



**Village of Lytton  
AGENDA  
NOTICE  
Special Council Meeting  
Council Chamber, 380 Main Street, Lytton, BC  
10:00am Tuesday August 1, 2017**

1) **CALL TO ORDER** – Mayor Lightfoot at \_\_\_\_ am

2) **ADOPTION OF AGENDA**

Moved, Seconded by Councillors \_\_\_\_\_ THAT the agenda be adopted as presented or amended.

3) **ADMINISTRATIVE MATTERS**

a) Purchase of Public Works Vehicle

**Moved, Seconded** by Councillors \_\_\_\_\_ THAT Council approves the purchase of a 2017 F250 4x4 pickup in the amount of \$29,934 plus applicable taxes and fees for the Village of Lytton Public Works.

b) Lytton Community Foundation

**Moved, Seconded** by Councillors \_\_\_\_\_ THAT the Village of Lytton make application to NDI for a Community Foundation Matching Grant.

4) **BYLAWS/POLICES**

**Moved, Seconded** by Councillors \_\_\_\_\_ THAT the Village of Lytton Fees & Charges Bylaw No. 689-1, 2017, is given a final reading, signed and the corporate seal affixed.

5) **ADJOURNMENT**

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



**VILLAGE OF LYTTON  
REPORT TO COUNCIL**

**TO:** Mayor and Council  
**FROM:** Margaret Stewart, CFO  
**DATE:** August 1, 2017  
**SUBJECT:** Public Works Truck Purchase  
**PURPOSE:** Council Approval to Purchase

**Recommended Resolution:** THAT Council approves the purchase of a 2017 F250 4x4 pickup in the amount of \$29,934 plus applicable taxes and fees for the Village of Lytton Public Works.

In the 2017 budget Council approved the purchase of a new Public Works pickup for an amount of no more than \$40,000.00.

Quotes were received from several suppliers. The specifications were the same for all requests. Amounts received were:

Westline Ford	\$29,934.00
Sullivan Motors	\$32,750.00
Northland Dodge	\$33,899.00
Gardner Chevrolet Buick GMC Ltd.	\$37,735.00

After discussions with public works we are seeking approval to purchase the 2017 Ford F250 4x4, gas, white, long box for the Village of Lytton Public Works.

Respectfully submitted,

  
Margaret Stewart, CFO

Reviewed and recommended

  
Rebecca Anderson, CAO

**THE CORPORATION OF THE VILLAGE OF LYTTON**  
**Bylaw No. 689 – 1**

**FEES AND CHARGES BYLAW**

A Bylaw to establish and amend various fees and charges imposed by the Municipality

**WHEREAS** - The Community Charter provides authority for Municipalities to establish various fees and charges;

**AND WHEREAS** - The Council of the Village of Lytton must now amend Bylaw 689, 2017;

**THEREFORE** - The Council of the Village of Lytton, in open meeting enacts as follows;

1. That the fees and charges as contained in Schedule "A" Swimming Pool of Bylaw 689, 2017 are hereby repealed, and are hereby replaced with amended Schedule "A" Swimming Pool attached hereto and made part of this bylaw, and that the rates contained in the amended Schedule "A" Swimming Pool are hereby imposed and levied for the Year 2017.
2. That this Bylaw may be cited for all purposes as "The Corporation of the Village of Lytton Fees and Charges Bylaw No. 689-1, 2017, amending Bylaw No. 689, 2017"
4. That Village of Lytton Bylaw 689, 2017, Schedule "A" Swimming Pool is hereby repealed.

READ A FIRST TIME this	24 <sup>th</sup> day of July, 2017.
READ A SECOND TIME this	24 <sup>th</sup> day of July, 2017.
READ A THIRD TIME this	24 <sup>th</sup> day of July, 2017.
RECONSIDERED and FINALLY ADOPTED this	day of ,2017.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**THE CORPORATION OF THE VILLAGE OF LYTTON**  
**Bylaw No. 689-1**

**FEES & CHARGES BYLAW**

**SCHEDULE "A"**

<b>SWIMMING POOL</b>			
Swimming Pool Fees	All Swim Sessions	per session	\$3.00
		Daily	\$5.00
		Book of 10 Tickets	\$28.50
		Book of 20 Tickets	\$55.00
		Book of 50 Tickets	\$135.00
		Book of 100 Tickets	\$270.00
		One month pass	\$40.00
		Season Pass (not June)	\$80.00
Corporate Rates	Fire, Ambulance, RCMP, Forestry	Single day	\$2.00
	First Responders	1 month Pass	\$30.00
Other	Senior Swim (45+)	per session	\$2.00
	Toonie Swim Admission	per session	\$2.00
	Last 30 minutes	per session	\$1.00
	Aquatic Fitness	per session	\$2.00
Swimming Lessons	Red Cross Preschool 1-6	per person/set	\$45.00
	Red Cross Swim Kids 1-5	per person/set	\$50.00
	Red Cross Swim Kids 6-10	per person/set	\$55.00
	Red Cross parent and tot	set	\$40.00
Lifesaving Society	Bronze Star	per person/set	\$75.00
	Bronze Cross	per person/set	\$140.00
	Bronze Medallion	per person/set	\$175.00
	Bronze Cross and Medallion	per person/set	\$280.00
	National Lifeguard – Pool Option	per person/set	\$350.00
Swim Team (if available)	Entire Summer	per person	\$75.00
School Rental	For School Functions	per hour	\$60.00
Pool Rental	Private Rentals, or Corporate- or Community-Sponsored Public Swim	per hour	\$65.00



## VILLAGE OF LYTTON REPORT TO COUNCIL

**TO:** Mayor and Council  
**FROM:** Margaret Stewart, CFO  
**DATE:** July 11, 2017  
**SUBJECT:** Village of Lytton Reserves  
**PURPOSE:** Review of Reserve Balances

**Recommended Resolution:** THAT Council accepts the CFO report on the Village of Lytton Reserves. Council give direction to staff to bring forward any recommendations for resolution resulting from the report to a regular meeting of Council.

Attached is a summary of the Village of Lytton Reserves for 2017 with historical figures for 2016 and 2015.

In 2016 Council agreed for simplicity and flexibility to amalgamate several accounts that were holding various funds for capital and other projects. In searching the bylaws, only one account of the combined funds had a bylaw attached to it, Bylaw No. 652, 2011, Caboose Maintenance and Repair Reserve Fund. This expense is now accounted for annually in the Village of Lytton financial plan bylaw, so it is no longer necessary to set funds aside for this purpose. The amount in the reserve was immaterial at the point of amalgamation amounting to \$1,078.52. It is recommended that this bylaw be rescinded as it no longer meets operational needs.

Other amalgamated reserves were discussed during the 2016 budget and financial plan process and Council agreed for simplicity of accounting and flexibility that several new reserves would be created to meet Councils capital and operational needs on an ongoing basis. This is also consistent with current reserve accounting practices.

The largest reserve is the General Capital Fund which in 2016 was created to include capital related amounts. This reserve included the following, plus allocated interest and a 2016 budgeted transfer:

General Trust (Davis) – Hall	\$27,456.72
Firehall	\$280,000.00
Capital Works Reserve	\$234,806.28

These funds are still available for the purposes in which the money was allocated by Council motion, but also allows Council the freedom to choose the capital project that the funds can be used for, in the case of changing needs of the municipality. The current annual allocation to this reserve is \$5,000.

In 2015, the account labeled current revenue reserved for future use, contained \$224,357.99. These funds were related to the small community's grant. In a prior year these funds were received in advance while a new contract was awaited. The funds were put aside to be used in consecutive years for the same purpose, but for reasons unknown were kept aside and not moved to general revenue. These are funds historically counted on and used in general operations on an annual basis. In 2016 it was decided by Council to move these funds to a General Stabilization Reserve (\$210,066.61), Legal and Insurance Fund (\$56,090.00) and Vehicle and Equipment Fund (\$56,090.00). These are operational reserves to be used from time to time as general fund requires.

Also included in the General Stabilization Reserve by Council in 2016 are the following amounts:

Caboose Maint & Repair	\$1,078.52
Downtown Revitalization	\$11,115.33
Raft Takeout	\$77,330.25
Economic Development	\$8,364.52

In 2016 Council made a transfer to the Stabilization Reserve in the amount of excess tax collection of \$18,700 per the 2016 budget.

In 2016 the Gas Tax Reserve was reconciled to UBCM and the amount confirmed to be the correct amount of funds available to the Village of Lytton moving forward.

The Village of Lytton also continues to retain a small amount of funds for capital purposes in the Water Capital Reserve fund of \$13,317.79. Council may choose to move water surplus funds to this account for future water projects.

#### BC Interior Community Foundation

The amount in this fund is currently \$47,588.02, which is interest generated from a trust held in the amount of \$146,861.93. This amount gathers approximately a 5% return annually; as the Foundation has the ability to invest in a more aggressive manner than the Village of Lytton. Of the 5% approximately 4% is returned to the Village and 1% is withheld for administration fees.


The interest earned can be used for health related expenditures, which is broad in scope. The Village has the option to reinvest the money in the trust, use the funds on a health related project (i.e. Seniors Facility, Community Health Donations), or revisit the original agreement to amend the intentions allowing the Village to use the funds for broader purposes. The Foundation has indicated that amending may require TNRD involvement/agreement.

The BC Interior Community Foundation also has an established Lytton Community Foundation Trust account. This account contains an investment of \$5,045.15. This trust qualifies for the NDIT matching community foundation trust grant. Council may choose to contribute up to \$50,000.00 with matching funds available from NDIT. The interest would then be available to the community at large on application and qualification for various purposes. The amount that the Village of Lytton currently has available to the community by way of interest through the Lytton Community Foundation is \$4,531.00. It is recommended that the Village of Lytton apply to NDIT for a Community Foundation Grant in an amount up to \$50,000.00. These funds would be available through reserves.

Respectfully submitted,

  
Margaret Stewart, CFO

Reviewed and recommended

  
Rebecca Anderson, CAO

VILLAGE OF LYTTON  
Village Reserves

Description	2017 YTD Balance	2016 YTD Balance	2015 YTD Balance
<b>Reserves</b>			
Caboose Maint. & Repair Reserve (Stat)	0.00	0.00	(1,070.52)
General Trust (Davis) - Hill (32)	0.00	0.00	(27,456.72)
Reserve - Downtown Revitalization	0.00	0.00	(11,115.33)
Reserve - Raft Takeout	0.00	0.00	(77,330.25)
Reserve - Firehall	0.00	0.00	(280,000.00)
Reserve - Gas Tax Grant	(365,249.09)	(365,249.09)	(413,673.73)
Reserve - Economic Development	0.00	0.00	(8,364.52)
Due to Capital Works Reserve (30)	0.00	0.00	(234,806.28)
Current Revenue reserved for Future use	0.00	0.00	(224,357.99)
Reserve - General Stabilization Fund	(220,392.35)	(220,392.35)	0.00
Reserve - Legal and Insurance Fund	(61,197.00)	(61,197.00)	0.00
Reserve - Vehicle and Equipment Fund	(61,197.00)	(61,197.00)	0.00
Reserve - General Capital Fund	(533,420.40)	(533,420.40)	0.00
Kamloops Fndation-Health Fund	(47,588.02)	(42,066.47)	(38,451.97)
Surplus	(7,026.54)	(7,026.54)	(278,775.42)
Surplus - Water	(99,806.28)	(99,806.28)	282,217.91
Surplus - Sewer	(143,060.85)	(143,060.85)	(115,353.29)
Water Capital Debt Surplus	(13,317.79)	(13,317.79)	(13,317.79)
Cemetery Reserve Equity	(13,245.22)	(13,245.22)	(13,128.26)
<b>Reserves</b>	<b>(1,565,500.55)</b>	<b>(1,559,979.00)</b>	<b>(1,454,990.18)</b>

\*\*\* End of Report \*\*\*

**VILLAGE OF LYTTON**

**Bylaw No. 652, 2011**

**A bylaw to Establish a Caboose Maintenance and Repair Reserve Fund**

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**WHEREAS** Sections 188 and 189 of the Community Charter provides that a Council may establish reserve funds for a specific purpose and direct that money, and interest earned thereon, be placed to the credit of the reserve fund;

**AND WHEREAS** it is deemed necessary to provide a fund for the establishment of the Caboose maintenance and Repair Reserve Fund for the ongoing maintenance and repair of the Caboose owned and maintained by the Village;

**NOW THEREFORE** the Council of the Village of Lytton in the Province of British Columbia, in open meeting assembled, enacts as follows:

**DEFINITIONS:**

**CABOOSE** shall mean the CN Caboose owned by the Village and situated in Caboose Park.

**VILLAGE** shall mean the Village of Lytton

**FUND** shall mean a reserve fund established under Section 188 of the Community Charter (SBC 2003) Chapter 26

1. This Bylaw may be cited as "The Village of Lytton Caboose Maintenance and Repair Fund, Bylaw No. 652, 2011".
2. There shall be, and is hereby established, a Reserve Fund pursuant to Section 188 of the Community Charter to be known as the "Village of Lytton Caboose Maintenance and Repair Reserve Fund".
3. The Village may, in its annual budget, designate certain funds intended specifically for the maintenance and repair of the Caboose. Council may, at its discretion, assign other monies to this fund as they feel appropriate. All funds so designated shall be deposited in an appropriate Bank Account set up in the name of the Village, and all interest earned by those funds so deposited shall become part of the Fund.
4. Subject to the provisions of Section 189 of the Community Charter, money set aside for this reserve, and interest earned on that money, may only be used for purchasing materials for



maintenance, repair and/or upgrading, or replacement and renewal of components of the Caboose and its attendant platform, as designated by Council in its annual budget, or by resolution in Council.

5. This fund may be cancelled by a Bylaw rescinding this bylaw.

READ A FIRST TIME

this 12<sup>th</sup> day of September, 2011.

READ A SECOND TIME

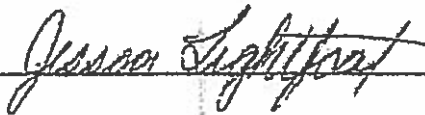
this 12<sup>th</sup> day of September, 2011.

READ A THIRD TIME

this 12<sup>th</sup> day of September, 2011.

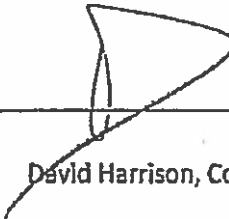
RECONSIDERED AND ADOPTED

this 11<sup>th</sup> day of October, 2011.



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Jessoa Lightfoot, Mayor



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David Harrison, Corporate Officer