frsser St., Lytton - Museum

Building	\$122,015	_____
Contents	\$14,240	_____
Extended Business Income	\$10,200	_____

Location #7 - Loring Wsy, Lytton - Ciorinstion Buiidng

Building	\$12,367	_____
Contents	\$25,750	_____
Extended Business income	\$10,200	_____

Location #8 - 380 Msin Street, Lytton - Viilisge Office Llibrary

Building	\$755,725	_____
Contents	\$35,000	_____
Extended Business income	\$10,200	_____

Locstion #9 - River Drive, Lytton - Sewsqe Trestment Plant

Building	\$1,188,550	_____
----------	-------------	-------

Equipment

Makita Genorator & P.E.P. Equipment	\$30,000	_____
Radio Equipment	\$10,000	_____
Snow Plow	\$6,850	_____
Mobile Sander	\$6,500	_____
Sweeper	\$13,000	_____

CRIME

Employee Dishonesty - Form A	\$10,000	_____
Loss Inside the Premises	\$5,000	_____
Loss Outside the Premises	\$5,000	_____

Accidental Death & Dismemberment

Mayor	1	_____
Coucil Members	4	_____
anyone Over 70yrs of age	No	_____

✓ 03/24
mayor
no date

8i
RECEIVED
MAR 11 2015
VILLAGE OF LYTTON

Dear Mayor Jessoa Lightfoot
My name is Dylan and
I am in grade one / day a
bulletin board fellow me and

I was flat. I was
OK just flat. In class
we have been learning
about Canada. My
teacher thought I might
learn more if I actually
went to a Canadian city to
see what it is like. I chose
your webpage so my teacher
put me in an envelope
and mailed me to you.
Could you please show
me around your city

answer any questions I
may have and/or ^{take} pictures of
me visiting your city.

When my tour is over
please send me back to my
teacher and friends at
school so I can tell them
all about my
adventures. Thank you,
Flat Dylan



To Whom It May Concern:

My name is Laura Carle and I teach Grade 1/2 in Vancouver, BC. As part of a class study of Canada my students have made paper dolls of themselves that are being sent to various cities and towns across Canada. This project is based on a book called "Flat Stanley" by Jeff Brown. In the story, Stanley has a bulletin board fall on him and he becomes flat – he's okay, just flat. His parents decide to send him in an envelope to visit a friend. The student, who is visiting you, chose your city or town after viewing your website. If possible, could you please "entertain" your flat student by taking him or her to sites around your city, writing a bit about your city and taking a few pictures of the flat student's visit? The real student will be required to give an oral report on the city or town they chose, so any information would be greatly appreciated. When the visit is over, could you please send him or her back to me at:

Laura Carle
Laurier Annex
590 West 65th Avenue
Vancouver, BC Canada V6P 2P8

If you have any questions feel free to email me at:
lcarle@vsb.bc.ca

Thank you,
Laura Carle
Laura Carle



RECEIVED

MAR 13 2015

VILLAGE OF LYTTON

8j
Union of BC Municipalities
Suite 60 10551 Shellbridge Way
Richmond, BC, Canada V6X 2W9

Phone: 604.270.8226
Email: ubcm@ubcm.ca

March 12, 2015

UBCM Members

Attn: Elected Officials and Senior Staff

Re: Local Government Feedback on the Professor Robert Bish/Fiscal Realities Report, "First Nation Property Tax, Services and Economic Development in British Columbia"

On October 22, 2014, the Union of BC Municipalities (UBCM) and First Nations Tax Commission (FNTC) jointly released the Professor Robert Bish/Fiscal Realities Report, First Nation Property Tax, Services and Economic Development in British Columbia, for discussion amongst UBCM's membership. Among other things, the Report examines many policy areas relevant to First Nations and local governments, including:

- First Nations' revenue options;
- Taxation for the provision of services;
- Tax rates and the implications on residential and commercial properties;
- Political representation; and,
- The relationship between First Nations and regional districts.

After the allotted 4 weeks for local governments to submit feedback, limited feedback was received. In January 2015, UBCM and FNTC again released the Report, this time allowing 6 weeks for local governments to provide feedback. As of the final deadline (February 27, 2015), only a few local governments have provided comments on the Report.

The results, and subsequent feedback obtained from local governments, will not only inform UBCM's response to the Report, but also UBCM's level of engagement regarding the aforementioned policy issues, and the relationship with the First Nations Tax Commission. As such, UBCM is providing one last opportunity to comment on the Report. UBCM members have until **Friday, April 3, 2015** to submit their feedback to Bhar Sihota, UBCM Policy Analyst at bsihota@ubcm.ca.

Sincerely,

Councillor Murry Krause, Chair
UBCM First Nations Relations Committee

8K

RECEIVED

MAR 16 2015

VILLAGE OF LYTTON



Emergency
Management BC

March 9, 2015

To: Mayor and Council/Chair and Board

Emergency Management BC (EMBC) would like to invite you, your representatives, and the Emergency Program Coordinator to participate in one of the Senior and Elected Officials workshops offered this spring.

The workshops will provide an opportunity for elected officials and administrators to learn more about emergency management including: response roles and responsibilities, the importance of initiating recovery plans early on, how mitigation and prevention can minimize the impact, and how preparedness activities can build resilience and ensure your community is ready to respond. We will also discuss the statutory requirements of the Emergency Program Act, present the Provincial Coordination Team (PCT) concept, and provide an overview of the Province's draft Initial Response Plan (IRP) for a major seismic event.

These half-day workshops will be delivered by EMBC staff and will include lunch and refreshments to provide additional networking opportunities.

To register, please see the attached schedule and confirm your participation through the appropriate EMBC regional office.

Sincerely,

A handwritten signature in blue ink, appearing to read "Patrick Quealey".

Patrick Quealey
Assistant Deputy Minister
Emergency Management BC

2015 Senior and Elected Officials Workshop Schedule

Location	Date	Venue	Region
Willams Lake	Apr 16, 1000-1400	Willams Lake Fire Hall, 230 Hodgson Road	NEA
Port Alberni	Apr 21, 1000-1400	Echo Park Fieldhouse – 4200 Wood Avenue at King St	VIR
Kelowna	Apr 22, 1000-1400	Firehall #1 - 225S Enterprise Way	CTL
Prince George	Apr 24, 1000-1400	155 George Street	NEA
Central Saanich	Apr 27, 1000-1400	Central Saanich Fire Hall - 1512 Keating X Road	VIR
Squamish	Apr 29, 1000-1400	37801 Cleveland Ave.	SWE
Abbotsford	Apr 30, 1000-1400	AFRS Training Center, 1544 Riverside Rd	SWE
Dawson Creek	Apr 30, 1000-1400	Calvin Kruk Center for the Arts, 10401 - 10 Street	NEA
Revelstoke	May 05, 1000-1400	Revelstoke Fire Hall, 227 – 4 th St West	SEA
Surrey	May 05, 1000-1400	SWE PREOC, 14292 Green Timbers Way	SWE
Sechelt	May 06, 0900-1300	SCRD Office, 1975 Field Street	SWE
Nanaimo	May 06, 1000-1400	Vancouver Island Conference Centre – 101 Gordon St	VIR
Kamloops	May 11, 1030-1430	Kamloops EOC - 95S Concordia Way	CTL
Burns Lake	May 12, 1000-1400	Regional District of Bulkley-Nechako, #37 – 3 rd Ave	NWE
Terrace	May 13, 1000-1400	Suite 1A (Basement) 321S Eby Street	NWE
Port Clements	May 14, 1100-1500	Senior's Room, Multi-Purpose Building, #36 Cedar Ave West	NWE
Castlegar	May 27, 1000-1400	Columbia Trust Forum, 44S – 13 th Ave	SEA
Courtenay	May 27, 1000-1400	Comox Valley Emergency Program Office – 3001 Moray Avenue	VIR
Powell River	May 28, 0830-1230	Powell River Town Centre Hotel – 4660 Joyce Avenue	VIR
Cranbrook	Jun 16, 1000-1400	RD East Kootenay Board Room, 19 -24 th Ave South	SEA

For the following workshops in the Central Region (CTL), please register with;

Katie Britton, EMBC Regional Office Administrator

Telephone on 250-371-5240 or e-mail katie.britton@gov.bc.ca

Kelowna:

Registration Deadline: **April 14, 2015**

Workshop Date: **April 22, 2015**

Kamloops:

Registration Deadline: **May 1, 2015**

Workshop Date: **May 11, 2015**

If you have any specific dietary needs, please note this at time of registration.

Thank-you



81

RECEIVED

MAR 16 2015

VILLAGE OF LYTTON

March 10, 2015

Ref: 107892

Permits and Licences
Village of Lytton
Box 100
Lytton, BC V0K 1Z0

Dear Village of Lytton:

We are requesting your help in sharing some exciting news. In January, the Government of British Columbia (BC) officially launched the "Starting a Restaurant in BC" online resource. BC businesses and entrepreneurs now have a dedicated resource to help them navigate the process and requirements for opening and maintaining a restaurant in BC.

The new online guide can be accessed from the main BC Government webpage at: www.gov.bc.ca/startingarestaurant. It enables prospective restaurateurs to find information about the various agencies, steps and requirements involved in opening a restaurant, all-in-one convenient location. Entrepreneurs no longer have to search multiple websites or contact multiple sources to acquire the information they need. Without the guide, the same search results would take as much as a full day or multiple days of research.

The online guide provides a downloadable, step-by-step checklist and quick reference guide that includes an overview of the requirements and timelines so people can track their progress to start a restaurant. It covers all levels of government, ranging from drafting the necessary health and safety plans, to applying for permits and licences with local and provincial governments.

Entrepreneurs can source practical information online about:

- business planning;
- location and zoning;
- applying for permits and licences;
- preparing for inspections;
- hiring employees; and
- on-going, operational requirements.

.../2

The online guide and checklist were developed in partnership with the BC Restaurant and Foodservices Association using research gathered through restaurant owners and municipal staff in three pilot communities: Victoria, North Vancouver and Kelowna. This research identified common experiences and opportunities to improve and streamline government services for the restaurant sector.

I encourage you to share this information with your staff and your stakeholders to promote the use of this online guide whenever the opportunity presents itself. To facilitate this, postcards with the web address are enclosed.

If you would like more postcards, please contact the Regulatory Reform Branch in the Ministry of Jobs, Tourism and Skills Training at RegulatoryReformBC@gov.bc.ca.

Quick Facts:

- Each day there are 2.7 million visits to restaurant or food providers in BC.
- More than 500 new restaurants open per year in BC.
- One in five British Columbians aged 15-24 are employed in the restaurant and food services industry.
- In 2013, the tourism industry (including restaurants) paid \$4.5 billion in wages and salaries - up from 3.8 percent from 2012.

Thank you for your support in increasing awareness and promoting the tool to ensure entrepreneurs have the information they need to succeed in opening and operating a restaurant in BC.

Sincerely,



Kaaren Lewis
Assistant Deputy Minister

Enclosures

pc: Mr. Ian Tostenson
President and CEO
BC Restaurant and Foodservices Association

Ms. Jackie Hunter
Executive Director
Small Business Branch, Tourism and Small Business Division
Ministry of Jobs, Tourism and Skills Training

8m

St. Bartholomew's Health Care Auxiliary
P. O. Box 697
Lytton, BC
V0K 1Z0

RECEIVED
MAR 9 - 2015
VILLAGE OF LYTTON

March 5, 2015

**Re: St. Bartholomew's Health Care Auxiliary
Fundraising Project**

Cardiac/Vital Signs Digital Network Monitoring System - \$50,000

Dear Community Members:

In July of 2013, our fundraising efforts to purchase a Vital Signs Monitor for \$8,350.00 were successful, followed by the acquisition of a weigh scale that allows the patient to be weighed while seated. In the 2014 we purchased a very useful Pediatric Cart with accessories for \$2,189.00.

During this time, however, our primary focus has been on the Cardiac/Vital Signs Digital Networking Monitoring System which enables a patient to be observed from Lytton, over a network, in such medical centres as Kelowna and Kamloops, thus precluding the need for a patient to leave his or her home community for diagnosis. For this purpose we hope to raise another \$8,000 to make a total of \$26,000. We are hoping to access funding that is available for the balance owing.

Thanks to the generous donations of your organization and others like yours, we have been able to collect almost \$18,000 towards the purchase of the Cardiac/Vital Signs Digital Networking Monitoring System for the medical facility in Lytton! This is a tremendous accomplishment for a small community the size of ours, and we are very excited at this progress. Throughout the year many visitors, tourists and transient workers travel and work in the community and benefit from our medical facility.

We sincerely anticipate that you will continue to support our current project. If you have any questions please feel free to contact the undersigned at your convenience. Thank you in advance for the continued community support.

Yours sincerely,

ST. BARTHOLOMEW'S HEALTH CARE AUXILIARY

Per:



Irene Steer,
President.



Peggy Chute,
Vice President



Jo Johnson
Treasurer

1027

Mayors report – March 23rd, 2015

Attended the TNRD on the 12th for a regular meeting and a COW on Friday 13th

Met with CUPE and received their initial requests . Next meeting scheduled for May 4th

Meeting with Jason Tomlin TNRD regarding emergency preparedness. LVFD and ESS in attendance. Have received several notices of opportunity to train for Emergency Management (one 1 day workshop in Kamloops April 15th – another in Penticton April 14th and 15th)

NDIT meeting was held in 100 mile house March 17th. Next meeting scheduled for June 16th No applications from Lytton area

Marcie from Gold Country called to ask for assistance in organizing their Cash for Gold program, scheduled to launch in Lytton on Sept 4th. Anticipating 200 plus participants for the launch, potentially held in Caboose park. Needs help with registration and would like Village pins for guests Possible use of council chambers for the registration desk if not being used by River Fest.

Recreation commission met last Thursday. Did some follow up with the public schools to see if they would like to use the pool in June. Nothing confirmed to date . Will contact Stein school when they go back in after break. Have two potential staff members

Special meeting to gain approval for Asset Management grant through UBCM and filling vacant CAO position with interim.

Hiring committee met last Friday to review CAO ad

Sheila Bolan has notified that she will not be doing the planters this year. She will assist with the entry sign area if the irrigation problems are resolved.

Annual cemetery cleanup this coming weekend – all help appreciated. Staff to assist – pine needles?