



**Village of Lytton
AGENDA – Special Leadership and Policy for Recovery Select Committee
Virtual over Zoom
Monday September 27, 2021 at 1:00 pm**

1 CALL TO ORDER

2 ADOPTION OF THE AGENDA

2.1 Agenda for the September 15, 2021 Leadership and Policy Select Committee meeting

2.2 Addition of Late Items

THAT the Select Committee adopt the agenda for the September 27, 2021 Special Leadership and Policy for Recovery Select Committee as presented/or amended.

3 ADOPTION OF THE MINUTES

3.1 Minutes of the September 15, 2021 Leadership and Policy for Recovery Select Committee Meeting

THAT the Select Committee adopt the minutes of the September 15, 2021 Leadership and Policy for Recovery Select Committee meeting as presented/amended.

4 VILLAGE OF LYTTON OFFICE RE-ENTRY PLAN

4.1 Village of Lytton Office Re-Entry Plan

5 RECOVERY PLAN

5.1 Recovery Plan Update

6 INSURANCE UPDATE

6.1 Insured and Uninsured Residents

7 INTERIM HOUSING

7.1 Aspen Planner Site Update

7.2 Alternative Sites and Options

7.3 Interim Housing Plan

a) Coordinator Position

8 ADJOURNMENT

8.1 Adjournment of the September 27, 2021, Leadership and Policy for Recovery Select Committee

THAT the September 27, 2021 Leadership and Policy for Recovery Select Committee be adjourned.



**Village of Lytton
DRAFT Minutes – Leadership and Policy for Recovery Select Committee
Virtual over Zoom
Wednesday September 15, 2021 at 1:00 pm**

Council Present: Mayor Polderman, Councillor Graie, Councillor Hay, Councillor Leitch

Staff Present: CAO Curry, Community Recovery Manager Yanciw, CAO Advisor Wiedeman, Council Liaison Matussi

Regrets:

1 CALL TO ORDER

Chair Leitch called the September 15, 2021, Leadership and Policy for Recovery Select Committee meeting to order at 1:04 pm.

2 ADOPTION OF THE AGENDA

2.1 Agenda for the September 15, 2021 Leadership and Policy Select Committee meeting

2.2 Introduction of Late Items

21-011 *Moved by Mayor Polderman, **THAT** the Select Committee adopt the agenda for the September 15, 2021 Leadership and Policy for Recovery Select Committee as presented.*

CARRIED

3 ADOPTION OF THE MINUTES

3.1 Minutes of the September 8, 2021 Leadership and Policy for Recovery Select Committee Meeting

21-012 *Moved by Mayor Polderman, **THAT** the Select Committee adopt the minutes of the September 8, 2021 Leadership and Policy for Recovery Select Committee meeting as presented.*

CARRIED

4 SCHEDULE OF MEETINGS

4.1 Establishing a Schedule of Meetings for the Leadership and Recovery Select Committee

21-013 *Moved by Councillor Leitch, **THAT** the Leadership and Policy for Recovery Select Committee meet on the following regular schedule:*

- *The second and fourth Wednesdays of the month at 2:00 pm.*

CARRIED

5 INTERIM HOUSING

5.1 Consider and Recommend Interim Housing Goals

The committee referred to the Analysis of Housing Needs Assessment and Analysis of Housing Options documents that were sent out in advance of the meeting.

21-014 LPR *Moved by Mayor Polderman, **THAT** the Leadership and Policy for Recovery Select Committee recommend to Council the following goals for Interim Housing:*

- *Stable housing as soon as possible for the displaced residents, in or near the community, offering a variety of housing options for at a minimum the next year, including:*
 - *Already established or new accommodations in Market Rental Housing;*
 - *Already established or new accommodations in Hotels/Motels with kitchen units;*
 - *Nearby mobile home parks with availability; and*
 - *Already established or new RVs or modular trailers/homes on private property once site(s) are remediated and services are available.*
- *With the following priorities:*
 - *Timeliness;*
 - *Cost effectiveness; and*
 - *Availability of mobile homes/modular units to meet timeframe and cost priorities.*

CARRIED

6 REPORT TO COUNCIL

6.1 Report to Council regarding the September 15, 2021 meeting of the Leadership and Recovery Select Committee

The Leadership and Policy for Recovery Select Committee will report the following at the next regular Council Meeting:

- The committee has set their regular meeting schedule for the second and fourth Wednesdays of the month at 2:00 pm.
- The Committee recommends to Council the following goals for Interim Housing:
 - Stable housing as soon as possible for the displaced residents, in or near the community, offering a variety of housing options for at a minimum the next year, including:
 - Already established or new accommodations in Market Rental Housing;
 - Already established or new accommodations in Hotels/Motels with kitchen units;
 - Nearby mobile home parks with availability; and
 - Already established or new RVs or modular trailers/homes on private property once site(s) are remediated and services are available.

- With the following priorities:
 - Timeliness;
 - Cost effectiveness; and
 - Availability of mobile homes/modular units to meet timeframe and cost priorities.

7 ADJOURNMENT

7.1 Adjournment of the September 15, 2021, Leadership and Policy for Recovery Select Committee

21-015 *Moved by Mayor Polderman, **THAT** the September 15, 2021 Leadership and*
LPR *Policy for Recovery Select Committee be adjourned at 2:36 pm.*

CARRIED

Certified Correct

Chair Leitch

Corporate Officer Curry



Committee Meeting Report

To: Leadership and Policy for Recovery Committee	Date: September 27, 2021
From: Anne Yanciw, Community Recovery Manager	Meeting Type: Special
Subject: Process to Establish a Temporary Village Office in Lytton	

Purpose:

To present the committee with information on a process to re-establish a temporary Village office.

Background:

At the September 22, 2021 Council Meeting, a motion was made to re-establish the Village office in Lytton by October 7, 2021.

Discussion:

A number of considerations are important to the establishment of a Village office in Lytton as shown in the chart below.

Process to Establish a Temporary Village Office in Lytton

Create a Plan to establish the Village office in Lytton.
The Plan will include site selection.
The site will be assessed for the following criteria.
If it does not meet requirements, the same process is followed for an alternative site.

1 Establish the purpose of a temporary office

2 Work with insurers to understand cost limits for temporary offices

3 Assess safety (physical and psychological) for staff, and risk assessment for COVID when travel from multiple communities is involved

4 Work with CUPE on re-entry plan for staff.

5 Assess availability of critical services (mail, delivery, bank, etc)

6 Assess connectivity for internet and cell service

7 Assess availability of staff (50% of staff have no access to their homes there) and travel time/costs

8 Assess availability of water on site and any costs and regulatory processes required to establish water to the site

9 Assess availability of sewer services on site and any costs and regulatory processes required to establish sewer services to the site

10 Assess the office at Aspen Planers for suitability for a temporary Village office

Yes ↓ No →

11 Assess costs of furnishings

Develop alternatives (4 hours once per week, digital access for residents, etc)

Consider temporary structure based on high level assessment of costs and considerations

Analyze options and select best option

Human and Financial Resource Implications:

The work required to develop a plan will require considerable human resources and a number of contracted resources. The costs of this have not yet been assessed.

The requirement to develop this report and attend extra meetings has meant that work on the following was put aside:

1. Following up on the continuation of ESS services
2. Working on the gift card distribution
3. Working on the Short Term Recovery Plan

Policy Alignment:

The Leadership and Policy for Recovery Committee met on September 8, 2021 to develop their Short Term Recovery Goals. These goals were ratified by Council and the Short Term Recovery Plan is close to completion. Establishing a temporary office in Lytton was not identified as a Short Term Recovery Goal.

Recommendation:

Information only – no resolution required.

Respectfully submitted



Anne Yanciw
Community Recovery Manager

Approved for submission



Symone Curry
Chief Administrative Officer

DATE: September 27, 2021
 TO: Anne Yanciw, Symone Curry
 FROM: Lindsay Tithecott CTech, Peter Coxon P.Eng.
 FILE: 0694.0020.01
 SUBJECT: Relocation of the Village Office

1.0 INTRODUCTION

Urban Systems was asked to provide a very preliminary estimate and considerations regarding the relocation of the Village’s office back to Lytton, where it would be situated on the disused sawmill site. This memo is a starting point for estimating the costs associated with this decision made by council. More site-specific investigations and engineering leading to detailed cost estimates will need to be undertaken and the information provided in this memo is for initial discussion purposes only.

1.1 APPROXIMATE COSTS

Based on the response received from Steel River Energy Services (Proposal No. SRES-21) the Village has the opportunity to receive a variety of structures from this company. For this purpose we have assumed that the Village could use the equivalent of a CMD – Temporary Housing 2 bed, 1 bathroom unit.

Item	Approx. Capital & Monthly Costs	Consideration
Building Unit		
CMD – Concrete Foundation (outside of proposal)	\$50,000	Concrete foundation is assumed as geotechnical information is not provided. Concrete supplier is not within the Village so trucking costs will be increased. Helical piles may present issues with winterization so the more conservative method was chosen. Should Helical piles be desired this price will change.
Temporary Housing 2 Bedroom, 1 Bathroom, Full Kitchen (per proposal)	\$270,000	The Village may wish to modify the floor plan of this unit which may increase the cost. The construction of this unit appears to follow traditional methods which may not comply to the new building requirements.
Delivery of the unit (per proposal)	\$212,500	This price includes delivery and placing of the unit.
Furnishings	\$15,000	The building does not include appliances nor furniture. It is unclear if a heating and cooling system is included.
Sanitary Servicing		
Port-a-potty	\$500/mo.	It is assumed that construction of sanitary servicing and permitting of any new system will not be in place prior to delivery of the Village office in December. (This is not recommended as a long-term solution and if timing allows a system could be installed).

URBAN SYSTEMS MEMORANDUM

DATE: September 27, 2021
SUBJECT: Relocation of the Village Office

FILE: 0694.0020.01

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Item	Approx. Capital & Monthly Costs	Consideration
Water Servicing		
Potable Water Supply	\$50,000/capital \$500/mo.	For the Village office only we have assumed that a tank is filled by a water truck and a small pump skid with a pressure tank – sized for a house.
Site Piping	\$0	assumptions
Fire Protection	\$0	There would be no fire protection until the larger development was brought online (omitting fire protection may negate insurance and is not recommended)
Temporary Power/Internet	\$50,000/capital \$300/mo.	Power at the site is unknown. This estimate will change based on the existing services.
Site Access		
Site Access Roadway	\$0	It is assumed that access improvements would not be completed until the larger development is online.
Site Maintenance	\$0 (If work is completed by Village staff)	The condition of the site is unknown, but winter conditions will require plowing, and sanding to ensure the site is safe for users. With limited staffing capacity this work may need to be contracted out.
Site Security	\$5,000 / mo.	With remote nature of this site, it is assumed that an on- site security guard will be required during off hours.
Staffing		
Travel time	Unknown	As there is no housing in Lytton staff will have to travel 1 - 2 hours each way to be on site. While this does not have a capital or operational cost that can be valued it is included in this list due to the opportunity cost incurred due to travel.
Contingency	40%	
Order of Magnitude Capital Cost	\$647,500 + 40%	\$906,500/capital cost
Order of Magnitude Operating Cost	\$6,300 x 12/mo + 40%	\$105,840/year

1.2 FURTHER CONSIDERATIONS

- The Village has frozen all building permits, which would typically include the installation of a unit such as this.
- Servicing the building and connection to any piped system is not included in the building unit delivery. For the Village office we have assumed it will be installed prior to all infrastructure, hence the stand alone unit.

URBAN SYSTEMS MEMORANDUM

DATE: September 27, 2021
SUBJECT: Relocation of the Village Office

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- The lead time for a unit is stated to be 3 months which would result in the Village office unit being delivered in December.
- Concrete foundation typically should be constructed prior to any frost which means the site clearing, site layout, and building permits must be complete within the next 30 days. This work is not included in the building unit
- Civil works including water servicing, sanitary servicing, and access roads would need to be completed prior to occupancy. To achieve a December unit delivery the site design, and tender issuing will need to be completed and approved by council in the next two weeks. Construction would need to be completed within 4 weeks (this may be after frost). This timeline is not realistic thus the above provisions of less desirable alternates are provided as a stop gap.
- Typically, the lowest footprint solution is to reuse (the first line of defence when reducing waste) so there may be cheaper options to utilize a pre-existing building/property as the Village office which is already connected to services.
- WorkSafe regulations must be reviewed to confirm on how long a work shift can be before travel becomes unsafe (this is of particular concern in the winter)
- The Village has already experienced highway closures due to possible mudslides, thus interruption in staff presence should be expected
- There are no other services in the Village such as RCMP detachment, medical centre, fire department
- This work will need to adhere to By-Law 693

2.0 SUMMARY

The considerations and high-level estimates above are meant to provide the Village with order of magnitude costs facilitate conversations. We will be happy to work with the Village through the scope refining process.

Sincerely,

URBAN SYSTEMS LTD.



Lindsay Tithecott CTech
Project Technologist



Peter Coxon, P.Eng.
Principal

LT/crb

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DATE: September 24, 2021
 TO: Anne Yanciw, Symone Curry
 FROM: Lindsay Tithecott CTech, Peter Coxon P.Eng.
 FILE: 0694.0020.01
 SUBJECT: Temporary Housing Site Considerations

1.0 INTRODUCTION

Urban Systems was asked to provide a very preliminary estimate and list of considerations regarding the establishment of temporary housing at the sawmill site. This memorandum is a starting point for estimating the costs associated with this decision made by Council. More site-specific investigations and engineering leading to detailed cost estimates will need to be undertaken and the information provided in this memo is for initial discussion purposes only.

1.1 APPROXIMATE COSTS

Based on the response received from Steel River Energy Services (Proposal No. SRES-21) the Village has the opportunity to receive a variety of structures from this company. For the purpose of developing these costs, we have used the costs associated with a mid priced unit, recognizing that in reality a combination of larger and smaller homes would be required.

Item	Approx. Capital & Monthly Costs	Consideration
CMD – Concrete Foundation (outside of proposal)	\$50,000	Concrete foundation is assumed as geotechnical information is not provided. Concrete supplier is not within the Village so trucking costs will be increased. Helical piles may present issues with winterization so the more conservative method was chosen.
Temporary Housing	\$10,200,000	CMD - Temporary Housing 3 Bedroom, 2 Bathroom, Full Kitchen was chosen for this assessment as it is the mid range model offered by Steel River. Assumed \$340,000 x 30 homes.
Delivery of the unit (per proposal)	\$6,450,000	This price includes delivery and placing of the unit from River Steel. Assumed \$215,000 x 30 homes.
Temporary Power	\$100,000	Power at the site is unknown. This estimate will change based on the existing services.
Site Servicing		
Sanitary piping design and Construction	\$300,000	30 houses will take the length of 4 double fronted downtown 'blocks'.
WCC Clarification and Aeration Unit (Water Care Company)	1,300,000	This price includes Clarifier, 3 lagoons with supercharged aeration. This price does NOT include mobilization and set up. This

URBAN SYSTEMS MEMORANDUM

DATE: September 24, 2021

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SUBJECT: Temporary Housing Site Considerations

Item	Approx. Capital & Monthly Costs	Consideration
		system will service low end 120 people and by increasing the size of the lagoons or adding a lagoon lifter they can almost double capacity.
Operator training and ongoing maintenance, reporting, and testing for a second wastewater treatment plant	\$8,400/mo	This assumes Village staff are not available and/or do not have the training to provide operation and maintenance of these facilities.
Permitting waste water treatment system for the temporary housing	\$75,000	The WCC until will still require permitting through the federal regulators.
Testing of the existing spring source water quality and capacity	\$300,000	For a municipality to provide safe drinking water the source must be assessed and approved by the water authority. Additionally, water pressures must be understood in order to develop a mechanical water system (assuming this site cannot be serviced via Gravity).
Temporary water treatment plant	\$1,000,000	This price will vary depending on the solution and needs required (possible a WCC unit).
Water storage facility, including fire pump and standby power	\$1,500,000	In order to have a community living safely within an area, fire protection and the maximum daily demand must be considered for this. We have assumed a small, above ground reservoir will be adequate to supply water for this site.
Site Piping	\$300,000	The final pricing cannot be estimated until a site plan is complete. Approximately 8 houses fit 1 one block downtown, thus 4 'blocks' of double fronted homes would be required.
Site Access		
Site survey and site design	\$75,000	This work will include survey of the site and layout of the temporary housing community.
Site Clearing, Establishing accessible roads and walkways	\$50,000	Making the site ready for units and accessible for all folks will be required. We have assumed that sub-base and base gravels will be delivered to site and Village staff will prepare the site.
Site Maintenance	\$0 (If work is completed by Village staff)	The condition of the site is unknown, but winter conditions will require plowing, and sanding to ensure the site is safe for users.

URBAN SYSTEMS MEMORANDUM

DATE: September 24, 2021

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SUBJECT: Temporary Housing Site Considerations

Item	Approx. Capital & Monthly Costs	Consideration
		With limited staffing capacity this work may need to be contracted out.
Public works Equipment and storage	\$100,000	Keeping the site mowed, plowed, sanded, functioning, and graded will be required to ensure all residents can move safely. A grader can be rented but this assumes on going maintenance can be completed with the purchase of a bobcat and mini excavator.
Garbage Collection	\$0	It is assumed that garbage would not be collected at the temporary housing site and all residents would take any house hold garbage to a TNRD transfer station.
RCMP and Medical facilities	Unknown	With the relocation of the community these facilities will need to be established. It is assumed these facilities will not be located on this land, but it may increase costs to the Village should additional families return to a facility such as this.
Park and greenspace	\$50,000	Creating a community space may be of interest to the Village. With this site being removed from the main Village, it may be desirable to create a space to families to walk their dogs, and for children to play without having to leave the community. This budget does not include play structures, or garbage cans to reduce maintenance needs.
Appliance package and Furnishings	\$10,000	
Contingency	40%	
Order of Magnitude Capital Cost	\$21,860,000 + 40%	\$30,604,000/capital cost
Order of Magnitude Operating Cost	\$8,400 x 12/mo + 40%	\$141,120/year

1.2 FURTHER CONSIDERATIONS FOR THIS SITE:

- The Village has frozen all building permits, which would typically include the installation of a units such as this.
- Servicing the buildings and connection to the system is not included in the scope of work from Steel River so this will need to be accounted for. All services will have to be installed and terminated 1m from the building.

URBAN SYSTEMS MEMORANDUM

DATE: September 24, 2021
SUBJECT: Temporary Housing Site Considerations

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- The lead time for these units is stated to be 3 months which would result in the first delivery being December. Delivery of an average of 7 homes per month will see the final temporary house delivered in mid-spring 2022.
- Concrete foundation typically should be constructed prior to any frost which means the site clearing, site layout, and building permits must be complete within the next 30 days. To accommodate any units being delivered prior to March 2022.
- Civil works including water servicing, sanitary servicing, and access roads would need to be completed prior to occupancy. To achieve a December deadline the site design, and tender issuing for work will need to be completed in the next two weeks.
- Timing for soil, environmental, archeological, and health permitting is unknown and can take up to 1 year
- This temporary housing plan does not align with the previously approved temporary housing plan that will form the basis of the treasury board submission
- Any on-site waste treatment system will require soil testing to ensure it is feasible. Being that the Village has water and wastewater treatment plants an alternate solution may include raw sewage and potable water tanks that are maintained on an operational basis. Rental of a hydro vac truck is typically \$1,000/hr. Assuming a truck has an hour drive to the Village and a two hour pump time the cost per pumping event will crest \$4,000 + GST
- It is understood that internet and cell service is not consistent within the Village at this time. This issue will require coordination between the Village and service providers.
- The Village has already experienced highway closures due to possible mudslides, thus interruption in travel for the community should be expected.
- This work will need to adhere to By-Law 693

2.0 SUMMARY

The considerations and high-level estimates above are meant to provide the Village with order of magnitude costs facilitate conversations. We will be happy to work with the Village through the scope refining process.

Sincerely,

URBAN SYSTEMS LTD.



Lindsay Tithecott CTech
Project Technologist



Peter Coxon, P.Eng.
Principal

LT/crb

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Committee Meeting Report

To: Leadership and Policy for Recovery Committee	Date: September 27, 2021
From: Anne Yanciw, Community Recovery Manager	Meeting Type: Special
Subject: Interim Housing in Lytton	

Purpose:

To present the committee with information on the costs for interim housing in Lytton.

Background:

At the September 22, 2021 Council Meeting, a Special Meeting of the Leadership and Policy for Recovery Meeting was called. Chair Leitch has added an Interim Housing update as an agenda item.

Discussion:

The Leadership and Policy for Recovery Committee met on September 22, 2021 to confirm their Interim Housing goals. The Committee had concerns over the costs of establishing interim housing near Lytton and wished to have more information on costs before that strategy could be implemented as part of the Interim Housing Plan.

At this time, the motion made by the Committee and ratified by Council is as follows:

THAT the Leadership and Policy for Recovery Select Committee recommend to Council the following goals for Interim Housing:

- *Stable housing as soon as possible for the displaced residents, in or near the community, offering a variety of housing options for at a minimum the next year, including:*
 - *Already established or new accommodations in Market Rental Housing;*
 - *Already established or new accommodations in Hotels/Motels with kitchen units;*
 - *Nearby mobile home parks with availability; and*
 - *Already established or new RVs or modular trailers/homes on private property once site(s) are remediated and services are available.*
- *With the following priorities:*
 - *Timeliness;*
 - *Cost effectiveness; and*
 - *Availability of mobile homes/modular units to meet timeframe and cost priorities.*

A very high level assessment of the costs for this are attached. These are based on the costs that were provided to Lytton First Nation for Interim Housing.

A proper analysis of options should be conducted but a very brief analysis is provided here:

High Level Cost Analysis of Interim Housing Options				
	Steel River proposal	Market Rental Housing	Long Term Lease of hotel/motel	Mobile homes in established mobile home park
# of homes provided	30	30	30	30
Assumed costs		\$2000/month	\$100/day	\$200,000 each
Rental administration required	yes	no	no	yes
Capital costs	\$30,604,000	n/a	n/a	\$6,000,000
Annual operational costs	\$141,000	\$720,000	\$1,095,000	\$20,000
Total for 3 years	\$31,027,000	\$2,160,000	\$3,285,000	\$6,060,000

Human and Financial Resource Implications:

The work required to implement a plan for interim housing near Lytton will require considerable human resources and a number of contracted resources. The costs of this have not yet been assessed.

A procurement process to acquire interim housing buildings will be required.

Funding for neither the planning process, nor the implementation of this plan has yet been approved.

The requirement to develop this report and attend extra meetings has meant that work on the following was put aside:

1. Following up on the continuation of ESS services
2. Working on the gift card distribution
3. Working on the Short Term Recovery Plan

Policy Alignment:

The committee has asked for more developed costs before implementing this part of the Interim Housing Plan.

Recommendation:

Information only – no resolution required.

Respectfully submitted

A handwritten signature in blue ink, appearing to read "Anne Yanciw".

Anne Yanciw
Community Recovery Manager

Approved for submission

A handwritten signature in blue ink, appearing to read "Symone Curry".

Symone Curry
Chief Administrative Officer