



## Village of Lytton

**AGENDA**  
**Regular Council Meeting**  
**Council Chamber, 380 Main Street, Lytton, BC**  
**7:00 pm, Monday, May 11, 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 27, 2015

**Moved, seconded** by Councillors \_\_\_\_\_ that the Minutes of the Regular Meeting of April 27, 2015 be adopted as presented or as amended.

**5) DELEGATIONS**

**6) PUBLIC PARTICIPATION PERIOD**

**7) ADMINISTRATIVE MATTERS**

- (a) Public Works Monthly Report
- (b) Lytton Fire Department March 2015 Report
- (c) Lytton Museum General Meeting April 28, 2015 Agenda
- (d) Lytton Museum General Meeting March 31, 2015 Minutes
- (e) Lytton Museum March 31, 2015 Financial Statement

**8) CORRESPONDENCE FOR INFORMATION**

- (a) Miscellaneous Correspondence received by the Village - Re: Incoming Mail
- (b) Thompson Nicola Regional District – April 28, 2015 – Proposed Bio-solids Bylaw
- (c) Ministry of Transport - April 28, 2015 – Canada Post Five-Point Action Plan
- (d) Communities in Bloom – CN EcoConnexions Grant deferral

**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) Interim CAO – 2015 CWPP – Application to UBCM.

**Moved, seconded** by Councillors \_\_\_\_\_ that Council support the continued Community Wildfire Protection Program (CWPP) and instruct Staff to make application to UBCM, Strategic Wildfire Prevention Initiative for 18.2 ha. of pruning, thinning including falling, debris management, and other sundry works for the 2015/2016 winter season.

**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 27, 2015

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

**ABSENT:** Councillor Rob Austen – With Notice

**STAFF:** Interim Chief Administrative Officer Lonny Miller

**DELEGATIONS:** Rod Bate, Dan Mundall, Daniel Mundall and Robert Richards -  
Lyttonnet

**PUBLIC:** Irene Steers and Peggy Chute

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 Haugen/Hay that the agenda be adopted as presented.

**Carried**

4) **ADOPTION OF MINUTES**

(a) Minutes of the Regular Meeting of April 13, 2015

**Moved, seconded** by Councillors Hay/Haugen that the minutes of April 13, 2015 Regular meeting be adopted as amended to correct on page 6 the reference to Bert Gleason of Northwest Organics to be Burt Glasgow of Northwest Organics.

**Carried**

5) **DELEGATIONS**

Rob Bate, Dan Mundall, Daniel Mundall and Robert Richardson – Lyttonnet  
Mr. Bate thanked Council for the opportunity to present an update to Council and turned the presentation over to Dan Mundall.

Dan Mundall thanked Council for the opportunity noting that this presentation has been talked about for several years in an effort to open up communications with the Village. Mr. Mundall touched on the following:

- Lyttonnet is a registered society that started in 1972
- All volunteer for better part of 40 yrs
- 2006 renamed the Society moved into wireless internet
- Serving over 2,000 people, 16 towers, 100 Km area
- Providing internet service plans to meet the needs of everyone

Councillor Polderman (by telephone) left the meeting at 7:20 p.m.

- Offers flexible payment options
- Discussed the 2014 projects and planned projects for 2015.
- Reviewed the Society's growth and customer count over the past number of years and projections for 2015.
- Future Fiber Optics services

A copy of the Power Point presentation was provided and is on file for future reference.

The video on the in-house developed Internet Service Provider management environment [LeadISP] can be found on Youtube at:  
<https://www.youtube.com/watch?v=IW7q7ewdijM>

Council thanked the delegation for their report and they left the meeting at 7:43 p.m.

## 6) PUBLIC PARTICIPATION PERIOD

Irene Sheer spoke to Council about the St. Bartholomew's Health Care Auxiliary – request for assistance appearing later in the meeting agenda. Ms Sheer noted that the Health Care Auxiliary started in 1949 and has raised over \$270,000 over the years for the purchase of various pieces of equipment for the health centre. These donations and equipment were made for patient care and are not directly for doctors benefits. Ms. Sheer also clarified that the Cardiac/Vital Signs Digital Network Monitoring System that they are raising funds for will be a great benefit to patients as it will interface with medical centers in Kelowna and Kamloops, thus precluding the need for a patient to leave his or her home community for diagnosis.

Council thanked Ms Sheer and Ms. Chute for their comments and they left the meeting at 7:50 p.m.

## 7) ADMINISTRATIVE MATTERS

### (a) CAO Monthly Report

Interim CAO Lonny Miller reviewed his written report and responded to Council's questions.

### **Steel Cargo Storage Trailers**

Council discussed the request to place a steel cargo storage container on 145 Fraser Street and expressed concerns for the Zoning Bylaw requirement for total lot coverage, minimum size allowed without a building permit and setbacks of the two Mobile Homes and the proposed storage container. CAO Miller was directed to bring a further report to Council with a site plan and specifics of the development proposal to clarify Council's concerns.

### **Rezoning of Commercial Property**

Councillor Haugen declared a conflict of interest and left the meeting at 8:04 p.m.

CAO Miller briefed Mayor Lightfoot and Councillor Hay on the next steps and the need to consider rezoning the property to Residential.

Councillor Haugen returned to the meeting at 8:12 p.m.

### **Bank Signing Authority**

Due to the recent change in the Finance Officer position;

It was **moved, seconded** by Councillor Hay/Mayor Lightfoot **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**

### **Office Administration**

In an effort to assist staff to complete the backlog of administrative duties;

It was **moved, seconded** by Mayor Lightfoot/Councillor Hay **THAT** CAO Miller is authorized to increase his weekly contract hours of work to 40 or 45 hours as considered necessary and that at CAO Miller's discretion Finance Officer David Harrison's contract hours could be increase similarly.

**Carried**

**Moved, seconded** by Councillors Haugen/Hay that the CAO Monthly Report dated April 27, 2015 be received for information.

**Carried**

## **8) CORRESPONDENCE FOR INFORMATION**

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

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

**Moved, seconded** by Mayor Lightfoot and Councillor Haugen that the Village provide St. Bartholomew's Health Care Auxiliary with \$2,000 in support for the purchase of a Cardiac/Vital Signs Digital Network Monitoring System and that the Society be advised that if they are short of their \$26,000 goal to make a second request to Council for assistance.

**Carried**

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

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

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

**Moved, seconded** by Councillors Hay/Haugen that Correspondence items 8 (a) to (d) be received for information and filed.

**Carried**

**9) BYLAWS/POLICY**

No Bylaws or Policies were brought forward.

**10) COUNCIL REPORTS**

(a) Mayor Jessoa Lightfoot

- April 14<sup>th</sup> – spoke with citizens re: Village planters, tentative planting date May 10<sup>th</sup>
- Requested approval of refreshments allowance for volunteers after planting
- April 16<sup>th</sup> – attended the River Fest AGM and regular meeting
- April 20<sup>th</sup> - BC Interior Community Foundation
- May Day Parade meeting - met with approximately 8 community members to discuss possible events. A “western” theme was agreed to. The next meeting will be held May 4<sup>th</sup> at 6:30 to finalize program details.
- Motion to approve production of May Day program
- April 23<sup>rd</sup> - TNRD meeting in Kamloops
- April 24<sup>th</sup> – met with grant writer T. Collins and CAO Miller to review past and future Fuel Management details.
- Other – received an Invitation to a follow-up CIPP workshop in Kamloops on June 11<sup>th</sup> – confirmation requested by May 1<sup>st</sup>
- CUPE negotiations - Next meeting scheduled for May 4<sup>th</sup>
- Negotiation com – Fri May 1st -am

(b) Councillor Rob Austen

Absent from meeting.

(c) Councillor Tiffany Haugen

Nothing to report

(d) Councillor Ian Hay

Unfortunately, I had a previous engagement and missed the Chamber of commerce meeting. Sheila was kind enough to send me all the info via email and it seems the Bylaws were sanctioned. Copy for the Village files.

Met with the CAO, as the Chairperson of the Hiring Committee and went over the plausible questions to be utilized in the phone interviews with the selected

candidates. Also if this procedure works well in the hiring of the CAO, it shall be repeated for the CFO.

e) Councillor Jan Polderman

Absent from the meeting.

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

**Carried**

**11) NEW BUSINESS**

**Recreation Commission Director Appointments**

Council Hay reported that the proposed Recreation Commission held another meeting which was well attended.

**Moved, seconded** by Councillor Hay/Mayor Lightfoot that

Chairperson	Kathryn Brooks
Vice-Chairperson	Warren Brown
Secretary-Treasurer	Karen Haugen
Directors	Ramona Baxter
	Brenda Munroe
	Dan Collins

be authorized to hold the positions to which they were either elected or appointed to for the 2015 Village of Lytton Recreation Commission.

**Carried**

**12) UNFINISHED BUSINESS**

No Reports.

**13) IN-CAMERA MEETING**

**Moved, seconded** by Councillors Haugen/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 8:43 p.m.

**Carried**

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

**Moved, seconded** by Councillors Haugen/Hay that Council move back into the Regular Meeting at 9:08 pm, and that the following items be brought forward from In-Camera;

- That Dion Moody be approved as recommended by the Fire Department as a volunteer firefighter

**Carried**

**15) QUESTION PERIOD**

No public present.

**16) ADJOURNMENT**

Moved by Councillor Haugen that the meeting be adjourned at 9:22 p.m.

**Carried**

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Mayor Jessoa Lightfoot

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Interim Corporate Officer, Lonny Miller





## Village of Lytton

### Public Works Report May 11, 2015

#### A. Issues and projects:

1. Water and Waste Water Systems				
Date Started:	Date Completed:	Action Required:	Action req'd by:	Comment:
April.14	May 11	Ensure that the Water and Waste Water Systems are safe and maintained on a daily basis.	LPW	Daily & Monthly Reports Available
April 8	April 14	All fire hydrants pressure tested and flushed	LPW	Completed and all in good order
April 13	April 13	Quarterly Waste Water samples were taken and sent for analysis	LPW	Results were normal
April 17	April 17	Replaced seized aeration valve motor with spare.	Rod Bates LPW	Bearings and motor winding failure.
March 1	May 31	Build permanent stairway down over embankment behind PW shop almost finished	LPW	Will be complete my end of month
2015		Repairs to Dam corrosion should be considered for the 2015 budget.	LPW	Lillooet Contracting not available at present
April 10	May 1	SCADA Turbidity instrument failing Recommended we replace.	Mundall	We can continue to nurse the old one along further.
Jan. 26	May 15	Investigate/exploratory excavation of sewer line at #30 Main St. (Heinrich Gilbert broke his wrist-not available to proceed at present)	LPW	Owners of adjacent property (#44 Main St.) claim the sewer line goes under their house.
April 14	April 14	Matt Stoltz from Surridges(NEPTUNE) visited on (no charge) to review and help set up meter reading program	LPW	The Neptune data recorder is operational and ready to go.
	May 15	Turbine Meter to be replaced at the Alonzo well and well test.	LPW	No readings were recorded in 2014
April 8	April 8	2 new electrical relays installed in WWTP control panel	Rod Bates	Old ones burned out and caused WWTP faults

3. Seasonal weather-related issues				
Date Started:	Date Completed:	Action Required:	Action req'd by:	Comment:
March 3	April 15	Street sweeping and Spring cleanup	LPW	Still weeding
April 15	May 8	Brush and trimmings collected	LPW	Completed for 2015.
April 24	April 30	Park irrigation started up	LPW	Earlier than usual
April 15	May 30	Sidewalk tripping hazards marked	LPW	Will repair during the month

4. Public Works Equipment				
Date Started:	Date Completed:	Action Required:	Action req'd by:	Comment:
April 15	May 30	Dodge 5500 box bed to be ground, wire brushed and painted	LPW	Done primarily in 2014. Needs to be done again. Postponed
April 7	May 7	Dodge 3500 Annual Service and Inspection. Needs repair to front axle.	Baxter	Complete estimate to be submitted by Baxter on May 7
March 19	May 7	International Water Tender <u>Commercial Vehicle Inspection</u>	Baxter	Being inspected. Report due May 7.
April 11	May 11	All Vehicles are inspected daily and monthly.	LPW	Serviced as necessary
April 11	May 30	Cleanup and prepare #30 Main St. for LPW use. Sewer to be investigated	LPW	Used chain link fence to be installed at rear entrance.

5. Parks and irrigation				
Date Started:	Date Completed:	Action Required:	Action req'd by:	Comment:
April 28	April 30	Irrigation at Flag Park Extended	LPW	3 low level sprinklers added
March 26	April 30	Cleanup Parks & Start up Park Irrigation	LPW	Irrigation On. Cleanup continues.
March 23	May 30	Tree Irrigation on Main St.	LPW	Other projects providing
April 23		Elementary and KSS Irrigation On	SD 74	Will monitor for time being.

6. Training/certification				
Date Started:	Date Completed:	Action Required:	Action req'd by:	Comment:
June 8	June 12	Water Treatment Level 1	MTS	Pat is Reserved
Mar 9-13	Cancelled	Backflow Assembly & Testing Cert.	BCWWA	Owen Postponed
May 4	May 8	Waste Water Treatment I	MTS	Tom attended the course.

7. Public swimming pool				
Date Started:	Date Completed:	Action Required:	Action req'd by:	Comment:
Mar. 18	May 30	Pool Insurance Report - Repairs	LPW	LPW has already completed some of the repairs. Details available
March 24	April 17	Pool cover Roll welded	BRM	Bridge River M/C Shop
May 4	May 30	Pool Start Up	LPW	Under Way

8. Garbage & Yard waste pick up				
Date Started:	Date Completed:	Action Required:	Action req'd by:	Comment:
May 15	October	Garbage collection 2 times weekly	LPW	Summer Schedule
April 10	May 8	Yard Brush Pickup	LPW	Completed

#### B. Additional Work in progress:

- LPW yard improvements at #30 Main St.
- Equipment inspection and maintenance as necessary
- Water and Sewer systems operated and maintained
- Pool Area Repairs and Start Up
- Tree & Parks Irrigation
- #44 Main St. sewer line location (Waiting for Gilbert to return to Lytton)
- Parks and Roadways mowed, weedwhacked and watered

#### C. Meetings:

- 2nd Union Contract negotiations meeting conducted on May 4
- 3<sup>rd</sup> negotiation meeting scheduled for May 13
- LPW Report to Council May 11

D. Conferences/training:

- Owen's Backflow Assembly & Testing Certification to be rescheduled
- Pat reserved for Water Treatment Level 1 June 8 to 12
- Tom attended Waste Water Level 1 May 4 to 8

E: General comments:

- Details for any Public Works issues are available
- Tour of Public Works utilities is available for those interested
- *Many thanks to Mason Jory and Patashi Pimms who helped out at LPW during the week of April 7 to April 10* \*\*\*\*\*

Owen Collings, Lead Hand  
Lytton Public Works  
publicworks@lytton.ca  
T: 250-455-2362  
C: 778-254-0400

# LYTTON FIRE-RESCUE

Emergency Call 911



RECEIVED

MAY 1 / 2015

## Month End Report

Month of March 2015

VILLAGE OF LYTTON

**PRACTICES:**

Date	Number of Persons	Subject
Started to do half hour of fitness at		practices
03/05/2015	6	In house meeting
03/12/2015	7	Volunteered to do cotton candy for SVNS Winter fest
03/19/2015	8	Vehicle check's
03/26/2015	8	Cleaned fire hall

**RESPONSE**

Date	Number of Persons	Extra Hours	Location	Vehicle	Responses #
03/21/2015	3	0	MVI by 1800 N Spencer rd cancelled enroute	R-1	VLY15-00024
03/02/2015	1	0	Fire burning complaint 260 fraser street fire was on Westside advised forestry	E-1	VLY15-00017
03/02/2015	5		fire complaint for Westside fire Advised dispatch that it is forestry's area	E-1	VLY15-00018
03/04/2015	6		brush fire lytton ferry rd And highway 12	E-1	VLY15-00019
03/13/2015	1		fire complaint on Westside past stein creek bush party fire left unattended advised forestry		
03/27/2015	2		bush fire call was SkiHist controlled burn	E-1	VLY15-00026
03/27/2015	4	.75	Grass fire old trans Canada highway	E-1	VLY15-00027
03/30/2015	2		Tree laying on lines Spintlum rd on highway #12	R-1	VLY15-00030

March 2015  
Total Year

First Responder Calls 006  
First Responder Calls 016

Acct.# 1122453200 Practice		\$200.00
Acct # 1122553100 (PEP responses)	16X \$12.00	\$192.00
Extra Hours	0X \$6.00	\$0.00
Acct # 1122453100 (Fire responses)	8X \$12.00	\$96.00
Extra Hours	3X \$6.00	\$18.00
<b>TOTAL</b>		<b>\$506.00</b>

*Jason Phillips*  
Fire Chief: Jason Phillips

**LYTTON MUSEUM & ARCHIVES**  
**General Meeting**  
**Tuesday, April 28, 2015**  
**Agenda**

1. **Opening at            in the Museum.**
2. **Additions to the Agenda:**
3. **Adoption of the Minutes for March 31<sup>st</sup>, 2015 Minutes.**
4. **Financial Report to March 31<sup>st</sup>, 2015.**
5. **Business arising from Minutes:**
  - a. **Construction Project**
  - b. **Museum Policy Committee**
  - c. **Newsletter - Editor**
  - d. **Web Site**
  - e. **Donation fundraising**
  - f. **Curator**
  - g. **Summer Staff**
6. **Correspondence**
7. **Museum Needs**
8. **Report from Village Rep Tiffany Haugen**
9. **New Business:**
  - a. **St. Georges's Bell**
  - b. **Annual Pot Luck**
  - c. **River Festival - Book Reading**
  - d. **Posters for Monthly Meetings - looking for volunteer**
10. **Next General Meeting May 26<sup>th</sup>, 2015 at 7 pm @ Lytton Museum and Archives**
11. **Adjournment**

**LYTTON MUSEUM AND ARCHIVES**  
**General Meeting**  
**Minutes**

**Tuesday March 31<sup>st</sup>, 2015.**

<b>Present:</b>	Jim Steer, Chair	Irene Steer, Secretary
	Peter Heaster, Vice Chair	Jo Johnson, Treasurer
	Dereck Ostiguy	Dorothy Dodge
	Tiffany Callewaert (Haugen), Village of Lytton Rep	
	Julia Boldt	Valeria Allison
	Tom Peglow	Peggy Chute
	Doug Rebagliati	

<b>Regrets:</b>	Marie Heaster	Robert Bolan
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1. **Opening at 7 pm in the Museum**

2. **Adoption of the Agenda**

Motion to adopt the agenda as presented. Moved by Peter Heaster, seconded by Jo Johnson, carried.

3. **Adoption of the Minutes for February 24<sup>th</sup>, 2015**

Motion to adopt the minutes of February 24<sup>th</sup>, 2015 as presented. Moved Dereck Ostiguy, seconded by Peter Heaster, carried.

4. **Financial Report - Jo Johnson**

Motion to receive and file. Moved by Irene Steer, seconded by Peggy Chute, carried.

5. **Business arising from Minutes**

**a) Construction Project** - Jim Steer and Peter Heaster met with the building inspector and all the paperwork has been filled out and sent in to the building inspector. Once we get approval, we will be able to go out to tender and then move forward with the building display.

**b) Museum Policy Committee** - have met and have done some work on the policies and are looking to meeting again soon.

**c) Newsletter** - Marie Heaster is looking for someone to help her by writing some articles and she has some ideas for topics.

**d) Website - nothing at the moment**

**e) Donation Fundraising - Dorothy Dodge and Peggy Chute have gotten a list of names and addresses and Jim has entered them into a data base. Letter of request passed around to the membership to approve and make suggestions to any changes required. Possibly suggest others who may be interested in supporting our fundraising project.**

Motion to approve the package with the letter request with the possibility of a slight amendment.

Moved by Peggy Chute, seconded by Julia Boldt, Carried.

Volunteers to put the package together and get it ready for mail out are Peggy Chute and Dorothy Dodge.

**f) Curator - nothing as yet**

**6. Correspondence - none**

**7. Museum Needs - the 2 planters out on the sidewalk in front of the museum require plants to be purchased. Tiffany Calleweart to check to see if the Village will be tending to this matter. We will be looking for volunteers to do weeding in the museum gardens. Displays are now lit up, thanks to Dereck Ostiguy for taking care of this.**

**8. Report from Village - Councillor Tiffany Haugen - Question of Summer help has been forwarded to the Village Office by Jim Steer and we request to be involved in the hiring process. Dorothy has asked whether or not our minutes or financials were on the Village web site.**

**9. New Business - none**

**10. Next Meeting April 28<sup>th</sup>, 2015 @ 7 pm**

**11. Adjournment 7:40 pm**

Motion to adjourn by Tiffany Calleweart.

Submitted by Irene Steer, Secretary



# Lytton Museum and Archives

420 Fraser Street  
Lytton BC V0K 1Z0

## Balance Sheet

As of March 2015

4/28/2015  
4:43:25 PM

Assets		
Current Assets		
Cash On Hand		
Scotiabank Account	\$12,699.56	} 41,059.56
Reserve for Backyard Project	\$7,160.00	
Reserve for Ferry Wheel Displa	\$200.00	
Reserve for Building Extension	\$21,000.00	
Float	\$7.00	
Total Cash On Hand	\$41,066.56	
Book Inventory	\$1,486.89	
Total Current Assets	\$42,553.45	
Total Assets		<u>\$42,553.45</u>
Liabilities		
Equity		
Retained Earnings	\$35,326.29	
Current Year Earnings	\$12.64	
Historical Balancing	\$7,214.52	
Total Equity		<u>\$42,553.45</u>
Total Liability & Equity		<u>\$42,553.45</u>

# Lytton Museum and Archives

420 Fraser Street  
Lytton BC V0K 1Z0

## Profit & Loss Statement

1/1/2015 through 3/31/2015

4/28/2015  
4:44:00 PM

Income	
Donations	\$13.50
Memberships	\$570.00
Newsletters	\$2.00
Postcard Sales	\$4.00
Rulers	\$25.00
Misc. items (copies)	\$4.24
Total Income	<u>\$618.74</u>
Cost of Sales	
Gross Profit	<u>\$618.74</u>
Expenses	
Office expenses	\$55.40
Membership, dues, subscription	\$156.75
Advertising	\$126.50
Bank charges	\$16.33
Backyard project	\$39.00
Maintenance	\$110.00
Postage & Shipping	\$102.12
Total Expenses	<u>\$606.10</u>
Net Profit / (Loss)	<u>\$12.64</u>

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

DATE	FROM			SUBJECT
23-Apr	Soctiabank	CFO	CAO	INV - \$1349.25
	ALS Environment	CFO	CAO	INV - \$282.45 (WWTP Analysis)
24-Apr	TNRD	CFO	CAO	INV for March - \$44 (Credit avail. \$294.89)
	Village Of Clinton.	Mayor & Council	CAO	Ltr - Invite to participate in Parade May 23
28-Apr	Canadian Fitness Survey		CAO	Reminder to complete survey
	Pacific Blue Cross	CFO	CAO	Payment Reminder
	UBCM	CFO	CAO	Commercial Vehicle Licensing Prg. - Decal Sales Yearend Share - \$60.13 (chq rec'd)
	CPR	KH Procsd		W/S payment
	Telus	CFO	CAO	INV - \$810.28
	Medical Services Plan	CFO	CAO	INV - \$288.00
	Covenant House Vancouver		CAO	Request for a Donation
29-Apr	Heart & Stroke Foundation		CAO	HSF's Public Access to Defibrillation
	Two Rivers Farmers Market		CAO	Upcoming dates
	Suncatcher Crafts	CFO	CAO	INV - Farewell Gifts - Lorna & Jo
	Michele Swan	CFO	CAO	INV - Janitorial Service for April
	N'lha'7Kapmx Child & Family	Mayor&Council	CAO	Ltr - Donation Request
	Telus Mobility	CFO	CAO	INV - \$158
	Letters Sent			
	Lytton Recreation Commission			Committee Members authorized
	St. Bartholomew's Health Care			Donation for Cardiac Monitor
30-Apr	UBCM		CAO	Complimentary - 2015 Net.Work.Book
	Revenue Canada	CFO	CAO	INV - 645.58
	BC e ID	CFO		Password Reset
	Revenue Canada	CFO	CAO	INV - \$477.69
	Superior Propane	CFO	CAO	Payment Reminder
04-May	ASAP	CFO	CAO	INV - Postage Meter Ink \$112
	Lytton Ess (Fax)	CFO	CAO	INV - \$1573
	Chill Air	CFO	CAO	INV - \$148.05 (Filers)
	Direct Electric	CFO	CAO	STMNT - \$242.05
	Lillooet News	CFO	CAO	INV - \$208 (AD-summer postings)
	Superior Propane	CFO	CAO	STMNT - \$561.06
	Pitney Bowes	CFO	CAO	INV - \$440 (postage)
	Interior Health	CFO	CAO	Operating Permit for Pool
	Naomi Brooks	KH-prcsd		W/S payment
	YoungAnderson	May&Cour	CAO	Invite to reception at LGMA





# Thompson-Nicola Regional District

Department: Planning

300 - 465 Victoria Street  
Kamloops, British Columbia  
Canada V2C 2A9  
Tel. (250) 377-8673  
Fax. (250) 372-5048  
Toll Free in BC: 1-877-377-8673  
Email: admin@tnrd.ca  
Website: www.tnrd.ca

April 28, 2015

Village of Lytton  
PO Box 100,  
380 Main Street  
Lytton, BC V0K 1Z0  
Attention: Lonny Miller

**RECEIVED**  
**MAY 5 / 2015**  
**VILLAGE OF LYTTON**

Dear Lonny Miller,

**Re.: Proposed bylaw amendments to limit scope of composting (inc. bio-solids)**

This letter is to advise you that the Thompson-Nicola Regional District (TNRD) is undertaking an amendment process to our Zoning Bylaw No. 2400 and, where necessary, any correlating Official Community Plan(s). This amendment would limit the extent or scope of composting activities, particularly those that form a part of an agricultural operation. As a part of our consultation process we are sending referrals to all TNRD member municipalities, First Nations, the Agricultural Land Commission, and various provincial ministries.

Attached hereto you will find a summary of the proposed changes. We anticipate that the enabling bylaws will be before our Board of Directors for first reading during the last week of May and then to a public hearing in June of this year.

Importantly, kindly note that both the land application and the composting of recyclable organics (e.g. food/winery/brewery waste, bio-solids, manures, etc.) is regulated by the Province and is expressly allowed under both the *Farm Practices Protection Act* (a.k.a. Right to Farm) and the *Agricultural Land Reserve Use, Subdivision, and Procedure Regulation*. Local government (including the TNRD) can neither prohibit composting activity nor regulate land application of compost. **We can however limit the scale of a particular composting operation to that which can be spread or applied to the given farm or ranch.**

We invite your input and comments. If you have any questions or require more information, please contact the undersigned at [planning@tnrd.ca](mailto:planning@tnrd.ca) or by telephone at (250) 377-8673.

Yours truly,

**R. Sadilkova**  
**Director of Development Services**

RS/mm

Enclosures

**MUNICIPALITIES:** Ashcroft, Barriere, Cache Creek, Chase, Clearwater, Clinton, Kamloops, Logan Lake, Lytton, Merritt, Sun Peaks  
**ELECTORAL AREAS:** "A" "B" "E" "I" "J" "L" "M" "N" "O" "P"



## Development Services Department

# Proposed Bylaw Amendments Summary

**TO:** Referral Agencies **DATE:** April 28<sup>th</sup>, 2015

**FROM:** Director of Development Services

**SUBJECT:** Zoning Bylaw amendments respecting composting

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The proposed amendments are in response to Board direction to consider how and if the TNRD can lawfully regulate bio-solids (inc. the processing/composting of organic recyclable material). The proposed changes are contained in a bylaw that amends a lengthy Zoning Bylaw thus they are not "readable" as a standalone document and so, for clarity, the following points provide a summary of what the bylaw changes would effect:

1. *Part 1: Definitions* clarifies existing definitions, deletes eco-depot (a colloquial term), and adds definitions of new terms in support of the proposed Part 3 composting regulations
2. Add a new comprehensive section of composting regulations to *Part 3: General Provisions*, with three categories of composting use:
  - i. **backyard composting** is protected as a residential accessory use;
  - ii. **agricultural composting** is limited to that which can be spread on the given farm land and large setbacks from property lines and watercourses are proposed for both Agricultural Land Reserve (ALR) and non-ALR, and
  - iii. **commercial composting** is permitted on I-4: Heavy Industrial Zoned land (i.e. this use would have no agricultural component and no on-site land application component).
3. Foreclose all opportunities of export or commercial composting sales on ALR lands (and of course non-ALR lands) regardless of parcel area, whereby all the material composted on-site must be applied to the subject farm or ranch
4. Delete reference to our Solid Waste Management Plan (SWMP) and remove citations for waste management/transfer station from the list of permitted uses in various rural zones (RL-1, AF-1, I-1, and I-3); thereby, eliminating any possible misinterpretation or confusion of where agricultural or commercial composting is a permitted use
5. Amend *P-3: Civic Works Zone* to allow waste management/transfer sites and composting as permitted land uses and then rezone existing facilities (generally TNRD owned/controlled) to this revised P-3 zone

To reiterate, a local government bylaw cannot foreclose the rights that farmers hold pursuant to the *Farm Practices Protection Act* to undertake *normal* farm practices and those rights under the ALR Act and land use regulation to condition, improve, augment, and fertilize their lands.

8C

Minister of Transport



Ministre des Transports

Ottawa, Canada K1A 0N5

RECEIVED

MAY 5 / 2015

VILLAGE OF LYTTON

AVR 28 2015  
APR

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

Dear Madam Mayor:

Thank you for your correspondence regarding Canada Post.

On December 11, 2013, Canada Post announced a Five-point Action Plan ([www.canadapost.ca/cpo/mc/assets/pdf/aboutus/5\\_en.pdf](http://www.canadapost.ca/cpo/mc/assets/pdf/aboutus/5_en.pdf)), which is intended to return the corporation to financial self-sustainability by 2019 and is within the parameters of the Canadian Postal Service Charter ([www.tc.gc.ca/eng/mediaroom/infoshcets-canadapost-1770.htm](http://www.tc.gc.ca/eng/mediaroom/infoshcets-canadapost-1770.htm)). Canada Post is required by law to operate on a self-sustaining financial basis. I look forward to seeing progress as Canada Post rolls out its plan for an efficient, modern postal service that protects taxpayers and is aligned with the choices consumers are making.

The reality is that Canadians are increasingly choosing to communicate in ways other than by sending letters. Due to the lack of demand, mail volumes have dropped more than 25% since 2008 and continue to fall. The traditional postal business model that worked so well in the pre-digital era is increasingly out of step with today's reality.

As a commercial Crown corporation that operates at arm's length from the Government, Canada Post is responsible for the management of its own operations. Therefore, I am sharing our exchange of correspondence with Mr. Deepak Chopra, President and Chief Executive Officer of Canada Post, so that he is aware of your concerns.

Thank you again for writing.

Sincerely,

A handwritten signature in blue ink, appearing to read "LRaitt". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

The Honourable Lisa Raitt, P.C., M.P.  
Minister of Transport

c.c. Mr. Mark Strahl, M.P.  
Mr. Deepak Chopra



## Lonny Miller

---

**From:** RAYMOND CARRIERE [bloom.fleurs@sympatico.ca]  
**Sent:** May-07-15 8:54 AM  
**To:** 'Lonny Miller'  
**Cc:** cfo@lytton.ca; 'Vivian Shum'; 'Jesosa Lightfoot'  
**Subject:** RE: 2014 CN EcoConnexions - Lytton BC ..approved for 2016  
**Attachments:** Application - Lytton BC.pdf; Agreement - Lytton BC Revised for 2016.pdf

Bonjour Lonny:

As per our conversation, the funding has been "put on hold" until 2016 thus should Lytton be able to proceed next year, CN will gladly provide the grant amount \$6,346.50.

The Project can be modified within the same parameters of the program : funding to tree and shrub planting with a equivalent contribution (in kind or in cash) from the Village of Lytton

- application and revised agreement enclosed

Salutations,

*Raymond Carrière,*

Président Fondateur / Founding President

Tel: (514) 912-6535

[bloom.fleurs@sympatico.ca](mailto:bloom.fleurs@sympatico.ca)

[www.communitiesinbloom.ca](http://www.communitiesinbloom.ca)

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**From:** Lonny Miller [mailto:cao@lytton.ca]  
**Sent:** May-05-15 12:29 PM  
**To:** 'RAYMOND CARRIERE'  
**Cc:** cfo@lytton.ca; 'Vivian Shum'; 'Jesosa Lightfoot'  
**Subject:** RE: 2014 CN EcoConnexions - Lytton BC

First of all allow me to apologize for the tardiness in responding to your follow-up email and telephone discussions.

The Village has lost its only two senior staff and as a result is experiencing major loss in corporate memory. We are having a difficult time meeting our operational goals and objectives.

It is with regrets that we must withdraw from this grant for this year. We hope to restore our capacity to complete these opportunities in 2016 but for now we do not have the resources.

Council thanks you for your financial offer and patience as we work through our rebuilding. If all goes as planned we will be seeking financial assistance next year for similar projects.

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


**EcoCONEXIONS**

From the Ground Up

**ÉcoCONEXIONS**

De terre en air

**RECEIVED**

JUN 11 2014

VILLAGE OF LYTTON

Agreement between:  
Communities in Bloom and the Village of Lytton

Communities in Bloom and (the "Recipient") agree that the following terms and conditions shall govern the participation by the Recipient in the 2014 CN EcoConnexions - *From the Ground Up* program.

**Contact Information:**

Village of Lytton (the "Recipient")  
PO Box 100  
Lytton, BC V0K 1Z0

Communities in Bloom  
12 Terry Fox  
Kirkland QC H9H 4M3

Project contact:  
Mark Brennan, Chief Administrative Officer  
Tel: 250-455-2355  
Email: [cao@lytton.ca](mailto:cao@lytton.ca)

Contact:  
Raymond Carrière, Founding President  
Cell: 514-912-6535  
Email: [bloom.fleurs@sympatico.ca](mailto:bloom.fleurs@sympatico.ca)

1. The Village of Lytton (the "Recipient") hereby confirms the contents of the application to the CN EcoConnexions - *From the Ground Up* program made by the Recipient on and acknowledges that it will carry out in full the O'Dwyer Park Restoration and related activities set out therein (the "Project"), in accordance with Appendix "A" (Application) with any changes approved in writing by Communities in Bloom.
2. The Recipient is responsible for obtaining all necessary consents or permits which may be required to be obtained in order to carry out the Project, and agrees to supply evidence of such consents or permits upon request to Communities in Bloom or its designate.
3. The Recipient agrees that personnel from Communities in Bloom, or its designate shall have reasonable access to the project areas at all times for the purposes of inspecting or participating in the activities undertaken in furtherance of the Project.
4. CN will contribute funding (the "Contribution") to the Project in the amount of \$6,346.50 with such Contribution to be an amount not to exceed 50% of the actual cost of completion of the Project estimated at \$14,301.50



EcoCONEXIONS

From the Ground Up

ÉCOCONEXIONS

De terre en air

5. Payment of the Contribution by CN will be provided to the Recipient only in accordance with the following provisions:

- Communities In Bloom will issue a cheque in the amount of \$6,346.50 to the Recipient;
- The Recipient is to complete an Event Profile using the online form ([www.communitiesinbloom.ca/cn](http://www.communitiesinbloom.ca/cn)) that outlines the description of the launch event. The Event Profile is to be completed by ~~June 25, 2014~~ **Spring 2015**;
- The Recipient will complete a Final Report upon completion of the project using the online form based on the work outlined in the attached Appendix "A".
- The project and final report must be completed by ~~November 30, 2014~~ **Spring 2015**;
- Notwithstanding the amount set out in Item 4, the Recipient acknowledges that Communities In Bloom may at any time recommend to CN to decrease the amount of the Contribution, where the Final Report reveals that the amount of the Contribution set forth in the agreement will exceed 50% of the actual costs of completing the Project or that the funds are allocated for non-eligible components.

2016  
2016

6. In addition to the obligation to submit the report provided for in paragraph 5 above, the Recipient shall maintain proper records on Project revenues, expenditures and accomplishments, which records shall at all times be open to Communities In Bloom or its designate for inspection and audit.

7. The Recipient undertakes to ensure that the CN EcoConnexions - *From the Ground Up* is prominently displayed or applied in all notices, publications, advertisements and other materials produced for or by the Recipient in relation to the Project. The Recipient must submit all materials to Communities In Bloom for approval at least two weeks prior to distribution. The Recipient acknowledges that the rights to display and otherwise use the identity is granted only with respect to this Project and agrees that it shall not use the identity in any other manner at any other time.

8. The Recipient shall indemnify and save harmless personnel from Communities In Bloom, or its designate or partners from and against all claims, demands, losses, damages or costs of any kind based upon any injury to or death of a person or damage to or loss of property because of any willful or negligent act on the part of the Recipient.

9. CN shall supply, at no cost to the recipient, a sign to be installed on the planting site. To this effect, the recipient shall supply its logo(s) using the online form provided to be featured on the sign by May 21, 2014.



**EcoCONEXIONS**

From the Ground Up

**ÉCOCONEXIONS**

De terre en air

- 10. The Recipient must acknowledge the *CN EcoConnexions - From the Ground UP* program with a public Launch Event. The Recipient and Communities In Bloom agree that any public announcement or event planned in respect to the Project shall reflect that it is a joint effort of the Recipient, CN, Tree Canada and Communities In Bloom. The Recipient assumes the responsibility of Informing Communities in Bloom in advance to ensure that representatives of Tree Canada, Communities in Bloom, M.P. and M.P.P. have an opportunity to participate. The Recipient will also provide the name and contact information of the staff person responsible for the Launch Event to Communities in Bloom

IN WITNESS WHEREOF this Agreement has been executed by the parties hereto.

SIGNED, SEALED AND DELIVERED

Communities In Bloom

Raymond Carrière

Date: 8/7/14

Witness:

Print name: WAN SHU M

Date: July 8, 2014

Village of Lytton

Mark Brennan

Date: July 8, 2014

Witness:

Print name:

Date: July 8, 2014

Please return the signed agreement by e-mail at [communication@clb-cef.com](mailto:communication@clb-cef.com)

used on May 6<sup>th</sup> 2015



## VILLAGE OF LYTTON REGULAR MEETING REPORT

**TO:** Mayor and Council

**FROM:** Lonny Miller, Interim Chief Administrative Officer

**DATE:** May 11, 2015

**SUBJECT:** 2015 Application for Community Wildfire Protection Program

**PURPOSE:** To seek Council support and approval to submit an application to UBCM, Strategic Wildfire Prevention Initiative.

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### RECOMMENDATION

That Council support the continued Community Wildfire Protection Program (CWPP) and instruct Staff to make application to UBCM, Strategic Wildfire Prevention Initiative for 18.2 ha. of pruning, thinning including falling, debris management, and other sundry works for the 2015/2016 winter season.

### BACKGROUND:

The Village of Lytton has been successful in the past in obtaining UBCM CWPP grants in 2012 and 2014.

The next phase of the CWPP is Polygon 4 which is located approximately 2 km north east of Lytton and is located southeast of the old Lytton airport. There are 2 TU's that surround several pieces of private land and businesses to the west. The Lytton Rattlers unit crew also have established outbuildings and adjacent to the polygon and use this area as a marshalling area during the summer months. The treatment unit has been impacted by MPB and has elevated levels of dead/dying PY found scattered within.

### DISCUSSION & COMMENTS

The application must be submitted by month end and Ms. Collins has started a draft and requires a resolution from Council to support the application.

### LEGAL

There are no legal concerns identified.

## **IMPACT ON BUDGET & STAFFING**

The preliminary costs are still being worked on but Staff feels that the total project costs should be slightly less than the 2014 project at about \$120,000. The Village will again have to contribute in-kind funding of 10% and hopes to receive a First Nation employment grant to assist with these costs.

Staff will make the application and work with UBCM to secure the grant, prepare, advertise and administer a contract later this fall and winter, and complete a report at the 50% and 100% completion stages. A preliminary time estimate would be 20 – 40 hours total.

## **ALTERNATIVE OPTIONS**

The first and recommended option is to apply and administer the grant as in the past. Consideration should be given prior to advertising the contract to including the book keeping duties in the contract and not performed by Village staff. As Council is aware Staff has and continues to struggle completing their work load and this may be an opportunity to provide further community employment if the book keeping was contracted out as well.

Attachment - none

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Lonny Miller  
Interim Chief Administrative Officer