



Village of Lytton

AGENDA
Regular Council Meeting
Council Chamber, 380 Main Street, Lytton, BC
7:00 pm, Monday, April 27, 2015

1) CALL TO ORDER

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 April 13, 2015

Moved, seconded by Councillors _____ that the Minutes of the Regular Meeting of April 13, 2015 be adopted as presented or as amended.

5) DELEGATIONS

(a) Dan Mundall - Lyttonnet

6) PUBLIC PARTICIPATION PERIOD

7) ADMINISTRATIVE MATTERS

(a) CAO Monthly Report

8) CORRESPONDENCE FOR INFORMATION

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

(b) St. Bartholomew's Health Care Auxiliary – Request for assistance tabled from the March 23, 2015 regular meeting.

(c) BC Interior Community Foundation – April 1, 2015, \$6,028.00 Income distribution.

(d) Lytton River Festival Society – Regular Meeting Minutes of April 16, 2015

(e) Lytton River Festival Society – Annual General Meeting Minutes of April 16, 2015

Moved, seconded by Councillors _____ that Correspondence 8
(a) to _____ be received for information and filed.

9) BYLAWS/POLICY

No Bylaws or policies.

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) Recreation Commission Director Appointments – Council Hay to present for Council
approval.

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 Council 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 of the Regular Council Meeting
Held in the Council Chamber
380 Main Street, Lytton, BC
April 13, 2015

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

STAFF: Interim Chief Administrative Officer Lonny Miller
Public Works Lead Hand Owen Collings

DELEGATIONS: Gordon Murray, Lytton Block Party and Two Rivers Farmers Market
Jim Brown, Lytton First Nations

PUBLIC: No public in attendance

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

2) **ADDITION OF LATE ITEMS**

No Late Items

3) **ADOPTION OF AGENDA**

Moved, seconded by Councillors Hay/Austen that the agenda be adopted as presented.

Carried

4) **ADOPTION OF MINUTES**

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

Moved, seconded by Councillors Austen/Haugen that the minutes of March 23, 2015 Regular meeting be adopted as presented

Carried

5) **DELEGATIONS**

a) Municipal Community Infrastructure Partnership Program (CIPP) – Jim Brown

Lytton First Nations Operations & Maintenance Manager Jim Brown addressed Council and spoke in support of the First Nations Municipal Community Infrastructure Partnership Program (CIPP) sponsored by The Federation of Canadian Municipalities (FCM). He stated that as both the Lytton First Nation and the Village of Lytton move towards joint capital infrastructure projects they need to create agreements for both the capital works and the operating of water and sewer projects. The FCM CIPP program can provide good assistance through its expertise and agreement templates.

The proposed Slow Sand Filtration project will benefit both the Village residents and First Nations residents on IR17 and IR18. LFN is prepared to provide some capital funding and operating funding once it has completed the Environmental and Archeological assessments required by INAC and partnering agreements are negotiated.

Mr. Brown would like to start preliminary discussions with the Village on what a partnering agreement would look like and what cost formulas could be developed for both parties to contribute their share.

Mr. Brown will contact Interim CAO Lonny Miller and schedule a meeting to discuss the first steps and possible options for developing a partnering agreement.

Council thanked Mr. Brown for his presentation and he left the meeting at 7:41 p.m.

b) Lytton May Block Party – Gordon Murray - \$500.00 Grant In Aid Request

Mr. Murray reviewed the Grant in Aid application and answered Council's questions.

Moved, seconded by Councillors Austen/Hay that Council grant the Lytton May Block Party with a Grant-In Aid of \$500.00 cash as per its application dated December 8, 2014.

Carried

c) Two Rivers Farmers Market Association - Gordon Murray - \$300.00 Grant In Aid Request Plus in-kind.

Mr. Murray reviewed the Grant in Aid application and answered Council's questions regarding the proposed farmers markets.

Moved, seconded by Councillors Hay/Austen that Council grant the Two Rivers Farmers Market Association with a Grant-In Aid of \$300.00 cash and \$250.00 of In-Kind services as per its application dated December 8, 2014.

Carried

Mr. Murray left the meeting at 7:20 p.m.

6) PUBLIC PARTICIPATION PERIOD

No public present.

7) ADMINISTRATIVE MATTERS

- (a) Public Works Lead Hand report – Owen Collings reviewed his report and answered questions from Council.

Various infrastructure projects and issues were discussed including:

- trip and fall hazards in the Village,
- irrigation lines on Main Street,
- swimming pool startup date and work required,
- repairs to Dam,
- Public Works crew training.

Council Haugen left the meeting at 8:02 p.m. and returned at 8:07 p.m.

Moved, seconded by Councillors Austen/Hay that the report of the Public Works Lead Hand dated April 8, 2015 be received for information.

Carried

Council thanked Mr. Collings for his report and he left the meeting at 8:08 p.m.

8) CORRESPONDENCE FOR INFORMATION

- (a) Miscellaneous Correspondence received by the Village
Re: Incoming Mail
- (b) FCM Membership – renewal for the 2015-16 fiscal year.
- (c) BC transplant – National Organ and Tissue Donor Awareness Month - April
- (d) Auditor General for Local Government – Release of two Performance Audit Reports March 19, 2015.
- (e) Princeton Rotary Club Parade - Invitation to participate.
- (f) BC Association of Farmers` Markets – Nutrition Coupon Program update.
- (g) Lytton Two Rivers Farmers` Market – Request to close 4th Street

Moved, seconded by Councillors Hay/Haugen that 4th Street from the Alley to Main Street be closed for the Farmers` Market on Friday May 15, 2015 at 4 p.m. to 11 p.m. for Block Party, Monday May 18, 2015 from 8 a.m. to 5 p.m. for Lytton Days plant market and every Friday May 29 to October 23, 2015 from 8 a.m. to 5 p.m.

Carried

Moved, seconded by Councillors Austen/Haugen that Correspondence 8 (a) to (f) be received for information and filed.

Carried

9) **BYLAWS/POLICY**

No Bylaws or Policies were brought forward.

10) **COUNCIL REPORTS**

(a) Mayor Jessoa Lightfoot

- March 24th - CAO posting End date April 20th)
- March 25th - Talked with Brian Bedford on Mar 25th regarding the British Columbia Community Water Infrastructure Planning (BCCWIP) report and possible extension and acceptable work for the remaining portion of the grant. He has verbally approved expenditures to the end of Sept 2015 with reporting to be submitted and complete by the end of January 2016. Slow Sand Filtration design, piping and solar and SCADA systems are regarded as expenses that will complete the grant. Written confirmation has not yet been received. He also informed me that the Master Water Plan had been given approval for an extension. Our temporary financial worker gave two weeks' notice.
- March 27th - Loma's last day. I missed the staff luncheon but understand all had a good time.
That night there was a grass fire that threatened homes on old Trans-Canada. The LVFD attended and was able to put it out. Two homes were temporarily evacuated but were allowed back in around 11 p.m.
- March 29th – Joined volunteers at the annual cemetery clean-up. Thank you to all that participated. There was a mountain of needles
- March 31st received invitation via Fraser Basin Council to May 19th Kwoiek Creek Hydroelectric project tour
Enjoyed a quiet Easter break
- April 1st posted for CFO – closing date April 27th
- April 9th met with the hiring committee to review finance worker strategies
Received an email from BC Interior Community Foundation executive director Nicole Trudell regarding future presentation of cheque. Forwarded info to CAO to coordinate.
- April 16th – River Fest AGM and regular meeting

(b) Councillor Rob Austen

- Attended the Easter Egg hunt on April 6 which was well attended.
- Expressed concerns for the increased number of street people loitering in the downtown core as a result of the extended liquor store hours.

- Expressed concerns about the extend length of time to obtain a Building Permit through the Thompson Nicola Regional District (TNRD) Building Inspection Services.

Staff was directed to prepare a letter to the RCMP Lytton Detachment for the Mayor to sign expressing Council's concern for the loitering and drinking in public and requesting a higher RCMP visibility either on foot or in patrol cars to deal with the street people.

Staff was also directed to call the TNRD Building Inspection Services and express Council's concern for the delays in obtaining building inspections and discuss what if any options are available to speed up the approval process.

(c) Councillor Tiffany Haugen

- Staff is to include any future Museum Agendas and Minutes to the Regular meeting of Council for Councillor Haugen to report on.
- Councillor Haugen questioned whether there was \$500 - \$600 in this years budget for purchasing plants.
- Mayor Lightfoot advised that we should have money added to the 2015 budget for this annual project and that there are volunteers available to plant in May.
- Staff was directed to insure that the summer employee positions for the Museum are advertised shortly and in conjunction with the Recreation Commission Swimming pool staff.
- Councillor Haugen regrets that she was unable to attend the Hospital Auxiliary meeting this month.

(d) Councillor Ian Hay

- Thanked Receptionist Karen Haugen for organizing the lunch for Loma Dysart and Jo Johnson.
- Attended the RCMP Detachment with Councillor Polderman and Interim CAO Miller to introduce CAO Miller and communicate Council's offer to assist if necessary with any senior policy concerns or provincial political matters.
- Councillor Hay noted that Sgt. King advised that the Community Consultation Group had made a presentation to the community last fall but that it should be invited to brief Council on its efforts and results.
- As Chair of Hiring Committee he reported approving the contract services of David Harrison to assist with the Finance Department's daily duties and completion of the Village's 2014 year end results etc.
- Councillor Hay attended the Chamber of Commerce, and Recreation Commission meetings and the Cemetery clean up.
- Councillor Hay advised that the Recreation Commission has a full slate of candidates for the directors' positions and will bring the names in for next meeting.

e) Councillor Jan Polderman

- Attended that going away Lunch for Loma Dysart and Josephine Johnson.
- Attended the RCMP Detachment with Councillor Hay and Interim CAO Miller.

- Noted that Bert Gleason and Northwest Organics donated a bin for the Cemetery Clean-up.

Moved, seconded by Councillors Polderman/Hay that staff send a letter to Bert Gleason and Northwest Organics thanking them for providing the large bin for the cemetery clean-up.

Carried
Opposed Mayor Lightfoot and Councillor Austen

Moved, seconded by Councillors Austen/Hay that all Council reports be received for information.

Carried

11) NEW BUSINESS

No New Business

12) UNFINISHED BUSINESS

No Reports.

13) IN-CAMERA MEETING

Moved, seconded by Councillors Austen/Hay that in accordance with Section 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 8:51 p.m.

Carried

Moved, seconded by Councillors Austen/Hay that Council move back into the Regular Council Meeting at 9:20 p.m.

Carried

14) ITEMS BROUGHT FORWARD FROM IN-CAMERA

Nil

15) QUESTION PERIOD

No public present.

16) ADJOURNMENT

Moved by Councillor Haugen that the meeting be adjourned at 9:20 p.m.

Carried

Mayor Jessoa Lightfoot

Interim Corporate Officer, Lonny Miller



VILLAGE OF LYTTON REGULAR COUNCIL MEETING APRIL 27, 2015

TO: Mayor and Council
FROM: Lonny Miller, Interim Chief Administrative Officer
DATE: April 27, 2015
SUBJECT: CAO Monthly Report
PURPOSE: To provide Council with an update on various duties/issues.

RECOMMENDATION

THAT the CAO April 27, 2015 report be received for information:
AND THAT Josephine Johnson be removed and David Harrison be added as General Signing Authorities for the Village of Lytton that includes Mayor Jessoa Lightfoot, Councillor Ian Hay and Lonny Miller.
AND THAT all cheques or withdrawals from the Village bank accounts be signed by either Mayor Lightfoot or Councillor Hay along with either Interim CAO Lonny Miller or Interim Finance Officer David Harrison.
AND THAT CAO Miller and Finance Officer Harrison are authorized to increase their weekly hours of work to 40 or 45 hours as considered necessary.

1. LAND USE ISSUES

a. Steel cargo storage trailers

I have had a request from a property owner on Fraser Street for approval of an 8 x 8 x 20 steel container to be used as a personal storage shed. The owner noted that there are several of these storage units already in the downtown core but wanted to confirm that the Village does not have any regulations against their use.

I have been unable to locate any specific prohibitions on these steel containers in the Village Bylaws. Some other municipalities do not allow them in certain zones. In the Zoning Bylaw there are regulations for size and location of "accessory buildings" which I will convey to the owner so that if a steel container is placed on the property it will comply with the Zoning bylaw in that regard. This may be a discussion to have in the future when Council updates the zoning bylaw.

b. Rezoning of Commercial Property

A resident has asked for a letter from the Village to confirm that it is aware of a legal non-conforming use (residential use in a commercial zone) and that the Village will allow the use to continue.

Section 911 of the Local Government Act does allow the non-conforming use to continue but should the use be discontinued for more than six months or the building destroyed more than 75% above the foundation it must then conform to the bylaw (commercial use). This can create a problem for banks and insurance companies in the future who finance or insure residential properties and through no fault of either the property owner or the financier, the property must suddenly conform to the bylaw.

The permanent solution is to either bring the property into conformance with the bylaw now or amend the bylaw to allow the residential use. I am told that the property has been residential use since late sixties and was likely zoned commercial with the original Zoning Bylaw to allow for future commercial space.

I will prepare, hopefully for the May 11, 2015 meeting, a amendment bylaw for Council to consider and recommend/outline the public consultation procedures required to change the zoning to Residential.

2. FINANCE

a. BC Interior Community Foundation, previously the Kamloops Foundation.

Mayor Lightfoot, Councillor Hay and I met on April 20th with Nicole Trudell, incoming Executive Director and Nancy Plett, retiring Executive Director who presented us with a cheque in the amount of \$6,028.00. The amount represents the interest earned in 2014 on the total Lytton Community Foundation amount of \$146,861.93. I have included under correspondence a cover letter and pamphlet outlining the BC ICF and the income amount.

b. Bank Signing Authority

The present bank signing officers for staff are Jo Johnsen and I. David Harrison has been contracted to assist full-time and short term in the Finance Department. Council's resolution of March 23, 2015 states:

Moved, seconded by Councillors Hay/Haugen that Lonny Miller and Josephine Johnson be added as General Signing Authorities for the Village of Lytton that includes Mayor Jessoa Lightfoot and Councillor Ian Hay.

Carried

As Jo is no longer working for the Village full-time I recommend that we remove her and appoint David Harrison to the general banking authorities and that Council pass the following motion;

Moved, seconded by Councillors _____ that Josephine Johnson be removed and David Harrison be added as General Signing Authorities for the Village of Lytton that includes Mayor Jessoa Lightfoot, Councillor Ian Hay and Lonny Miller.

AND THAT all cheques or withdrawals from the Village bank accounts be signed by either Mayor Lightfoot or Councillor Hay along with either Interim CAO Lonny Miller or Interim Finance Officer David Harrison.

Carried

c. Outstanding Grants and reporting

Over the past couple of weeks or so David and I have been made aware of the following Grants that have not been finalized, reported on or claims made. They are a priority for us and must be completed to close files and finish the 2014 year end for the Village.

1. Lytton Water Distribution System Master Plan – Grant was approved December 2013 \$7,500. Project has been extended to March 31, 2016.
2. 2014 CN EcoConnexions – Communities in Bloom Grant of \$6,346.50. Status of project and funding unknown at this time.
3. NDIT Business Facade Improvements - \$20,000 Reporting overdue January 31, 2015
4. NDIT Grant Writing Support \$8,000 – Reporting overdue January 31, 2015
5. NDIT 2014 Economic Development Capacity Building - \$50,000 Reporting overdue January 31, 2015.
6. NDIT 2014 Small Town Love – Program for 2015 needs follow-up with Meghan Fandrich and then NDIT to see if it will proceed.
7. NDIT 2015 Economic Development Capacity Building - \$50,000 awaiting economic development plan before project can be approved.
8. Service Canada – Enabling Accessibility Fund Agreement \$3,595.00 completed in 2012. Final report not submitted. Final Notice received January 19, 2015.
9. UBCM 2014 Community Works Fund - \$60,094.75 Status unknown at this time Agreement was to be approved by Council and signed in Feb. 2015
10. Carbon Neutral Progress Report – Due June 2, 2015 – No money involved only annual report.
11. PEP incident claims – estimated \$6,000. Last claim made in July 2013. Staff estimate 30 – 32 claims should have been made over last 20 months. Need to locate task numbers and forms to submit for reimbursement.

12. FCM – Green Municipal Fund - Well and Storage Completion Project \$433,000. Status unknown at this time. Also status of INAC assistance of \$365,000 unconfirmed at this time.
13. Gas Tax Annual funding – Status unknown at the moment. Amount for 2014 not received or not recorded.

As time permits staff will sort through these applications and complete the projects and/or reporting.

3. OFFICE ADMINISTRATION

The following is a high level look at the work required over the next 40 to 50 working days:

1. Completion of the 2013 LGDE Financial forms for the Ministry.
2. Finalizing of 2014 year end including grants as noted above, balancing of bank statements, annual year end adjusting entries, review of 2013 Audit report and subsequent changes, closing of 2014 General Ledger.
3. 2014 Audit review and preparation of Financial Statements.
4. 2015 Budget preparation and discussion with staff and Council.
5. Bylaw preparation for five year financial plan and 2015 taxation.
6. Annual report on the 2014 year successes and Council's goals and Objectives for 2015.
7. Quarterly Water and Sewer Utility billing.
8. Interviewing, negotiating, contract preparation and hiring of CAO and CFO.
9. Interviewing and hiring of Summer Pool and Museum Staff.
10. CUPE contract negotiations
11. Day to day payroll, accounts payable, Council meetings, Agendas, Minutes, Correspondence and Website updates etc.

There is far more work than three people for 35 hours per week can complete. The fact that the Bank Statements had not been balanced since March 2013, the Auditors noted that there were numerous irregularities in the 2013 audit, and grants have been lost or not properly administered. All this and more indicates that a small staff cannot keep up with the demands of the community, Council and senior government directions and requirements.

Last year the Village had four office staff, (CAO, CFO, Intern, and Reception). Once operations have been improved and brought back to proper working order it may be possible to operate with four office staff working 35 hours per week depending on Council's goals and objectives which should be determined in the next few months.

Alternative Options

The first option is to allow myself and David to increase our hours to 40 or 45 hours per week. We are here and getting more productive each day. Hiring more staff right away can be difficult as we most likely need to advertise, interview and train which can increase the burden that we are trying to reduce. David's hourly contracted rate is \$40.00 per hour and mine is \$60.00 per hour. I have attached for your review my March invoice for hours worked as per the contract. It does not change for additional hours. Karen has agreed to work some hours overtime which would be at time and a half as per the Union contract. At this juncture I don't think she will need to increase her hours but David and I can increase our capacity by working a half hour or full hour more each day. We are not long term employees and want to succeed by the end of June.

Karen provided me with the name of someone who is looking for casual work and I will investigate over the next few days. A casual Admin person could cover for Karen who would allow her time to assist with finance, filing, records management and possibly correspondence, agenda's and minutes.

A longer term option would be to apply for NDIT Economic Development Grant money to share the cost of a full-time Economic Development / Assistant Corporate Officer position. This person could possibly administer grant funding/projects (Small Town Love, Business Facade, Fuel Management, Water Master Plan etc.) 50% of the time and then assist with Corporate Officer duties the other 50% of their time.

ATTACHMENTS – Appendix A – Miller & Associates March 2015 Invoice.



Lonny Miller
Interim Chief Administrative Officer

MILLER & ASSOCIATES
Municipal Management Services
Box 557, Cache Creek B.C V0K 1H0
250-457-9730

RECEIVED

APR 07 2015

VILLAGE OF LYTTON

Village of Lytton
Attention Mayor J. Lightfoot
Box 100, 380 Main Street
Lytton, BC. V0K 1Z0

06-Apr-15
Invoice #2015-01

~~COPY~~

March 2015 Contract Hours

	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Interim CAO Contract Hours As per attached time sheet.	48.50	\$ 60.00	\$ 2,910.00

	<u>Days</u>	<u>Rate *</u>	
TRAVEL Cache Creek to Lytton	7	\$ 20.45	\$ 143.15

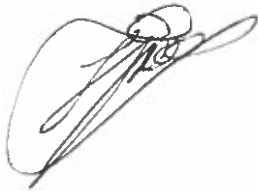
Total Expenses \$ 3,053.15

G.S.T. @ 5% \$ 152.66

Total Invoice \$ 3,205.81

*Daily equivalent = \$450.00 per month / 22 working days in March

Thank you for the opportunity of working with the Village of Lytton



APPROVED
Jessica Lightfoot
1121251100

VILLAGE OF LYTTON
CORRESPONDENCE LOG - FOR INFORMATION ONLY

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DATE	FROM			SUBJECT
13-Apr	TNRD		CAO	Re: 2015 TNRD & Thompson Regional Hosp. Dist
	Murdy & McAllister	CFO	CAO	INV
	Lillooet TMBR Mart	CFO	CAO	INV
	Scotiabank	CFO	CAO	Museum Stmt
	Scotiabank		CAO	Visa
	Rev It UP		CAO	Invite to Aniversary Bash
	CN	CFO	CAO	INV -
	CN	CFO	CAO	INV -
	Baxter Mechanical	CFO	CAO	INV -
14-Apr	ClearTech	PW	CAO	PO #SS39 Rec'd
	Interior Health	PW	CAO	Water Testing Forms Rec'd
	Superior Propane	CFO	CAO	INV
	Interior Health	CFO	CAO	INV -pool permit
	Canada Revenue	CFO	CAO	INV - Source Deduction
	Konica Minolta	CFO	CAO	INV
15-Apr	Pacific Business & Law	Mayor	CAO	INVITE to Role of Local Gov'ts in Cdn Federalism
	Worksafe BC	CFO	CAO	Ltr - reminder to report payroll
	Interior Health	CFO	CAO	INV \$150.00 Lytton Community Water System
	Kamloops Communication	CFO	CAO	INV - \$718.34 - Fire Dept. (Siren/spkrs)
	Jim Marshall	KH-Prccd		W/S payment
	Fraser Thompson Holdings	KH-Prccd		W/S payment
	Roman Catholic Bishop	KH-Prccd		W/S payment
16-Apr	Farmers Market		CAO	Ltr sent - RE Grant in Aid
	May Day Block Party		CAO	Ltr sent - RE Grant in Aid
	Paul Mullen	CFO		Ltr sent - RE: Rt cheque
	Sgt Dan King		CAO	Ltr sent - More Police Presence downtown
	Telus	CFO	CAO	Ltr - Electronic Payment of 2015 Prop. Taxes
	Cdn Fitness Survey		CAO	Survey
	HR Trading Post		CAO	Flyer - "sign up for Municipal Human Res. Sharin
	Municipal Pension Plan	CFO	CAO	INV - Adjustment requirement - \$978
	Konica Minolta	CFO	CAO	Statement
	CPR - Real Estate Branch	CFO	CAO	Returned Mail - wrong address
17-Apr	ASAP Office Supplies	CFO	CAO	INV - Postage Meter Ink - \$112
	FCM	CFO	CAO	CHQ - EXPENSES PD FOR WRKSHP PARTICIPATION MARCH 2015
	GENERAL PAINT	CFO	CAO	STMNT - CREDIT \$65
	BC HYDRO	CFO	CAO	LTR - RQST FOR ELECTRONIC TRANS FOR 2015 TAXES

~~86~~
86.

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

8c



BC INTERIOR
COMMUNITY
FOUNDATION
Formerly the Kamloops Foundation

BOARD OF DIRECTORS
2014 – 2015

Greg Reid
President

Russ Chambers
Past President

Wenda Noonan
Vice President

Cara Graden
Secretary

Curtis Wilkinson
Treasurer

Jason George
Director

Daniel Houghton
Director

Kathy Humphreys
Director

John Nelson
Director

Ross Parkin
Director

Ramesh Patel
Director

Lori Pilon
Director

David Stratmoen
Director

Lisa Tavender
Director

Meghan Wade
Director

**SERVING YOUR COMMUNITY
FOR 30 YEARS**

April 1, 2015

Village of Lytton
Attention: Ms Jessoa Lightfoot, Mayor
PO Box 100
380 Main Street
Lytton, BC V0K 1Z0

1183 822 04

Greetings,

On behalf of the 8C Interior Community Foundation, I would like to thank you for your support in 2014.

The Foundation has proudly served communities in Kamloops and the surrounding area for the past 30 years and looks forward to serving the Thompson-Nicola and South Cariboo region for many more years to come.

Our "Campaign for Community" goal is to increase our current endowment base by \$3 million, but specifically to increase our Smart & Caring Community Funds, which enable the Foundation to address critical and emerging needs in our communities. To date we have raised \$2.1 million and with your help, we can achieve our goal.

We are pleased to attach a cheque for \$6,028.00 as distribution income from the Lytton Community Foundation – Health Trust fund. The fund balance as of December 31, 2014 in the Lytton Community Foundation-Health Trust fund is \$146,861.93 with accrued income of \$6,028.16.

On behalf of the Board, I thank you for your trust, assistance and support during 2014; your vision and encouragement to the Foundation are much appreciated. We look forward to the opportunity of connecting with you in the near future.

Yours truly,

Greg Reid,
President

GR/bls

ofcadm\jrn\fnhd\drfnds\distribution\lrv-cmq-2015final

Office Address: 2 – 219 Victoria Street, Kamloops, BC V2C 2A1
Mailing Address: PO Box 15, Kamloops BC V2C 5K3
email: info@bcinteriorcommunityfoundation.com Phone: 250.434.6995
www.bcinteriorcommunityfoundation.com

TOP 10 THINGS YOU CAN DO TO LEAVE A LEGACY

1. Prepare a will.
2. Leave a gift in your will for BCICF.
3. Leave a specific dollar amount or a percentage of your assets to BCICF.
4. Consider using assets for your legacy gift.
5. Name BCICF as the beneficiary of your RRSP, RRIF or pension plan.
6. Name BCICF as the beneficiary of an existing life insurance policy.
7. Purchase a new life insurance policy naming BCICF as the beneficiary.
8. Remember loved ones with memorial gifts.
9. Encourage family and friends to leave gifts to BCICF in their wills.
10. Ask your financial or estate planning advisor to include BCICF as part of your financial plan and to incorporate in their counsel to other clients.



2013 Grant Recipient - Kamloops Interior Summer School of Music

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About Us

The BC Interior Community Foundation is dedicated to improving the quality of life in the Thompson, Nicola and South Cariboo Region by distributing the earnings generated from a permanent, ever-growing pool of funds.

Contact Us

Phone: 250-434-6995



Email: info@bcinteriorcommunityfoundation.com

Web: www.bcinteriorcommunityfoundation.com



2013 Grant Recipient - Clinton Museum

Find out how you can support your community today and for generations to come.

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**BC INTERIOR
COMMUNITY
FOUNDATION**

Formerly the Kamloops Foundation



Serving our communities in the
Thompson, Nicola and South
Cariboo region for

30 years.

**BC INTERIOR
COMMUNITY
FOUNDATION**

Box 15, #2-219 Victoria Street
Kamloops, BC V2C 5K3



**BC INTERIOR COMMUNITY
FOUNDATION**

8d

**Lytton River Festival Society
Regular Meeting Minutes
Thursday April 16, 2015 Village of Lytton Chambers, 7 PM**

ATTENDANCE

Present: Bernie Fandrich, Cheryl James, Peggy Chute, Jo Johnson, Judith Urquhart, Terry Weekley, Margo Soper, Nonie McCann, Gordon Murray, Michele Swan, Jessoa Lightfoot, Esther Brown
Absent: Lorna Fandrich, Charon Spinks, Jim Steer, Byron Spinks, Sgt. Dan King, Karen Dunstan, Karen Kimble

Call to Order: Bernie called the meeting to order 7:20 PM

A. REPORTS:

a) Treasurer's Report: Jo read the financial statement. As of March 31st the bank balance was \$22,077.

b) Sponsorships: Sponsorship letters have been sent out and we are receiving replies.

Sponsor	Sponsorship Level	2014	2015
Heritage Canada	Presenting	7,300	
Kumsheen Rafting	Platinum	Yes	confirmed
CN	Platinum	\$2,500	
Village of Lytton	Platinum	\$1000 plus in kind	confirmed
Scotiabank	Gold	\$2000 plus in kind	
LFN	Gold	\$3,500	
Belcorp	Silver	\$2000	
VSA	Bronze	\$1,000 plus equipment use	confirmed
Innergex	Bronze	\$1000	
N'zenman	Bronze	yes	confirmed
AG Foods			
Lyttonnet		Free wi-fi	
TNRD			
Highland Valley Copper			

c) Building Communities through Arts and Culture Grant Application: Our application has been submitted and we wait.

d) First Nations Bands Involvement: Kanaka Bar Hydro project will hold an open house Friday September 4th 10:30 ish, final details to confirmed closer to print date of our brochure: to open up the Highway 1 Cable Crane gate for several hours to allow a public viewing of the powerhouse from Highway 1 and a cable crane inspection with pamphlets explain the project and its history. Patrick Michell will ask the Siwash Creek developer, Chad Peterson, to be on hand. He is knowledgeable about small hydro and solar and can answer general and technical questions.

B: EVENTS:

FRIDAY:

8:30 – 10:30	Walk West Side	Judith
9:00 – 4:00	Stein Hike	Bernie will ask LFN if this can happen.
3:00- 4:00	Museum activity	Bernie has made request
4:00 – 8:00	Children's & You Art and digital media showcase	Nonie, Michele
4:00 – 4:15	Festival Welcoming	Jessoa

4:45- 5:30	Youth Hand Drumming	Judith
5:30 – 6:45	TBA Main Stage Entertainment	Judith
5:30 – 7:00	Legion dinner	Bernie has sent request
6:00 – 8:00	Geotour	Jessoa contact
7:00 – 9:00	TBA Main Stage Entertainment	Judith
9:00 – 11:00	TBA Main Stage Entertainment	Cheryl & Bernie & Judith

SATURDAY:

8:00 – 10:30	Pancake Breakfast	Peggy
10:00- 10:30	Festival Opening: BC Royal Regiment Marching Band?, Hand drum welcome	Jessoa, Cheryl, Judith
10:30	Geo Caching Release	Jessoa
10:30- 1	Main stage Entertainment featuring local talent	Bernie, Cheryl
10:30 – 4:00	Scotiabank Welcome Booth	
11- 3	Chicken Poop Bingo	Nonie
11- 2	Mr. Bubbles the Clown	Judith
1-4	Art Showcase featuring local artists	Judith, Michele
1-1:30	Circus West	Bernie
1:30 - 2	CW Workshop	Bernie
2- 4	Climbing wall	Michele
2-3	Roaming circus	Bernie
3-3:30	CW Main Stage	Bernie
3:30 - 4	CW Workshop	Bernie
4:15- 5:15	Kayaking for kids	Bernie
5-6:30	Dinner with Lisa& Co	Esther
5- 6:15	Spiritus Mundi TBA	Judith
7:15- 8:30	Ten Souljers	Bernie
8:30-9	Fire Dancers	Lorna
9:45- 11:30	Ten Souljers	Bernie

SUNDAY:

Nonie and Esther will plan Sunday program. Judith to attend meetings.
 Esther & Judith will coordinate the First Nations Arts and Artisan Demonstrations.
 Dinner coordinator?
 Gerald Charlie to play at dinner: Bernie will make the contact

C. FARMER'S MARKET, FOOD VENDORS, SITE PLAN

D. PRODUCTION:

- i) Rentals of bleachers, canopy, purchase of chairs, tables: Enid to book 20 tables and 200 chairs with Rogers Rentals.
- ii) Sound: Lee's music. Lee's Music will do our system again.
- iii) Stage & canopy:

Next meetings: May 21, June 18, July 16, August 13 & 27

Lytton River Festival: September 4, 5, 6 2015

8e

**Lytton River Festival Society
Minutes of the Annual General Meeting
April 16, 2015
Village of Lytton Council Chambers**

Attending:

Bernie Fandrich, Jo Johnson, Peggy Chute, Terry Weekley, Judith Urquhart, Michele Swan, Cheryl James, Gordon Murray, Margo Soper, Esther Brown, Jessoa Lightfoot

1. Meeting called to Order: 7:00 PM

2. Minutes of last AGM held on April 16, 2014 were circulated.

MOVED by Terry Weekley, seconded by Cheryl James that the minutes be adopted as circulated. Carried.

3. Financial Report:

Jo Johnson read the financial report, as prepared by Alana Drouin, for January 01, 2014 – December 31, 2014.

MOVED by Cheryl James, seconded by Terry Weekley that the 2014 Financial Report be accepted as read.

Carried.

4. Election of Officers:

President: Bernie Fandrich

Vice President: Cheryl James

Secretary: Judith Urquhart

Treasurer: Jo Johnson

Directors: Peggy Chute, Jessoa Lightfoot, Michele Swan

5. Signing Officers:

MOVED by Peggy Chute seconded by Jo Johnson that any two of the President, Vice President, Secretary, Treasurer of the Lytton River Festival Society have signing authority on behalf of the society. Carried.

6. Adjournment:

MOVED by Bernie Fandrich that the meeting be adjourned. Carried

Signed by:

President

Date

Secretary

Date