



**Village of Lytton
Council Meeting Agenda
Wednesday September 8, 2021 at 7:00 pm
Conducted via Zoom**

1 Call to Order

2 Adoption of Agenda

2.2 Agenda for the September 8, 2021 regular Council Meeting

2.1 Introduction of Late Items

THAT Council adopt the agenda for the September 8, 2021 regular Council meeting.

3 Delegations

3.1 Sgt. Scott Clay, Lytton RCMP

4 Public Comment

Public are invited to comment on matters pertaining to the agenda, for up to two (2) minutes.

5 Adoption of Minutes

5.1 Minutes of the Special Council Meeting

p. #3

THAT the minutes of the Special Council Meeting held on Wednesday August 25, 2021 be adopted as presented (or amended).

6 Business Arising from the Minutes/Unfinished Business

6.1 None

7 Staff Reports

7.1 Chief Administrative Officer Curry – Verbal

a. Evacuation Alert Status for Kumsheen School

p. #9

THAT Council approves rescinding the Evacuation Alert status for the Kumsheen School property.

b. Recovery Report

p. #11

Information only – no resolution required.

7.2 Chief Financial Officer – None

7.3 Corporate Officer

p. #13

a) Bylaw Recovery Project Update Report

- 7.4 Economic Development Officer – None**
- 7.5 Public Works – None**
- 7.6 Fire/Rescue**
a) Recovery Report – Verbal
- 8 Bylaws, Policies and Resolutions**
8.1 None
- 9 Correspondence**
9.1 Incoming Correspondence for Action – None
9.2 Correspondence List
a) Incoming for Information – None
b) Outgoing Relevant to Council – None
- 10 Reports from Mayor and Councillors**
10.1 Mayor Polderman
10.2 Councillor Leitch
10.3 Councillor Hay
10.4 Councillor Graie
- 11 Reports from Committees of Council and Commissions**
11.1 Leadership and Policy for Recovery Select Committee
- THAT Council receive the report from Chair Leitch on the August 26, 2021, and September 8, 2021, meetings of the Leadership and Policy for Recovery Select Committee.*
- 12 New Business**
12.1 Regular Council Meeting for Wednesday September 22, 2021 cancelled due to UBCM
- THAT Council (reinstate/confirm cancellation of) the regular Council Meeting on Wednesday September 22, 2021, due to the Union of BC Municipalities virtual conference being scheduled for the week of September 14 to 17, 2021.*
- 13 Calendar of Events/Outstanding Items List**
a) Union of BC Municipalities Virtual Conference September 14 to 17, 2021
b) Leadership and Policy for Recovery Select Committee September 15, 2021 at 12:00 pm
- 14 Closed Meeting (if required)**
14.1 Rise and Report – None
14.2 Closed Meeting

THAT Council close the meeting to the public to discuss one matter related

to Community Charter Section 90(1)(g) legal, and one matter related to HR.

15 Adjournment

15.1 ***THAT** the September 8, 2021 regular Council Meeting be adjourned.*



Village of Lytton
DRAFT Special Council Meeting Minutes
Wednesday August 25, 2021 1:15 pm
Conducted via Zoom

Council Present: Mayor Polderman, Councillor Graie, Councillor Hay

Staff Present: CAO Curry

Regrets: Councillor Leitch

1 CALL TO ORDER

Mayor Polderman called the August 25, 2021 Special Council meeting to order at 1:28 pm.

2 Adoption of Agenda

2.1 Agenda for the Special Council Meeting of August 25, 2021

21-137 *Moved by Councillor Leitch, seconded by Councillor Hay, **THAT** Council adopt the agenda for the August 25, 2021 Special Council meeting as presented.*

CARRIED

3 3.1 Adoption of Minutes

3.1 Minutes of the Special Council Meeting held on August 11, 2021

21-138 *Moved by Councillor Hay, seconded by Mayor Polderman, **THAT** Council Delay adoption until after the CLOSED meeting.*

CARRIED

21-143 *Moved by Councillor Graie, seconded by Councillor Hay, **THAT** the minutes of the Special Council Meeting held on Wednesday August 11, 2021 be adopted as presented.*

CARRIED

4 Delegations

4.1 Tim MacLeod, Re-Entry Coordinator regarding Re-Entry Process

Tim MacLeod, Re-Entry Coordinator, provided a verbal report on the re-entry process with the following highlights:

- A contractor has been engaged by the Ministry of Environment (MoE) to identify hazards in the evacuation zone. The final report is expected August 30, 2021, and will identify the hazards, what they are, and what the prime contractor can do to clean it up.
- WorkSafe BC has reviewed the DRAFT report and identified several hazards that must be mitigated to ensure a safe work environment, including asbestos. They have deemed the entire site medium to high risk. They hope to have sifting begin within days of receiving the final hazard identification report.
- Discussions are occurring with Insurance Companies to negotiate the evacuation zone as one job site, and bring in one prime contractor, which will lead to efficiencies of scale, provide savings, and ensure compliance. In particular, this could be advantageous for uninsured properties. Goal is to provide clean up so that they property owners will have a property that is ready to build on.
- Once hazards are cleared sifting will begin one property owner at a time. Property owners will need to wear PPE and stay on the roadway. They will not be doing the sifting themselves. Property owners can select which volunteer organization to use. Contact information will be provided on the Village website.
- WorkSafe BC is able to consider every house as same hazard per house. Businesses are different and will need individual hazard assessments completed.
- Any remaining survey pins on Village property will be identified and marked so that they are not destroyed during the debris removal, making it faster and easier to identify lot lines after clean up is complete.

5 Public Comment

Ken Pite

Wants focus to be on laying foundation for a community that won't burn again. Has noted that the proposed district energy system will require underground installations and wants to know if power and communications infrastructure, along with an underground water system for irrigation and fire deterrence would be included when trenches are dug.

Jennifer Thoss

Would like Council meetings to be recorded and accessible on the Village website. Feels that residents should have a choice of which company they use for sifting. Would like Council to introduce all individuals at the meetings and their roles, including staff joining remotely.

Judith Urquhart

Would like more information on the Net Zero Plan and the District Energy System. Has sent in other questions about the new Building Bylaw and would like a reply.

Tiffany Callewaert-Hogan

Would like to know why residents have not been consulted on the new Building Bylaw. Would like to sift own property. Would have liked to have been told when the highway was going to reopen before it happened.

Chris O'Connor

Concerned about Council excluding the public from their meetings. Doesn't feel there are hazards on his property, and feels Council is delaying the process. Stated that some residents have hired a lawyer to send a letter to Council.

Denise O'Connor

Would like more information on who is working for the Village, what their roles are, and what services are still being provided.

Owen Collings

Audio issues – asked to email communications@lytton.ca with comments for Council.

Megan Fandrich

Would like to see communications improved and a general timeline for recovery provided.

Jessoa Lightfoot

Would like clarification on the function of Team Rubicon. Wants to know if it would be possible for residents to get passes, similar to those for people who need to fee animals. Would like to see a community discussion to include residents in the planning.

Mayor Polderman

Thanked everyone for comments. Noted that one of the questions was with regard to Net Zero houses. Stated that at an upcoming meeting there will be a panel of experts on Net Zero houses.

6 Correspondence

6.1 Correspondence for Information

6.2 Correspondence for Action

7 Staff Reports

7.1 Reports for Information

7.2 Reports for Action

a) RECOVERY UPDATE REPORT – VERBAL

A. Yanciw, Community Recovery Manager, provided a verbal Recovery Report with the following highlights:

- Tim MacLeod has been hired as the Re-Entry Coordinator to manage all re-entry activities and protect the Village of Lytton from liability.
- A Housing Needs Assessment will be open until September 3rd and all residents are encouraged to complete it – a link is available on the Village website. Expecting to bring a report to Council the week of September 6th.
- Proposing establishment of a Leadership and Policy for Recovery Select Committee to oversee all aspects including interim housing.
- Working on transitional and rebuilding business supports with the Lytton Chamber of Commerce, Community Futures Central Interior First Nations (CFCIFN), Rural Development, the Northern Development Initiative Trust (NDIT), and being lead by Community Futures Sun Country (CFSUN).
- Fraser Basin Council (FBC) has been hired to facilitate public consultation on the rebuilding process, including the Building Bylaw. The Bylaw will not be brought back to Council until consultation is complete.
- Province is engaging Red Cross to work on case management and provide one-on-one support for people experiencing challenges (i.e. with insurance, mental wellness, employment insurance, etc.) Red Cross supports will be in place until people are back in homes. As people apply, they will be assigned an individual case manager.
- Disaster psychosocial supports are available for the public, and Employee and Family Assistance for staff and Council at village.
- The Village has not hired any new staff. Lawyers are preparing standardized contracts for all Provincially paid contractors working for the Village of Lytton, including a policy/Council liaison position to help facilitate the flow of info. Once completed, information will be shared regarding the contracted resources and their roles.
- Expecting to meet with the Province this week to develop a short-term recovery plan timeline; which should be in place by September 30th.
- Will be re-establishing water testing soon to confirm condition of water and ensure it is safe for consumption.

b) LEADERSHIP AND POLICY FOR RECOVERY COMMITTEE

21-139 *Moved by Councillor Graie, seconded by Councillor Hay, **THAT** Council establish a Leadership and Policy for Recovery Committee as a Select Committee to be composed of all members of Council as per the attached Terms of Reference, and appoint Councillor Leitch as the Chair.*

CARRIED

a) DONATIONS OF GIFT AND VISA CARDS

21-140 *Moved by Councillor Graie seconded by Councillor Leitch **THAT** Council approve the distribution of the gift cards and prepaid Visa cards to be determined on the basis of a draw for Village of Lytton addresses of homes that were lost, with the ability for residents to remove their name from the draw.*

CARRIED

b) AMENDED COOPERATION AGREEMENT WITH LYTTON FIRST NATION

21-141 *Moved by Councillor Graie, seconded by Councillor Hay, **THAT** Council approves entering into the attached amended and simplified Cooperation Agreement with Lytton First Nation as presented.*

CARRIED

8 Bylaws

9 Reports by Mayor and Councillors

9.1 Mayor Polderman

Reported that town was evacuated again during the last two weeks. After it rained, the order was downgraded to an alert. Spoke with Tim MacLeod and the engineer about re-entry. Met with Interior Health Authority (IHA) regarding the location of health services in Lytton. Proposed Lytton First Nations (LFN) dental site as a temporary location in consultation with the LFN. Met with the Ministry of Transportation and Infrastructure (MoTI) regarding re-opening of Hwy 12. Responded to calls and emails. Spoke with the Provincial Temporary Housing Team. Spoke with Red Cross.

9.2 Councillor Leitch

Reported that he has been in touch with a lot of people. Followed up on the Canadian National Rail (CN Rail) donation. Reminder residents that they have to register for Red Cross benefits by August 31st. Interim housing will be provided as long as needed. Meeting with EMBC tomorrow.

9.3 Councillor Hay

Reported that he met with IHA and Urban Systems. Met with Team Rubicon regarding the plan for sifting. Connected with residents concerned about Building Bylaw with staff. Provided his number to call him if needed. Thanked residents for support and patience

9.4 Councillor Graie

Reported that she is still getting questions about net zero housing as people feel they won't have a say in how their new house looks. Suggested staff review FAQs on website to make sure they are easier to find.

10 CLOSED MEETING

10.1 Close Meeting to the Public

21-142 *Moved by Councillor Leitch, seconded by Councillor Hay, **THAT** Council close the meeting to the public to discuss a matter related to Community Charter Section 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

CARRIED

11 Adjournment

11.1 Adjourn the Special Council Meeting of August 25, 2021

21-144 *Moved by Councillor Leitch, **THAT** the August 25, 2021 Special Council Meeting be adjourned at 4:39 pm.*

CARRIED

Certified Correct

Mayor Polderman

Corporate Officer Curry



Council Meeting Report

To: Mayor and Council	Date: September 8, 2021
From: Anne Yanciw, Community Recovery Manager	Meeting Type: Regular
Subject: Evacuation Notice Status for Kumsheen School	

Purpose:

To seek Council approval to remove the Evacuation Alert status for Kumsheen School.

Background:

The wildfire of June 30, 2021 left the Village in an Evacuation Order status, which was subsequently downgraded to an alert for portions of the community.

Discussion:

School District 74 intends to open the Kumsheen School after Labour Day to serve children in the catchment area surrounding Lytton. As the school is currently under an Evacuation Alert, some parents may be cautious about sending their children to school there.

BC Wildfire Service has recently rescinded their recommendation that the area in which Kumsheen school is located be on Evacuation Alert.

It is recommended that an Evacuation Alert status remain for the residential area of Loring Way and Ponderosa Heights.

Human and Financial Resource Implications:

It is a matter of a few hours to draft the rescinding of the Evacuation Alert status, file it with the appropriate authorities, post the notice and notify the public through digital means.

Policy Alignment:

Decisions to rescind evacuation orders and alerts are to be made in consultation with the Village's EOC, the BC Wildfire Services and the Province. Based on those consultations and advice, and the Emergency Program Act, decisions such as whether or not to rescind an evacuation order in part or in full must be made by majority vote of Council.

When issuing Evacuation Orders, time may be of the essence and in cases such as that, best efforts to secure the consent of the rest of Council are to be made.

Options and Considerations:

Council may wish to leave the Evacuation Alert in place for Kumsheen School.

Recommendation:

THAT Council approves rescinding the Evacuation Alert status for the Kumsheen School property.

Respectfully submitted



Anne Yanciw
Community Recovery Manager

Approved for submission



Symone Curry
Chief Administrative Officer



Report on Response, Recovery and Rebuilding Activities

Regular Council Meeting, September 8, 2021

Re-Entry Coordinator	
	<ul style="list-style-type: none"> - Fencing was arranged on Main Street in preparation for Highway 12 opening. - Worked with RCMP, Bank and Pharmacy regarding securing of sensitive items before sifting commences east of Main Street - Sifting has begun west of Main Street. It will be a phased process, with the area east of Main Street available once the RCMP, Bank and Pharmacy are secure. - People who wish to simply view their properties, or who have homes in the burned area and want to retrieve some items, may also do so accompanied by someone from the approved NGOs. - Worked with Worksafe BC to develop safe work protocols. - Working with insurers to coordinate debris removal under one contract. This will involve ensuring that funding is in place for debris removal for uninsured homes.
Small Business Support	
	<ul style="list-style-type: none"> - Community Futures (CF) has retained funding for one FT Business Liaison specific to Lytton. Daphane Nelson is reaching out to the businesses and conducting interviews so that we can populate a database and assess the impacts and needs of the businesses. - Website has been set up; cfwildfire.ca that provides business resources available for those impacted. There is also a toll-free line that is open 24/7 for businesses to call in for support 1-800-670-9058. - Community Futures network is providing funding for businesses to have one to one with experts, up to \$750.00/business. (CF is lobbying for additional funding) - Mail drop was done September 3rd that provides the toll-free line and website, also includes a list of the Regional Business Liaisons with their contact information so businesses can call directly. - Community Futures Sun Country is partnering with Community Futures Central Interior First Nations to ensure ALL business are supported.
Infrastructure	
	<ul style="list-style-type: none"> - Short term recovery planning sessions and documentation - Development of work program to assess the infrastructure within the Village - Wastewater Treatment Plan reporting and support to ensure the Village remains compliant - Developed plan to move the Village from DNC to distributing potable water

	<ul style="list-style-type: none"> - Collected past project data from third parties - Coordinated legal survey planning to start prior to debris removal - Ongoing support to Village utility staff - Communications with EMBC re Lytton Creek watershed mapping - Communications with IHA re. water supply, treatment and distribution - Prepared summary of GHD Particle Sampling Report and review of implications of this on the water system assessment/curb stop isolation program
Finance	
	<ul style="list-style-type: none"> - Developed financial procedures to ensure proper approvals for processing and safeguards on expenditures are in place - Have temporary payroll process in place with permanent solution ready mid September - Working on budget, cashflow management plan and reporting requirements - Developing relationships with various levels of government to support the Village in recovery efforts - Recovery of financial system has begun 1% completion as of September 3
Corporate Rebuilding	
	<ul style="list-style-type: none"> - Completed Bylaw Recovery Project - Cancelled 2021 By Election via Ministerial Order - Completed Draft Donations Policy - Drafted all recovery employee positions contracts
Recovery	
	<ul style="list-style-type: none"> - Developed a draft Engagement Plan - Pre-work on and planning for Short Term Recovery Plan Goal Setting meeting - Worked with Red Cross to implement individual supports for people throughout the recovery process - Refined and issued the Housing Needs Assessment - Worked on EOC documentation - Set up local partners engagement meetings - Worked on gift card distribution
Business Continuity	



Council Meeting Report

To: Mayor and Council	Date: September 8, 2021
From: Shannon Story, Corporate Rebuilding Lead	Meeting Type: Regular
Subject: Bylaw Recovery Project	

Purpose:

This report is to provide Council with an update on the Bylaw Recovery Project and the work that has been accomplished to date.

Background:

The Village of Lytton lost an extensive amount of records in the wildfire of June 29, 2021. The records that have been recovered indicate that the Village of Lytton has 705 bylaws in existence. The first bylaw recovered is from 1952 and the last is from April of 2021.

Discussion:

The Bylaw recovery search included reaching out to and tracking down bylaws from:

- All available Council minutes
- All available Council agenda packages
- All Provincial Ministries
- Thompson-Nicola Regional District
- Village of Lytton Lawyers
- Past and Present Council Members
- Village of Lytton staff
- Financial Firms contracted by the Village of Lytton
- Engineering Firms contracted by the Village of Lytton

For bylaws 1-400 from 1952-1999, very few have been recovered. For Bylaws 401-705 from 2000 to the present, the majority of the bylaws have at least been partially recovered.

In summary, of the original 705 bylaws, the following have been recovered:

- 89 bylaws (12%) have been fully recovered in that a copy of the bylaw has been found.
- Another 108 bylaws (15%) have been partially recovered from minutes of Council meetings showing the name, number and year of the bylaw, and when bylaw readings were given, but an actual copy of the bylaw has not been found. In some cases, the names, numbers and dates of bylaws were found from more recent bylaws that indicated that the older bylaws had been rescinded.

Human and Financial Resource Implications:

Staff resources will be required to continue to attempt to recover bylaws and the records relating to them, and to prioritize which bylaws need to be re-written and any new bylaws that should be drafted to assist Lytton with its recovery and future development.

Policy Alignment:

The focus of our recovery effort is to populate the new bylaw registry that has been created. The registry will incorporate all relevant information on the bylaws that have been recovered.

Options and Considerations:

As there are a large number of bylaws that have not been able to be recovered, the Village of Lytton is working with the Ministry of Municipal Affairs and Housing to develop options on how to proceed. Consultation is ongoing and staff will report back to Council on next steps.

Recommendation:

THAT Council receive this report for information.

Respectfully submitted

Name: Shannon Story
Title: Corporate Recovery Lead

Approved for submission

Symone Curry

Symone Curry
Chief Administrative Officer