



Village of Lytton

AGENDA Regular Council Meeting Council Chamber, 380 Main Street, Lytton, BC 7:00 pm, Monday, June 22, 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 June 8, 2015
- (b) Minutes of the Budget Presentation of June 8, 2015
- (c) Minutes of the Public Hearing of June 8, 2015
- (d) Minutes of the Special Meeting of June 10, 2015

Moved, seconded by Councillors _____ that the following Minutes be adopted as presented or as amended.

- Regular Meeting of June 8, 2015
- Budget Presentation of June 8, 2015
- Public Hearing of June 8, 2015
- Special Meeting of June 10, 2015

- 5) **DELEGATIONS**
- 6) **PUBLIC PARTICIPATION PERIOD**
- 7) **ADMINISTRATIVE MATTERS**

- (a) CAO Monthly Report
- (b) June 2015, Financial Statements

- 8) **CORRESPONDENCE FOR INFORMATION**

- (a) Correspondence Log
- (b) Lytton Museum & Archives - General Meeting of Tuesday, May 26th, 2015 Agenda
- (c) Lytton Museum & Archives - General Meeting Minutes of Tuesday, April 28th, 2015

(d) NIha'7kapmx Child & Family Services Society - 4th Annual Family Culture Camp at Pasulko July 7-9, 2015

(e) Ministry of Community, Sport and Cultural Development - Online process for requesting a meeting with Honourable Christy Clark at the upcoming annual UBCM Convention

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

9) BYLAWS/POLICY

(a) Bylaw 674, 2015 Zoning Amendment for third reading and adoption.

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

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
Council Chamber, 380 Main Street, Lytton, BC
7:00 pm, Monday, June 8, 2015**

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

STAFF: Interim Chief Administrative Officer, Lonny Miller
Lead Hand Public Works, Owen Collings
Administrative Clerk, Annette Turley

DELEGATIONS: Latasha Webster, British Columbia Ambassador Program

PUBLIC: No public present

1) **CALL TO ORDER**

2) **ADDITION OF LATE ITEMS**

none

3) **ADOPTION OF AGENDA**

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

Carried

4) **ADOPTION OF MINUTES**

(a) Minutes of the Regular Meeting of May 25, 2015

Moved, seconded by Councillors Polderman/Austen that the Minutes of the Regular Meeting of May 25, 2015 be adopted as presented or as amended.

Carried

5) **DELEGATIONS**

Latasha Webster, British Columbia Ambassador Program

Miss Webster introduced herself and asked for Council's support in her campaign to represent the youth of our province. The BC Ambassador program selection takes place on August 15th & 16th in Merritt, BC and Miss Webster asked Council and staff to vote daily for her. A pamphlet was handed out with the website where she can be voted for.

Council thanked Miss Webster and wished her the best of luck.

The delegation left the meeting at 7:06pm

6) PUBLIC PARTICIPATION PERIOD

None

7) ADMINISTRATIVE MATTERS

Public Works Report

A. Issues and projects:

1. Water and Waste Water Systems				
Date Started:	Date Completed:	Action Required:	Action req'd by:	Comment:
May 11	June 8	Ensure that the Water and Waste Water Systems are safe and maintained on a daily basis.	LPW	Daily & Monthly Reports Available
May 15	May 15	Permit to purchase bulk water issued to Allied Water Service	LPW	Extracted 12,000 Imp. Gallons safely
May 13		Attempted to run Neptune meter reading. Consulted with Matt Stoltz	LPW	Training and upgrade on Muniware required
March 31	May 30	Permanent stairs built down to the Waste Water Plant from LPW	LPW	Complete
2015		Repairs to Dam corrosion should be considered for the 2015 budget.	LPW	Lillooet Contracting not available at present
May 11	June 8	SCADA Turbidity instrument failing Recommended we replace.	Com Com	We can continue to nurse the old one along further.
May 11	June 3	Investigate/exploratory excavation of sewer line at #30 Main St. connecting to #44 Main St.	LPW	Gilberts (#44 Main St.) agree to status quo until further developments
May 20		Neptune Meter program needs upgraded connection to MuniWare and training for office clerk	LPW	The recording and reporting function is connected to Muniware at the clerks work station

June 17		Turbine Meter to be replaced at the Alonzo well and well test.	LPW	Still more than adequate water available at present
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3. Seasonal weather-related issues				
Date Started:	Date Completed:	Action Required:	Action req'd by:	Comment:
May 11	Ongoing	Park Irrigation operating	LPW	Until restrictions if necessary
April 28	Ongoing	Mowing and weedeating ongoing	LPW	Cemeteries recently completed
June 1	June 16	Swimming Pool start up	LPW	Opening June 17
April 15	Delayed	Sidewalk tripping hazards marked	LPW	Will repair during the summer

4. Public Works Equipment				
Date Started:	Date Completed:	Action Required:	Action req'd by:	Comment:
Delayed		Dodge 5500 box bed to be ground, wire brushed and painted	LPW	Done primarily in 2014. Needs to be done again. Postponed
May 12	To be Reviewed	Dodge 3500 Annual Service and Inspection. Needs repair to front axle.	Baxter	Complete estimate submitted by Baxter on May 12
March 12	To be Reviewed	International Water Tender <u>Commercial Vehicle Inspection</u>	Baxter	Being inspected. Report submitted May 12.
Ongoing		All Vehicles are inspected daily and monthly.	LPW	Serviced as necessary
June 3	Scheduled	Cleanup and prepare #30 Main St. for LPW use.	LPW	Clear lot, fill in excavation, install chain link fence(used) etc.

5. Parks and irrigation				
Date Started:	Date Completed:	Action Required:	Action req'd by:	Comment:
TBA	June 30	Weeding at Pocket Park	LPW	Being discussed
Ongoing		Mowing and Weed eating ongoing	LPW	
Delayed		Tree Irrigation on Main St.	LPW	Other projects providing
April 24		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:
Sept. 21	Sept. 25	Water Distribution Level 1	MTS	Pat is rescheduled

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	June 12	Pool Insurance Report - Repairs	LPW	LPW has already completed most of the repairs. Details available
March 24	April 17	Pool cover Roll welded	BRM	Bridge River M/C Shop
May 4	June 12	Pool Start-up continues -opens June 17	LPW	Repairs and Prep. continues

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 continue
- Parks and Roadways mowed, weedwhacked and watered
- Cemetery shed being painted
- Village Office to be pressure washed

C. Meetings:

- Union CUPE Contract ratified May 15
- LPW Budget meeting with CAO Lonny Miller May 12
- LPW Report to Council June 8
- All CUPE staff and monthly Safety Meeting June 16

D. Conferences/training:

- Owen's Backflow Assembly & Testing Certification to be rescheduled
- Pat is reserved for Water Distribution Level 2 Sept. 21 – sept. 25
- Tom attended Waste Water Level 1 May 4 to 8

E: General comments:

- Details for any Public Works activities are available
- Tour of Public Works utilities is available for those interested

Mr. Collings Left the meeting at 7:33pm

8) CORRESPONDENCE FOR INFORMATION

(a) Correspondence Log

(b) Lytton River Festival Society - Regular Meeting Minutes May 21, 2015

(c) Railway Association of Canada - Railways announce new mobile app to give Canadian first- responders real-time dangerous goods information.

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

Carried

9) BYLAWS/POLICY

(a) Bylaw 675, 2015 Financial Plan Program 2015-2019

Moved, second by Councillors Polderman/Hay that Bylaw 675, 2015 Financial Plan Program 2015-2019 be read the first, second and third time.

Carried

(b) Bylaw 676, 2015 Property Tax Rates

Moved, second by Councillors Hay/Austen that Bylaw 676, 2015 Property tax rates be read the first, second and third time.

Carried

Moved, second by Mayor Lightfoot & Councillor Hay that staff schedule a special meeting at 10:00am on Wednesday June 10, 2015 to consider and finally adopt Bylaws 675 & 676.

Carried

10) COUNCIL REPORTS

(a) Mayor Jessoa Lightfoot

- a. The last two weeks have been fairly quiet
- b. May 27th - budget review with CAO Miller and Councillor Polderman
- c. May 28th – attended the regular TNRD meeting in Kamloops. Our CAO candidate withdrew
- d. June 5th – MLA Tegart visited the office and presented a cheque for \$6000 towards the Pioneer Cemetery project. I attended the KSS grad and extended congratulations and best wishes from the Village to the 10 graduates

(b) Councillor Rob Austen
Nothing to Report

(c) Councillor Tiffany Haugen
Nothing to Report

(d) Councillor Ian Hay
Nothing to Report

(e) Councillor Jan Polderman

- Visited fire hall, learned that they have five new applicants. Three are seasonal from the forestry crew and two full time members.
- An inventory on turnout gear was completed. There are 14 jackets however only 7 of them are certified and the others certification has expired.
- Received a call from Revenue Canada regarding Fuel Management Project. Was informed about discrepancies and an auditor will likely be sent.

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

Carried

11) NEW BUSINESS

(a) Lonny Miller, Interim Chief Administrator Officer - 145 Fraser Street Steel Cargo Container.

Moved, seconded by Councillors Austen/Hay that Council approve the use of a 8'x20' Steel Cargo Container for private use on Lot 1, Block 12, 145 Fraser Street.

Carried

12) UNFINISHED BUSINESS/BUSINESS ARISING

(a) Communities to Communities (C2C) Grant application

Council discussed the options for applying for a C2C grant and hosting meetings with the First Nation Communities in our area. Staff was directed to apply for a UBCM grant to:

- a. Host up to three C2C dinner meetings with the local First Nations, Sept, December, and March.
- b. A facilitator should be used.
- c. Topics for the first meeting will be very general in nature and then with input from the attendees future topics can be identified and included in the second and third meeting.
- d. The budget should be increased from the 2013-2014 application to cover the third meeting of 20 people.

(b) Federation of Canadian Municipalities - FCM First Nation - Municipal Infrastructure Partnership Program Kamloops Regional Workshop

13) IN-CAMERA MEETING

Moved, seconded by Councillors Austen/Hay 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 8:32 pm.

14) ITEMS BROUGHT FORWARD FROM IN-CAMERA

Moved, seconded by Councillors Polderman/Haugen that Council move back into the Regular Meeting at 9:17 pm, and that the following items be brought forward from In-Camera.

a. Appointment of Fire Fighters

That Stacy Thom, Brad Melville and Jeffrey Booton have been approved as Lytton Fire Department Volunteer firefighters.

CARRIED

15) QUESTION PERIOD

16) ADJOURNMENT

Moved by Councillor Austen that the meeting adjourn at 9:18 pm

Mayor Jessoa Lightfoot

Interim Corporate Officer Lonny Miller



Village of Lytton

**Minutes of the
2015 Budget Presentation
Council Chamber, 380 Main Street, Lytton, BC
at 6:00pm, Monday, June 8, 2015**

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

STAFF: Interim Chief Administrative Officer, Lonny Miller
Administrative Clerk, Annette Turley

1) **CALL TO ORDER** – Mayor Lightfoot at 6:00pm

2) **PUBLIC PARTICIPATION PERIOD**
None

3) **NEW BUSINESS**

a) 2015 Budget Presentation

Mr. Miller briefly reviewed the 2015 Budget to council.

4) **ADJOURNMENT**

Moved by Councillor Austen that the meeting adjourn at 6:29 pm

Carried

Mayor Jessoa Lightfoot

Interim Corporate Officer Lonny Miller



Village of Lytton

**Minutes of the
Public Hearing
Zoning Amendment Bylaw
Council Chamber, 380 Main Street, Lytton, BC
6:30 pm, Monday, June 8, 2015**

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

STAFF: Interim Chief Administrative Officer, Lonny Miller
Administrative Clerk, Annette Turley

1) **CALL TO ORDER** - Mayor Lightfoot called the meeting to order at 6:30pm

2) **MMAYOR PUBLIC HEARING STATEMENT**

The Mayor read out the standard Public Hearing statement.

3) **CORPORATE OFFICER; COMMENTS ON BYLAW**

The Corporate Officer explained the general intent of the bylaw, and advised that the notification requirements had been met.

4) **WRITTEN SUBMISSIONS**

None

5) **PUBLIC INPUT**

None

6) **ADJOURNMENT**

Moved by Mayor Lightfoot that the Public Hearing adjourn at 6:37pm

Carried

Mayor Jessoa Lightfoot

Interim Corporate Officer Lonny Miller



Village of Lytton

Minutes

**Special Council Meeting
Council Chamber, 380 Main Street, Lytton, BC
at 10:00am, Wednesday, June, 10, 2015**

PRESENT: Mayor Jessoa Lightfoot
Councillor Ian Hay
Councillor Jan Polderman
Interim Chief Administrative Officer, Lonny Miller

REGRETS: Councillor Rob Austen
Councillor Tiffany Haugen

1) CALL TO ORDER - Mayor Lightfoot called the meeting to order at 10:00am

Carried

2) PUBLIC PARTICIPATION PERIOD

None

3) NEW BUSINESS

(a) Bylaw 675, 2015 Financial Plan Program 2015 to 2019 for final reading

Moved, Seconded by Councillors Hay/Polderman that Bylaw 675, 2015 Financial Plan Program 2015 to 2019 be adopted

Carried

(b) Bylaw 676, 2015 Property Tax Rates for final reading

Moved, seconded by Councillors Polderman/Hay that Bylaw 676, 2015 Property Tax Rates be adopted

Carried

4) ADJOURNMENT

Moved by Councillor Hay that the meeting adjourn at 10:03am

Carried

Mayor Jessoa Lightfoot

Corporate Officer



VILLAGE OF LYTTON REGULAR COUNCIL MEETING JUNE 22, 2015

TO: Mayor and Council

FROM: Lonny Miller, Interim Chief Administrative Officer

DATE: June 22, 2015

SUBJECT: CAO Monthly Report

PURPOSE: To provide Council with an update on various duties/issues.

RECOMMENDATION

THAT the CAO June 22, 2015 Monthly report be received for information:

1. FINANCE

a. 2015 Property Taxes

Property taxes are being sent out shortly and the due date remains July 31, 2015. Although the Village General portion of the taxes increased by 1% some residents will see a decrease due to lower assessment values and lower other government tax rates.

b. June 2015 Financial Statements

Staff has produced the attached June 2015 General Operating expense statement and provides the following comments in support;

- This statement represents a 5.5 month period and in general should be 46% of the Annual Budget.
- Total Administrative expenses are at 51% of the budget without some adjustments to reallocate costs for Water, Sewer, Parks and Recreation which will be completed at the end of the year.
- Insurance costs will be adjusted as time permits or at the end of the year to reallocate a portion of MIA and Hub International costs to Water and Sewer.
- Administrative Expenses Other, is 348% of budget for:
 - CAO & CFO Recruitment advertising,
 - Interim CAO Housing for February and March,
 - Interview candidate travel expense in January and May.
- Administrative Salaries are 58% of budget but will still be within the annual budget as the permanent CAO and CFO wages should be starting in July

or August. Interim CAO and CFO wages are included in Contract expenses which are at 50%.

- Public Works Payroll & Benefits are 109% of budget. Staff will reallocate wages for this 5.5 month period to Water, Sewer, Parks and recreation (pool) as time permits or at year end. The Payroll system has recently been set up to automatically distribute wages each pay. This expense line should be within budget at year end.
- Snow Removal is 128% of budget due to Payroll costs for early January and sidewalk clearing contract expense. The Budget may be amended prior to year end to correct.
- Museum Building Maintenance and repair is over budget by \$1,813.00 for furnace repairs and heat pump replacement. The budget maybe amended in the coming months to reflect these extraordinary expenditures.
- Water and Sewer expense statements will be provided at the next (July 8, 2015) Regular meeting.

c. 2014 Audit and year end

MNP commenced the audit of the Village's 2014 financial records June 9th. The field work was completed in our office and the auditors hope to complete the audit in the next two to three weeks. They require further information and discussion with staff prior to providing a draft Financial Statement for Council's review and comment. Staff's goal is to provide the final Audited Financial Statements for Council's July 27th Regular meeting.

2. OFFICE ADMINISTRATION

- a. Pool** – The pool opened on Thursday June 17 for the summer. It was a slow day which allows staff to refine the duties and procedures. Despite the second public advertisement; we have a small staff with only one certified NLS lifeguard/instructor. A second employee is in the process of recertification and hopefully once certified he will be able to provide relief coverage and/or expand the program. The schedule for June is attached and may change as our staffing levels increase. We hope to provide lessons on a limited basis in July until we have a second instructor.
- b. CAO and CFO recruitment** – The recruitment of Senior Staff is moving slower than we had anticipated. Negotiations are underway with a second CAO candidate and Staff has shortlisted applicants for the CFO position. We are awaiting participation from the new CAO once selected to interview the CFO candidates.

3. Major Administration projects

The following is a high level look at the work required over the next 20 to 30 working days:

1. Annual report on the 2014 year successes and Council's goals and Objectives for 2015.
2. Interviewing, negotiating, contract preparation and hiring of CAO & CFO.
3. Day to day payroll, accounts payable, Grant reports and claims, Council meetings, Agendas, Minutes, Correspondence and Website updates etc.

ATTACHMENTS: Schedule "A" June 16, 2015 General Operating Expenses
Schedule "B" Pool Swim Times – June 17th to 26th



Lonny Miller
Interim Chief Administrative Officer

VILLAGE OF LYTTON

General Ledger Trial Balance 5

January 2015 To June 2015

SCHEDULE "A"

General Ledger	Description	Previous Year Actual	Beginning Of Period	Current Period	Year To Date	Budget
Expenses General Operating						
11-2-11-263-01	Council Travel Expense	3,467.66	0.00	472.76	472.76	5,000.00
11-2-11-290-00	Public/Community/Cultural Relations	4,736.31	0.00	1,100.00	1,100.00	4,000.00
11-2-11-290-01	Donations - Misc.	0.00	0.00	2,000.00	2,000.00	0.00
11-2-11-547-00	Council Indemnity	24,250.03	0.00	5,812.50	5,812.50	25,000.00
11-2-12-201-00	Village Office Bldg. Maint.	3,733.03	0.00	4,523.75	4,523.75	8,000.00
11-2-12-201-01	Office Supplies	8,042.18	0.00	4,436.92	4,436.92	6,500.00
11-2-12-201-02	Office Lease Pmnts-TNRD	28,199.95	0.00	9,381.76	9,381.76	29,000.00
11-2-12-201-03	Janitorial Contract Costs	6,000.00	0.00	1,500.00	1,500.00	6,000.00
11-2-12-201-04	Village Insurance Costs	15,285.80	0.00	20,892.00	20,892.00	16,000.00
11-2-12-202-00	Interest/Service Charge Expense	1,085.36	0.00	793.23	793.23	1,000.00
11-2-12-203-01	Computers, Software, & Supplies	5,689.83	0.00	4,847.10	4,847.10	6,000.00
11-2-12-204-00	Staff Training	3,856.06	0.00	340.00	340.00	1,200.00
11-2-12-204-01	Staff Travel Expenses	4,166.94	0.00	279.41	279.41	3,000.00
11-2-12-204-02	Staff Appreciation Expense	646.42	0.00	361.65	361.65	1,000.00
11-2-12-239-00	Hydro, Telephone & Internet	9,136.44	0.00	4,787.86	4,787.86	9,300.00
11-2-12-252-00	Legal/Audit/Professional Fees	31,502.32	0.00	11,871.46	11,871.46	50,000.00
11-2-12-252-02	Contract Expenses-Other	0.00	0.00	35,803.15	35,803.15	71,000.00
11-2-12-288-00	Mships, Subscriptions	1,491.77	0.00	1,241.00	1,241.00	1,500.00
11-2-12-299-00	Miscellaneous Expenses	6,529.38	0.00	495.58	495.58	3,000.00
11-2-12-511-00	Administration Salaries	258,165.69	0.00	105,944.05	105,944.05	183,000.00
11-2-12-511-01	Administrative Expenses-Other	624.00	0.00	3,488.59	3,488.59	1,000.00
11-2-24-204-01	FD Turn-Out/Gear	2,472.73	0.00	1,223.44	1,223.44	7,600.00
11-2-24-206-00	Fire Truck Gas & Oil	1,149.47	0.00	421.17	421.17	2,000.00
11-2-24-206-02	Fire Dept. Vehicle Repair	5,284.19	0.00	5,062.16	5,062.16	7,000.00
11-2-24-211-00	FD Supplies, Equip Mntce/Repl	5,846.72	0.00	1,894.42	1,894.42	6,800.00
11-2-24-212-00	FD Building Repair/Maintenance	1,320.00	0.00	120.24	120.24	1,000.00
11-2-24-239-00	FD Hydro, Telephone, Monitoring	4,743.01	0.00	2,061.96	2,061.96	5,000.00
11-2-24-241-00	FD Radio License	1,179.00	0.00	1,179.00	1,179.00	1,200.00
11-2-24-273-01	FD Paid Benefits	423.41	0.00	243.97	243.97	450.00
11-2-24-530-00	Fire Chief Honorarium	1,500.00	0.00	375.00	375.00	1,500.00
11-2-24-531-00	FD Call-Outs	1,269.00	0.00	84.00	84.00	1,500.00
11-2-24-532-00	FD Practice expense	2,400.00	0.00	400.00	400.00	2,500.00
11-2-25-232-00	PEP Vehicle Expense/Mtce	285.88	0.00	3,057.96	3,057.96	6,000.00
11-2-25-531-00	PEP Rescue Callouts	1,245.00	0.00	81.00	81.00	1,500.00
11-2-31-210-00	PW Shop Supp., Gen. expenses	5,611.97	0.00	1,496.59	1,496.59	5,000.00
11-2-31-210-01	PW.Small Tools Purchase & Repair	320.73	0.00	143.50	143.50	3,500.00
11-2-31-212-00	PW Propane	3,942.54	0.00	1,636.01	1,636.01	4,500.00
11-2-31-239-00	PW Utilities	4,205.55	0.00	833.71	833.71	4,500.00
11-2-31-284-00	PW Training, Education	0.00	0.00	1,336.68	1,336.68	1,336.68
11-2-31-512-00	P.W. Payroll & Benefits	113,998.39	0.00	63,574.53	63,574.53	58,200.00
11-2-31-512-01	PW WCB Safety Call-In	1,611.16	0.00	820.76	820.76	1,700.00
11-2-31-512-02	Raft Take-Out Land Lease Exp.-CN	339.30	0.00	1,250.00	1,250.00	1,000.00
11-2-33-232-00	PW Vehicle Maintenance Expense	3,238.64	0.00	1,945.38	1,945.38	4,000.00

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VILLAGE OF LYTTON
General Ledger Trial Balance 5

January 2015 To June 2015

General Ledger	Description	Previous Year Actual	Beginning Of Period	Current Period	Year To Date	Budget
11-2-33-232-01	PW gasoline & fuel	5,231.15	0.00	1,790.14	1,790.14	6,000.00
11-2-34-232-01	Road, Sidewalks Maint. & Supplies	1,302.19	0.00	305.75	305.75	7,000.00
11-2-34-512-03	PW Labour - Snow Removal	1,810.36	0.00	3,195.44	3,195.44	2,500.00
11-2-35-201-00	PW Garbage Tipping Fee-Eco Card	0.00	0.00	29.60	29.60	29.60
11-2-36-239-00	Street Lighting	16,899.21	0.00	5,931.22	5,931.22	17,000.00
11-2-52-201-00	Cemetery Mtce & Supplies	213.67	0.00	18.54	18.54	500.00
11-2-69-145-00	Economic Development	28,665.93	0.00	(137.00)	(137.00)	25,000.00
11-2-69-299-00	Chamber of Commerce Transfers	0.00	0.00	6,000.00	6,000.00	6,000.00
11-2-71-201-01	Info Ctr Utilities	918.54	0.00	96.36	96.36	1,000.00
11-2-71-201-02	Inactive - Info Ctr Insurance Exp.	0.00	0.00	202.62	202.62	202.62
11-2-72-201-02	Museum Utilities	2,715.96	0.00	1,767.64	1,767.64	3,000.00
11-2-72-232-00	Museum - Building Mtce Repair	22.36	0.00	2,063.00	2,063.00	250.00
11-2-73-201-01	Pool Payroll	19,988.11	0.00	2,042.26	2,042.26	25,000.00
11-2-73-201-02	Pool Maintenance Expense	4,831.71	0.00	2,996.15	2,996.15	7,000.00
11-2-73-201-04	Pool Boiler Insurance	407.00	0.00	680.00	680.00	400.00
11-2-73-201-06	Pool Utilities	2,077.50	0.00	399.90	399.90	2,000.00
11-2-76-201-01	Parks Supplies	2,483.13	0.00	300.00	300.00	2,500.00
11-2-76-201-05	Caboose Utilities	324.22	0.00	30.70	30.70	350.00
Expenses General Operating Sub Total		666,886.90	0.00	337,326.57	337,326.57	664,018.90
Grand Totals		666,886.90	0.00	337,326.57	337,326.57	664,018.90

51%

*** End of Report ***

POOL SWIM TIMES
for
JUNE 17th until JUNE 26th

This schedule is tentative
and may change. We
apologize for any
inconvenience.

	JUNE 15 th	JUNE 16 th	JUNE 17 th	JUNE 18 th	JUNE 19 th
4:00PM			PUBLIC	PUBLIC	PUBLIC
4:30PM			SWIM	SWIM	SWIM
5:00PM			4PM-6PM	4PM-6PM	4PM-6PM
5:30PM					
6:00PM			LANES	AQUA FIT	LANES
6:30PM			6PM-7PM	6PM-7PM	6PM-7PM
7:00PM					

	JUNE 22 nd	JUNE 23 rd	JUNE 24 th	JUNE 25 th	JUNE 26 th
4:00PM	PUBLIC	PUBLIC	PUBLIC	PUBLIC	PUBLIC
4:30PM	SWIM	SWIM	SWIM	SWIM	SWIM
5:00PM	4PM-6PM	4PM-6PM	4PM-6PM	4PM-6PM	4PM-6PM
5:30PM					
6:00PM	LANES	AQUA FIT	LANES	AQUA FIT	LANES
6:30PM	6PM-7PM	6PM-7PM	6PM-7PM	6PM-7PM	6PM-7PM
7:00PM					

VILLAGE OF LYTTON
CORRESPONDENCE LOG - FOR INFORMATION ONLY

05-Jun	Kamloops Computer Centre	CFO	CAO	INV - \$44.75
	TNRD	CFO	CAO	INV - \$2345
	Lillooet Tim BR Mart	CFO	CAO	INV - \$80.82
	Pension Corp.	Staff		Indiv. Benefit 5tmnts
08-Jun	Four Star Communications Inc.	CFO	CAO	INV-\$420.00
	Northwest Group Properties	CFO	CAO	Name Change to Revolution Infrastructure
	Black Press Community News	CFO	CAO	INV-\$256.47
09-Jun	Canada Revenue Agency	CFO	CAO	Statement of Account
	UBCM		CAO	2015 Asset Management Grant Application info
10-Jun	Pitney Bowes	CFO	CAO	INV - \$78.96 Contract Jul1 to Sept30
	Konica Minolta	CFO	CAO	INV - \$1192.87 (Account Closed)
	Community Futures	Mayor/Cou	CAO	Notice - Annual General Mtg. June 25
	SILGA	CFO	CAO	INV - Membership Dues
11-Jun	Scotiabank	CFO	CAO	Museum Bank Stmt
	UBCM	Mayor/Cou	CAO	LTR - Progress Payment approval
	UBCM		CAO	Copy of Above LTR
15-Jun	Muniware	CFO	CAO	Inv - \$510.33
	Nlha'7kapmx Child & Family	CAO		Invite to meeting for 4th annual culture camp
	TNRD	CFO	CAO	Statment of account
	Scotiabank	CFO	CAO	Statment of account
16-Jun	NuTech	CFO	CAO	INV - \$139.52 (Oxygen Cylinder- Pool)
	Superior Propane	CFO	CAO	INV - \$1335.83 (Pool)
17-Jun	Resource Breakfast	Mayor	CAO	Invite to Annual Resource Breakfast Sept 22
	MNP	CFO	CAO	INV -\$5512.50 Interim Bill #2 for 2014 Audit
	Municipal Pension	CFO	CAO	Stmnt of Account - \$995.06
	Lytton Deli	CFO	CAO	INV - \$56.70 (Lunch June 15)
	Ruth Dunham	CFO	CAO	INV - \$238 (lunch June 15 \$ 16)
	5D #74	KH Process		W/S \$2470
18-Jun	Young & Anderson	CFO		Newsletter

LYTTON MUSEUM & ARCHIVES
General Meeting
Tuesday, May 26th, 2015
Agenda

- 1. Opening at in the Museum.**
- 2. Adoption of the Agenda**
- 3. Adoption of the Minutes for April 28th, 2015 Minutes.**
- 4. Financial Report to April 30th, 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**
 - h. River Festival - Book Reading**
- 6. Correspondence**
- 7. Museum Needs**
- 8. Report from Village Rep Tiffany Haugen**
- 9. New Business:**
 - a.**
 - b.**
 - c.**
 - d.**
- 10. Next General Meeting June 30th, 2015 at 6 pm @ Lytton Parish Hall for our Annual Pot Luck Social**
- 11. Adjournment**

to discuss

e) **Donation Fundraising** -fundraising letters have been mailed out, thanks to Jo Johnson for merging and printing the letters and Dorothy Dodge and Peggy Chute for stuffing envelopes. Jo Johnson to check and print off the new mailing list and extra letter and envelopes and check with Marie Heaster for insert.

f) **Curator** - still no volunteer, possibly split the position to a manager and a curator. Dorothy and Marie Heaster to get together and make a list for jobs that need to be done on a regular basis to circulate and get commitments from the membership to be responsible to do.

g) **Summer Staff** - the posting is out and Dereck Ostiguy has applied via email and Tom Peglow will submit tomorrow.

6. **Correspondence - emails** - BC Historical Conference in May, Museum of War and History, BC Museum looking to advertise their winter round up, Blue Cross, Securtek agent has changed to Nvious Technologies Inc.

7. **Museum Needs** - already discussed under 5f. Curator.

8. **Report from Village** - Councillor Tiffany Haugen - sent regrets

9. **New Business**

a) **St. George's Bell** - it is mounted on a steel frame, suggestion to mount it on the base piece of concrete in the back yard. Help would be required to install the bell. Peter Heaster to organize and call to arrange for help.

b) **Annual Pot Luck Dinner** - June 30th at the Parish Hall

c) **River Festival - Book Reading** - Friday afternoon from 3 to 4pm on the September long weekend. September 4th. Possibly have Dorothy Dodge, Marie Heaster, Dereck Ostiguy and Tom Peglow tell short stories on historical subjects. Work in progress. Marie Heaster to organize and respond to Bernie Fandrich.

d) **Posters for Monthly Meetings** - looking for a regular volunteer to do and post on the bulletin boards. Peggy Chute and Marie Heaster will take care of this.

10. **Next Meeting May 26th, 2015 @ 6 pm at the Parish Hall.**

11. **Adjournment 8:40 pm**

Motion to adjourn by Peter Heaster.

Submitted by Irene Steer, Secretary

Lytton Museum and Archives

420 Fraser Street
Lytton BC V0K 1Z0

Balance Sheet

As of April 2015

5/26/2015
11:27:37 AM

Assets

Current Assets

Cash On Hand

Scotiabank Account	\$12,848.10
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 \$41,215.10

Book Inventory \$1,534.14

Total Current Assets \$42,749.24

Total Assets \$42,749.24

Liabilities

Equity

Retained Earnings \$35,326.29

Current Year Earnings \$208.43

Historical Balancing \$7,214.52

Total Equity \$42,749.24

Total Liability & Equity \$42,749.24

Lytton Museum and Archives

420 Fraser Street
Lytton BC V0K 1Z0

Profit & Loss Statement

1/1/2015 through 4/30/2015

5/26/2015
11:36:00 AM

income	
Donations	\$124.50
Memberships	\$660.00
Newsletters	\$2.00
Postcard Sales	\$4.00
Rulers	\$25.00
Misc. items (copies)	\$4.24
Total income	<u>\$619.74</u>
Cost of Sales	
Gross Profit	<u>\$619.74</u>
Expenses	
Office expenses	\$55.40
Membership, dues, subscription	\$156.75
Advertising	\$126.50
Bank charges	\$21.54
Backyard project	\$39.00
Maintenance	\$110.00
Postage & Shipping	\$102.12
Total Expenses	<u>\$611.31</u>
Net Profit / (Loss)	<u>\$208.43</u>



Nlha'7kapmx Child and Family Services Society

987 George Road
P.O. Box 567 Lytton, B.C. V0K 1Z0
Ph. (250) 455-2118 Fax (250) 455-2117

COPY



June 9, 2015

To Whom It May Concern:

RE: Nlha'7kapmx Child & Family Services Society Culture Camp

RECEIVED
JUN 15 2015
VILLAGE OF LYTTON

Our agency is planning our **4th Annual Family Culture Camp at Pasulko July 7-9, 2015**. We are sending this letter as a request for donations towards this huge community event. Your help will be greatly appreciated, this years event has lots in the planning stage as we get closer to the date.

Our next planning meeting is on June 18, 2015 at Nlha'7kapmx Child & Family Services Society basement boardroom @ 10:00am if you would like to participate, You can call Janet Jackson @ 250-455-2118 if you have any questions.

Respectfully,

Janet Jackson
Event Coordinator



June 10, 2015

Dear Mayors and Chairs:

It is my pleasure to write to you regarding scheduling appointments at the upcoming annual UBCM Convention taking place in Vancouver, September 21 to 25, 2015.

You will have recently received a letter from Honourable Christy Clark, Premier, containing information about the online process for requesting a meeting with Premier Clark and other Cabinet Ministers. I am pleased to provide you with information regarding the process for requesting a meeting with me, as well as with provincial government, agency, commission and corporation staff.

If you would like to meet with me at the Convention, please complete the online form available from June 15 at: [CSCD Minister's Meeting](#) and submit it to the Ministry of Community, Sport and Cultural Development before August 14, 2015. Meeting arrangements will be confirmed by early September. I will do my best to accommodate as many meeting requests as possible. In the event I am unable to meet with you, arrangements may be made for a meeting post-Convention.

Ministry staff will email the provincial appointment book. This lists all government, agency, commission and corporation staff available to meet with delegates at the Convention, as well as details on how to request a meeting online.

I look forward to my third Convention as Minister and meeting with many of you in the year ahead.

Sincerely,

Coralee Oakes
Minister

pc: Honourable Christy Clark, Premier
Mr. Sav Dhaliwal, President, Union of British Columbia Municipalities

THE CORPORATION OF THE VILLAGE OF LYTTON
ZONING AMENDMENT BYLAW No. 674, 2015

A Bylaw to amend the Village of Lytton
Zoning Bylaw No. 484, 1998

WHEREAS the Council is authorized pursuant to the Local Government Act to amend its bylaws from time to time;

NOW THEREFORE, the Council of the Corporation of the Village of Lytton, in open meeting assembled hereby **ENACT AS FOLLOWS**:

1. This bylaw may be cited for all purposes as the "Village of Lytton Zoning Amendment Bylaw No. 674, 2015"
2. Village of Lytton Zoning Bylaw No. 484, 1998 is amended as follows:
 1. Schedule D (Zoning Bylaw Maps) are hereby amended by rezoning Lot A, Plan 4059, Town site of Lytton, Kamloops Div of Yale District (320 Main Street) from "C1" General Commercial to "R1" Low Density Residential as shown on Schedule A, which is attached hereto and forms a part of this Bylaw.

READ A FIRST TIME this 25th day of May, 2015

READ A SECOND TIME this 25th day of May, 2015

PUBLIC HEARING HELD this ____ day of June, 2015

Ministry of Transportation and Infrastructure Approval this __17th__ day of June 2015

READ A THIRD TIME this ____ day of June, 2015

RECONSIDERED AND ADOPTED this ____ day of June, 2015

MAYOR

CORPORATE OFFICER

Approved under Section 52 of the Transportation Act
This 17th day of June 2015

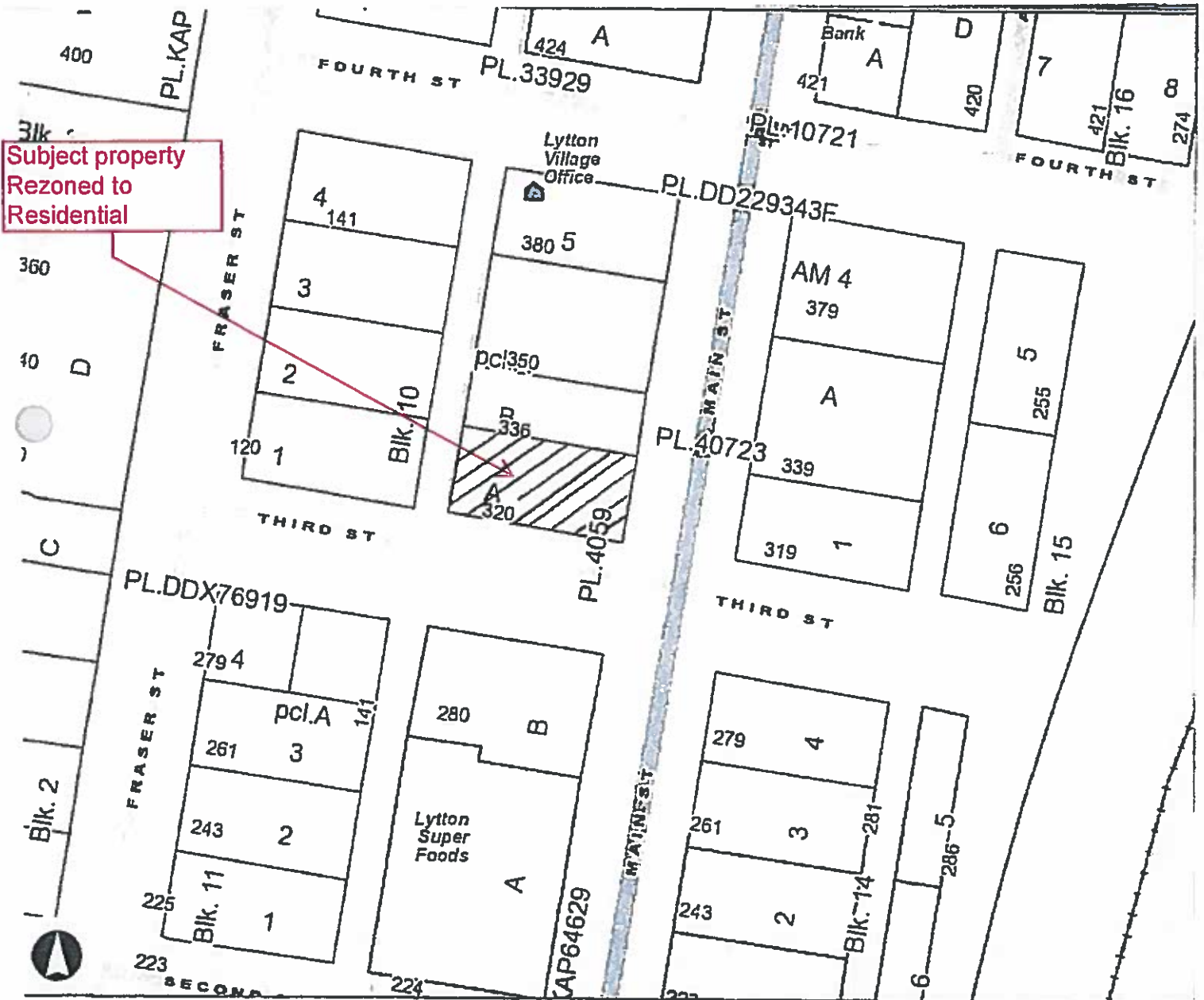
Tracy LeClair

District Highways Manager
Ministry of Transportation and Infrastructure

THE CORPORATION OF THE VILLAGE OF LYTTON
 ZONING AMENDMENT BYLAW No. 674, 2015

A Bylaw to amend the Village of Lytton
 Zoning Bylaw No. 484, 1998

SCHEDULE "A"



Subject property
 Rezoned to
 Residential



THIS IS NOT A LEGAL SURVEY PLAN. This map is a user generated static output from the Thompson-Nicola Regional District Internet Mapping site and is provided on an "as is" and "as available" basis, without warranties of any kind, either expressed or implied. The information was generated from Geographic Information System (GIS) data maintained by different source agencies. Information contained in the map may be approximate, and is not necessarily complete, accurate or current. While all reasonable efforts have been made to ensure the accuracy of the data, reliance on this information without verification from original records is done at the user's own risk.

Projection WGS_1984_Web_Mercator_Auxiliary_Sphere

May 13, 2015