

Village of
Lytton

DRAFT- Short-Term Recovery Plan

October 27, 2021

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Introduction

On June 30, 2021, a wildfire destroyed approximately 90% or over 100 properties within the Village of Lytton, almost 40 homes within the Lytton First Nation (LFN) community and claimed the lives of two people. As of August 23, the wildfire was listed as ‘under control’ and burned over 80,000 hectares. It is estimated that over 1,000 residents have been evacuated from the area, with the majority unable to return home in the near future. In the days leading up to the wildfire, the area exceeded Canadian temperature records by reaching almost 50°C, the highest temperature ever recorded in the country ([McGrath, 2021](#)).

Table 1. Approximate damage caused by the June 30th, 2021 wildfire in Lytton, BC.

Hectares Damaged	Properties Damaged	Death Toll
+83,671.30	~145 total	2

According to recent municipal records, the Village of Lytton was home to roughly 275 to 288 residents prior to the wildfire. The Village is 6.73 km² with an estimated 37 people per square kilometer and over 120 private dwellings. Based on 2016 census data, the Village population is made up of 12% ages 0 to 14, 58% ages 15 to 64, and 28% aged 65 and over. Many of those living in the community are employed in the forestry industry, education, law enforcement, health services, the public service, tourism, and by the Canadian National (CN) and Canadian Pacific (CP) railways.

Displacement caused by the fire has resulted in a dispersion of the Village of Lytton residents primarily amongst Whistler, Lillooet, Merritt, Ashcroft, Chilliwack, Abbotsford, and Kamloops, but ranges across the entire province. The residents being spread such significant geographical distances has made community engagement, communications, healing, and initial recovery a challenging process.

Purpose of Document

The purpose of this document is to outline the immediate needs of the Village of Lytton and its residents. This document highlights the immediate priorities and areas of attention with a focus on emergency and temporary housing. Furthermore, other essential short-term needs are being identified through a post-disaster needs assessment (PDNA) and will continue to be informed using an additional follow-up PDNAs. The Mayor and Council want to address these priority needs immediately, which requires the financial

support of the various levels of government as well as other contributors. All financial estimates and approximations in the Plan are based on previous data and quotes provided by experts.

How are Residents and Businesses doing now?

Residents

Over 100 days after the wildfire destroyed over 90% of the Village, residents have reported frustrations, expressed concerns and anxiety regarding the lack of communications and/or plan for immediate response, emergency/ interim housing and safe return. People are anxious to be able to plan for their future and that of their community. They are looking for answers to common questions, such as these:

- Re-entry to the Village
 - When will debris be removed and disposed of?
 - Is the process the same for insured and uninsured properties?
 - What is the target date for the end of the evacuation and safe return to the Village?
- Communication & Participation
 - When will there be a town hall?
 - How can residents get involved in the Village's planning process?
 - How can residents contact Village staff, Mayor and Council?
- Village of Lytton
 - Does the Village have insurance and, if so, for what?
 - Who is paying for current contractors?
 - Will Lytton residents have work and volunteer opportunities in the rebuild?
 - Do home-owners and business property owners need to pay taxes?
 - How does the Village ensure it does not lose records again?
 - Will there be a plan? How are issues like net zero and other building decisions get addressed?
- Financial and Other Support
 - What provisions are made for financial support of residents pending the rebuild, and for what period?
 - How are donations being administered? How will that be communicated to residents?

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- Temporary housing
 - What's the plan for interim housing? Where am I going to live for the winter, pending rebuild?
 - Will there be housing units be provided as an option?
 - What happens to renters?
 - What happens to insured homeowners once insurance living expenses run out?
 - If I don't go back to Lytton, what are my options?
- Essential Services
 - When will essential services be restored?
 - What emotional support services will be provided to residents?

The Province supported the Village of Lytton in conducting a household-level Post Disaster Needs Assessment. Resident responses so far have shown that all are experiencing, have experienced, or may soon experience, difficulty accessing basic needs. To date, Emergency Support Services (ESS)¹ has been providing for these needs and have been extended to the end of November 2021. The Province has committed to further supporting the people of Lytton in their emergency needs beyond this date, whether through ESS or other means. While future plans are still under consideration with the Province, the Village wants to look to more sustainable support during the rebuild, including access to sustainable food, finances, medical, social and other forms of support.

This plan seeks to create a measure of financial and in-kind capacity for the Village of Lytton and near-term security for residents, so that the longer-term Community Recovery Planning Process can be developed and implemented.

Businesses (Summary provided by Community Futures Sun Country)

Most/all the businesses, government agencies and services in Lytton downtown were destroyed in the fire. There are some core businesses that need to become operational as soon as possible including those in health services (medical clinic/pharmacy), groceries, general store, Village office, and more. The impacts of the fire were felt by most, if not all businesses in the community. Even before the fire, the adverse impacts from the COVID-19 pandemic resulted in a loss of revenue for many and required loans and financial support.

¹ ESS provide short term basic support to people impacted by disasters. ESS supports are available to all residents impacted but are intended for those who do not have other means of supports, for example: insurance.

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The document has been divided into eight main priorities: safe return, emergency/temporary housing, financial support, essential services, Village recovery team, economy, critical infrastructure, communications, and public engagement [\(Figure 1\)](#).

Summary of Proposed Urgent Objectives and Actions

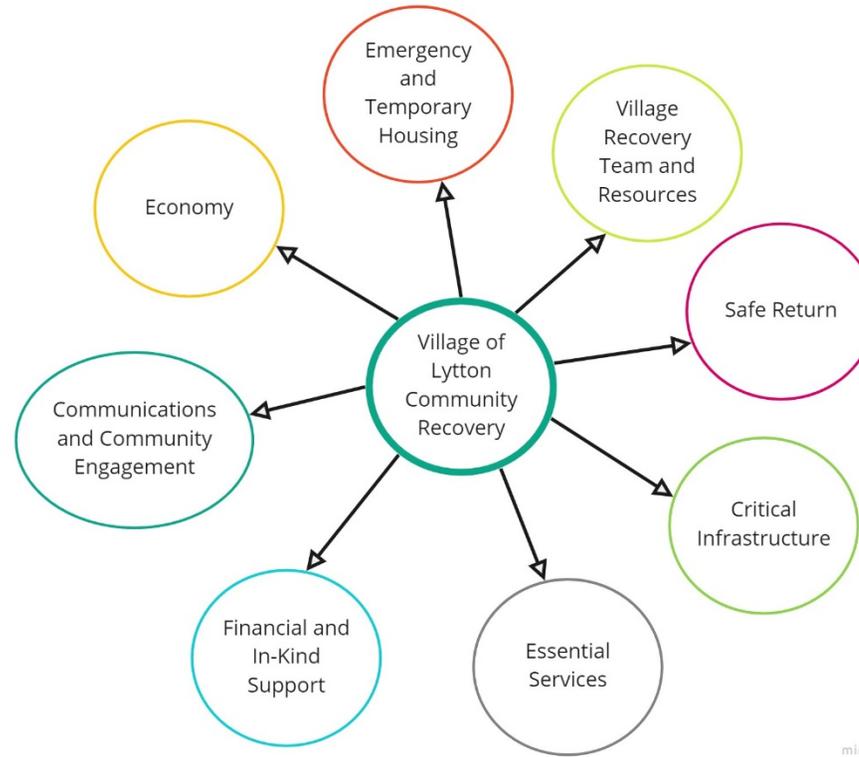


Figure 1 Diagram showing the 8 main priorities for short-term recovery

Summary of Immediate Strategic Objectives

The Village of Lytton has outlined the following primary objectives to direct recovery efforts:

Objective	Description and Rationale
Safe Return	This is an immediate priority as there are numerous known and unknown hazards, including but not limited to environmental hazards from the debris on site (i.e., asbestos), and geohazards such as debris flows that may not have been assessed to date. A do not consume notice remains in place for the water. Resident safety and the liability of the Village of Lytton for lifting the evacuation order is paramount.
Emergency/Temporary Housing	This is an immediate priority as many residents want to return to the community, and their living allowances as per ESS are running out. As well, those with insurance have limited time in making their claims and finalizing their files.
Financial and In-Kind Support Management	This is an immediate priority as it includes things such as donations management, personal planning and support services.
Essential Services	This is an immediate priority as residents cannot return to Lytton without the basic essential services being provided. These include but are not limited to groceries, medical, mental health, RCMP, garbage collection, post office, bank.
Village/Community Recovery Team – Local Government	This is an immediate priority as there needs to be staff and capacity needed to carry out this plan.
Economy	This is an immediate priority as there has been significant economic impacts as a result of the fire. The Village needs a major focus on rebuilding the economic health of the community once again. In addition, most residents have lost – to varying degrees – income and possessions and will need financial support and donations to recovery.
Critical Infrastructure	This is an immediate priority as there are a number of critical infrastructure projects within the Village that are required not only for the temporary housing and safe return, but to ensure the Village is on track for medium-term and long-term recovery before full construction can begin.
Communications and Community Engagement	This is an immediate priority as residents need to be well informed and engaged in the future of their town. It has been over 100 days since the wildfire and the Village residents have vocalized on multiple occasions, including a recent Council meeting , their frustrations with not being properly and

	appropriately consulted during the response and recovery process. It is essential to outline ways for the Village to meaningfully engage with local residents in a timely and transparent manner.
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Linkages to the Longer-Term Planning Process

The Short-term recovery plan has taken all the available information provided to the Village to reflect the current situation and offer up a roadmap for immediate priorities and next steps for recovery. The focus of this document is in securing temporary housing, safe return, health supports, essential services, leadership and governance, and economic opportunities for residents. This plan will act as a foundational document for the Village to begin their long-term planning process that will have a greater focus on a vision for the Village beyond recovery and response.

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1. Safe Return / Re-Entry

Village Goal

To assist residents to return to a safe environment as soon as possible. This includes gaining a better understanding of the current environmental hazards that exist and identifying safe and effective ways to address them.

Proposed Actions Areas

Priority	Actions	Potential Funding	Secured Funding	Timeline
Environmental assessment of Village	Watershed Assessment - Geotechnical hazards	Province	Y	Fall – Winter 2021
	Watershed Assessment - Environmental	Unknown	N	Unknown
	Environmental/Geotechnical Assessment (uninsured)	Province	N	Winter 2021
	Environmental/Geotechnical Assessment (insured)	Insurance	Y	Fall 2021 – Winter 2022
	Analysis of report prepared by GHD consulting and recommendations. Completed by WorkSafeBC and the Province, with advice provided to the Village.	Province	Y	Fall 2021
Debris Sifting	Completed sifting operations offered by volunteers on behalf of residents – Conducted by Team Rubicon and Samaritan’s Purse with coordination from the Province.	NGO and Village	Y	Fall 2021

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Priority	Actions	Potential Funding	Secured Funding	Timeline
Land Survey	Land survey to be completed before debris removal and clean-up to establish property boundaries. Contract has been signed and is on track for scheduled completion.	Province	Y	Fall 2021
Debris Removal	Private property (uninsured): Foundation to curb	Province	Y	Fall 2021
	Private property (uninsured): Curb to landfill	Province	Y	Fall 2021
	Private property (insured): Foundation to curb	Insurance	Y	Fall 2021
	Private property (insured): Curb to landfill	Insurance	Y	Fall 2021
	Debris Transport and Disposal: Liaise with insurers for a single contract option for debris removal. Determine if a single contract option exists.	Province or Insurance	N	Fall/Winter 2021
	Demolition Permitting Process: required for removal of existing structures to be cleaned and removed from site.	Unknown	N	Fall/Winter 2021
Coordinate WorkSafe Protocols	Protocol for site assessment needs to be done by Qualified Professionals to look at all hazards; site level contractors to conduct. Protocol for sifting and debris removal has been completed, site safety clearance prior to rebuild; this will be done through the process of Notice of Project to be submitted to WorkSafe BC for each property by contractors. Coordination with WorkSafe BC currently underway by re-entry coordinator.	N/A	N/A	Ongoing
Design and Control Access Process	Maintain secure areas with checkpoints for access. Sign-in with waiver required for secure area in place for residents and workers. Contractors are required to check in with a security site showing proof of Notice of Project to WorkSafe and appropriate PPE. Continue the entry permit system that is in place as developed by the re-entry coordinator.	Province	Y	Ongoing

Priority	Actions	Potential Funding	Secured Funding	Timeline
Abatement/ Mitigation Plans	Address the geotechnical hazards identified during the assessment process	Unknown	N	Spring 2022
Fire Department and Protection Services Assessment	Assessment of needs including personnel, recruitment, compliance, training, equipment, and facilities is required. With the assessment, a plan to restore functionality in compliance with legislation is required.	Unknown	N	Winter 2021
Archeological Overview Assessment	Monitor debris removal for sites. Coordinate and supervise response if artefacts are located. Continue dialogue with Lytton First Nation on appropriate cultural responses.	Province	N	Fall 2021
Regulatory Compliance	Assessment for regulatory compliance to be done. Inspections to identify any damage or causes of non-compliance ² .	Unknown	N	Winter 2021
	Repairs to any noted areas of non-compliance	Unknown	N	Spring 2022

Considerations, Recommendations, and Immediate Next-Steps for Safe Return

Based on the information provided by various stakeholders and contractors in this process, the immediate next steps for the Village should focus directly on:

1. **Coordinating Contractors for Clean-Up**

- a. The Village to contract a hire that can coordinate the re-entry process and facilitate and manage future site clean-up and recovery efforts.

2. **Abatement and Mitigation Plans**

- a. The Village will develop mitigation plans to ensure that all efforts made to clean-up will also consider ways to mitigate future environmental and geotechnical hazards based on requirements and regulations outlined in existing legislation and recommendations made in the GHD report.

² Note: This is to ensure there is no environmental contamination and sewage going into the Fraser River.

3. Fire Department Needs Assessment

- a. The Village of Lytton volunteer fire department provides structural protective services to the village of Lytton, Lytton First Nation, Skuppah First Nation, and Siska First Nation. The wildfire of June 30, 2021 destroyed the Lytton firehall and all personal protective equipment (PPE) and equipment inside the building. Additionally, many volunteer firefighters have lost their homes and have been displaced to other communities, therefore not providing services to the community. An assessment of the operational and repair needs is required for it to become operational to provide protection services.

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2. Emergency and Temporary Housing

Village Goal

To decide, design and implement emergency and temporary housing for Lytton residents.

Proposed Action Areas

Building upon the proposal put together by the Province, the following options have been proposed to Council. These are subject to revision based on input from residents via the post-disaster needs assessment and other channels.

Priority	Action	Potential Funding	Secured Funding	Timeline
Immediate and Continued Support³	It is recommended that immediate and continued Provincial funding support be provided for the residents currently living in temporary housing (e.g., motels, rental housing, family, friends). Based on \$1300/household per month for 8 months.	Province and Insurance	Y	Fall 2021 to Spring 2022
Temporary Housing Support	Modular housing units within the Village area could be an option for those wanting to return. The Lytton First Nation has surveyed their residents and have identified 34 modular units with the majority wanting 2-bedroom units; some wanting a 3-bedroom unit and a few wanting a 4-bedroom unit. Estimates for Lytton are 80% 2 bedrooms and 20% 3-4 bedrooms. See the additional table below for more details on location. More precise numbers will come after completing the survey of residents.	Province and Insurance	N	April 2022 – April 2024

³ Note: some of the current emergency housing arrangements for evacuated residents may not be appropriate long-term. Therefore, the actions and numbers reflect a resident being able to freely choose a safe and comfortable living situation until more long-term housing options are available.

Priority	Action	Potential Funding	Secured Funding	Timeline
Alternative Housing Options	It is recommended that the Village provide housing support beyond modular temporary housing. This could be in the form of trailers or hotels/motels.	Province and Insurance	N	Unknown
First Nations of Public-Private-Partnership for Temporary Housing	Based on the availability of units, the Village could consider partnering with the local First Nations, including the LFN to lease modular units and various other housing solutions. This provides an opportunity for the Village to partner with local First Nations and explore economic development opportunities that could be aided through more federal funding sources benefiting all governments involved.	Unknown	N	Unknown

Location for Temporary Housing Units

Location for Modular Homes	Infrastructure Needed
Aspen Planer Mill Site	Ownership (Lease, licence, purchase) Zoning Water Power Sewer Waste Management Road(s) Remediation
Airport Site	Ownership (Lease, licence, purchase) Zoning Water Power Sewer Waste Management

Location for Modular Homes	Infrastructure Needed
Kumsheen Rafting	Road(s) Ownership (Lease, licence, purchase) Zoning Water Power Sewer Waste Management Road(s)

Considerations, Recommendations, and Immediate Next Steps for Temporary Housing

The following recommendations for next steps have been drafted for the Village to consider moving forward.

1. **Immediate Support:**
 - a. Given the demand for temporary housing units, it is likely that there will be supply chain delays in acquiring the appropriate number of units to accommodate all those in need in the Village. Therefore, immediate, and continued support is needed for residents currently living in temporary housing (e.g., motels, rentals, family and friends).
2. **Optional Housing Types:**
 - a. Modular housing units within the Village can be an option for those wanting to return. For those wishing to reside where they are and/or move somewhere new, a rent subsidy program to secure market rental housing is recommended. Understanding that not everyone would like to return to the Village for a myriad of reasons (e.g., lack of services, mental health and trauma, and concerns for safety), it is recommended that the Village will provide housing support beyond modular temporary housing.
3. **First Nations or Public-Private Partnership for Temporary Housing**
 - a. Based on the availability of units, the Village could consider partnering with the local First Nations, including the LFN to lease modular units and various other housing solutions. This provides an opportunity for the Village to partner with local First Nations and explore economic development opportunities that could be aided through more federal funding sources benefiting all governments involved.

3. Other Financial and In-Kind Support

Village Goal

To assist residents with living expenses and needs other than temporary housing and establish a system that can manage and equitably distribute the financial and in-kind donations and support being made to the Village.

Proposed Actions Areas

Priority	Actions	Potential Funding	Secured Funding	Timeline
Food and Clothing Subsidy Program	Food and Clothing subsidy program to aid those unable to afford food at temporary grocery stores or clothing. Recommended partnership with Yekm Food Hub under the leadership of the LFN and the Lytton Community Food Bank	Unknown	N	Winter 2021 – Spring 2022
Secure Storage for Personal Donations	Identify a location nearby Lytton to manage the donations provided that may be too large for residents to accept at this time (i.e., furniture). A separate location for larger donations that are not for individual use such as building materials.	Unknown	N	Fall/Winter 2021
Volunteer Coordinator/ Donations Manager	Hire a staff person to oversee all the donations and volunteer related matters to liaise between the Village and the donations management committee. Organize a Volunteers Table where all organizations working closely with the Village and its partner governments/organizations to meet on a semi-regular basis to discuss actions, opportunities, and unmet needs. Further coordinates access to corporate donations such as those made by Teal Jones.	Unknown	N	Winter 2021
Grant Writer	Hire a staff person to help the Village secure future funding to aid in the recovery and rebuilding of the Village with a	Unknown	N	Spring 2022

Priority	Actions	Potential Funding	Secured Funding	Timeline
	focus on sustainability-based funding and climate adaptation/mitigation.			
Canadian Red Cross	Continue engagement with case management services as provided by the Canadian Red Cross. Ensures access to variety of support programs.	Province	Y	Ongoing
Unmet Needs Committee	Form an unmet needs committee that works closely with the Village staff to address the unmet needs outlined in the survey that cannot be directly resolved by Disaster Financial Assistance (DFA) recovery funding. This committee would also be dedicated to distributing, organizing, and advertising all donations given to the Village.	N/A	N/A	Winter 2021

Considerations, Recommendations, and Immediate Next-Steps for Financial and In-Kind Support

Given the various proposed action areas above, it is recommended that the Village focus primarily on the areas outlined below moving forward.

1. Secure Location for Donations⁴

- a. Adventist Development and Relief Agency (ADRA)’s contract with the Province will end in October 2021. There needs to be coordination to secure a location for donations to be sent and stored until they can be equitably distributed amongst residents in need. This could be in the form of a storage unit, a mobile home unit, and/or unoccupied space that currently exists in the area available for lease.

⁴ Note: some of the donated items may need to be distributed before residents are able to move into temporary housing closer to Lytton. Donated clothing items, foodstuff, and other goods may need distribution this Fall/Winter 2021.

2. Increase Communications for Case Management Services

- a. Currently, there is a low uptake of the services provided by the Canadian Red Cross (CRC). It is vital that the Village find ways to increase the use of these services to help residents further their insurance claims, access mental and physical health services, and begin a longer-term recovery planning process as individuals or family units.

3. Establish an Unmet Needs Committee and Resilience Centre

- a. This is best practice for recovering communities to carry out. It is recommended that the Village establish an unmet needs committee to expand upon the details found in the survey conducted by the Province in addition to linking community members to case managers with the CRC. A Resilience Centre could also be opened immediately and stay open for the years to come as a one-stop-shop for residents to gather information on recovery and services available.

4. Establish a Volunteers Committee

- a. There are many organizations working in partnership with the Village and surrounding communities. It is recommended that the Village initiate a Volunteers Committee and/or table that can gather all NGOs, community groups, and various organizations together to increase collaboration, efficiency, and address unmet needs of the community.

4. Essential Services

Village Goal

To address the immediate essential services including: food security, health services, psychosocial and mental health needs, safety, waste management, postal services, banking, and cellular network service.

Proposed Actions Areas

Priority	Actions	Entity	Timeline
Grocery Store	Organize a grocery store so residents can receive adequate quality food services	Grocery Store	Spring 2022
Health Services	<p>Clinical Care</p> <p>Develop an overarching plan with input from the community to provide primary health care, public health care and access to pharmacological services provided by physicians, nurses and pharmacists to address physical health care, including a capital plan to bring these services under one umbrella.</p>	Interior Health Authority	Winter 2021
	<p>Mental Health</p> <p>Work with the Village’s Recovery team and form a Local Community Mental health and Wellness Action Group.</p> <p>Conduct a Community Psychosocial and Mental Health Needs Assessment and psychosocial and mental health services delivery: community developers working with the community to conduct a mental health needs assessment in a culturally appropriate way to address short term, medium and long term needs. Resources needed will include primary health care services delivered within the community, continued access to health services,</p>	Province – Ministry of Health supported working group	Winter 2021

Priority	Actions	Entity	Timeline
	counsellors, psychosocial distress, and mental health and substance use services.		
	Community Recovery for Children and Youth: set up focus groups for youth where they can voice what’s important now, in the future and in the long term, ensuring they have a role in the recovery and rebuilding of the community. Work with the school board to ensure there is a mental health plan in place for students experiencing psychosocial or mental distress.	Unknown	Winter 2021
	Mental Health Provide mobile mental health services in communities (i.e. Mobile Medical Unit) to ensure the services are provided and readily available to the residents within their own community.	Unknown	Spring 2022
	Mental Health Implement the Text4Hope six-month program, customized for impacted residents (with cell service/phones) to receive free daily supportive messages.	Unknown	Winter 2021
	Mental Health Communicate with residents and businesses a list of all the mental health services and supports they can access now.	Unknown	Spring 2022
	Pharmacy Ensure affordable and accessible pharmaceutical services.	Stein Valley Pharmacy	Unknown
	Ambulance Services Establish emergency responders within the greater Lytton area to ensure response times are minimized to accommodate temporary and existing homes for residents.	BCEHS	Unknown

Priority	Actions	Entity	Timeline
RCMP	Establish RCMP services within the Village service area. RCMP to determine with input from Village, LFN & Province.	RCMP	Unknown
Waste Management	Ensure reliable waste management is available for all temporary housing and residents returning to safe sites in the Village	TNRD	Spring 2022
Post Office	Providing a post office site or delivery service to the Village to avoid unnecessary and/or longer travel for essential mail items	Canada Post	Winter 2021
Bank	Ensure there is access to ATM and banking services for residents as soon as possible.	ScotiaBank	Fall 2021
Cellular and Internet	Village to determine service provided for cellular and internet to existing homes and new temporary housing options.	Unknown	Winter 2021
Local Government	Ensure Village operations are providing the necessary services to residents. See Village/Community Recovery Team and Local Government section for more details.	Village	Winter 2021
Fire Protection Services⁵	Ensure that existing properties and all temporary housing are established in areas that have fire protection plans in place. This will require an assessment of the fire department and hydrant system throughout the Village. FireSmart planning is recommended for rebuilding of the Village and planning of interim activities.	Village	Ongoing
Fuel Services	Establish a fuel service for the Village and surrounding areas. Another fuel station can help accommodate the rising demand for resources during recovery/clean-up/and rebuilding.	ESSO or Gswep Station	Ongoing

⁵ Note: fire protection services are currently available through the fire base within the Village of Lytton.

Considerations, Recommendations, and Immediate Next-Steps for Essential Services

Given the various proposed action areas above, it is recommended that the Village focus primarily on the areas outlined below moving forward.

1. Establish a Local Community Mental Health and Wellness Action Group

- a. The purpose of the Action group is to address community mental health and wellness needs throughout the recovery phase (short, medium and long-term) of this disaster. Using a trauma-informed, community-based, and holistic approach, the working group members would determine local needs, provide mental health and wellness support, and monitor progress to strengthen overall resilience while helping those in greatest need.
- b. The working group could be composed of local people and agencies.
 - i. Work with the Ministry of Health, NGO's and local community mental health worker/community developers to work with residents, businesses, workers and the Wellness Group to provide the necessary services as outlined above.

2. Address Food Security in Lytton

- a. Recognizing that not all those returning to Lytton will have a reliable and sustainable income and/or the food services available may not be culturally accommodating. It is important to offer multiple options for residents to access adequate food services (e.g., food banks, delivery services, grocery subsidy) and cultural foods to be shared amongst residents (e.g., hunted game meat, local medicines and gathered foods and goods) which could be done in partnership with the local First Nations.

3. Protecting the Village from External Threats

- a. Establishing a volunteer fire department, incorporating FireSmart planning into rebuilding and interim solutions are essential for the safety of the Village and its residents. Although the fire risk has decreased going into the winter season, many homes rely on wood burning stoves as a primary source of heat. Rapid response and proactive planning are required for long-term safety within the Village which is available from the fire base established in the Village.

5. Local Government – Village / Community Recovery Team

Village Goal

To increase the capacity of the Village to continue managing recovery-related activities and daily local government operations

Proposed Actions Areas

Priority	Actions	Potential Funding	Secured Funding	Timeline
Bylaw Development	Establish plan to update Official Community Plan (OCP), zoning bylaw, and other relevant rebuilding bylaws. See Bylaw Development for more information.	Province	N	Spring 2022
Staffing	Hire relevant experts to aid the Village in planning and the development of appropriate bylaws and OCP. See below for more information and details.	Province and NGOs	N	Spring/Summer 2022
Village Office	Village office needs to be operational for the Village to conduct business, Mayor and Council to operate out of, as well as host meetings and important work to take place. Having the physical office location is an important part of restoring faith in leadership for residents.	Province	N	Winter 2021
Financial Recovery Plan	This goal is for the provision of Financial Advisory Services. The Village of Lytton was engaged with MNP Corporate Finance prior to the wildfire to assist with the financial function of operations. There has been an increased time to service the finance function post wildfire.	Province	N	Winter 2021-Spring 2022
Financial Data Rebuild	The financial data rebuild process will be a collaboration effort to utilize Village staff, MNP, and	Province	N	Ongoing

Priority	Actions	Potential Funding	Secured Funding	Timeline
	possibly additional external contractors for both time and cost efficiency.			
Legal Aid	Seek legal advice and direction for Village matters during and beyond recovery.	Province	N	Ongoing
Corporate Data Rebuilding	Restore the loss of data that includes recovery of any existing records, creation of a records management system, creation of a bylaw and policy registries, creation of new bylaws, policies, employee files, land files, agreements, contracts, processes, procedures and other records.	Province	N	Ongoing

Bylaw Development

Insurance companies are expecting decisions on demolition permits and debris removal immediately in order to expedite insurance adjustments and claims. To ensure residents are able to make informed decisions regarding insurance claims and buy-outs, the Village will need to redevelop a building bylaw immediately. All rebuilding will need to be in compliance with BC Building Code requirements as identified in the Lytton Building Regulations Bylaw # 693 (2018), as well as those of the Lytton Official Community Plan. Council may review existing by-laws and modify to support recovery activities as required. It is important for the Village to explore the implications of a new or enhanced building code and what it will mean for insured residents on how their insurance company will allocate their financial payment.

Development of a new Official Community Plan (OCP) is a good opportunity to guide the future of development within the community. During the community engagement and local resident participation in the recovery process for the Village, a Community Planner could also help facilitate the updating of the Village’s previous OCP. Once this bylaw has been updated and reflects the community’s vision, other bylaws for zoning, development, and more can be in proper alignment to form complementarity between municipal documents.

Recovery and Response Staff

Due to the limited capacity of current Village staff to carry out and manage the recovery process from such an unprecedented fire, it is recommended a number of positions be filled to aid in the short-term recovery process. Some of these positions will require

technical knowledge of the recovery and rebuilding process and will need to be externally contracted experts. Local community members could be involved in the recovery process to varying degrees based on their level of expertise and capacity to help with the process. The positions listed below would be contracted term positions to manage the needs of recovery for the Village and are anticipated to be a part of the Village staff for the next year to three years.

- Community Recovery Manager
- Project Manager
- Engineer
- Finance Recovery Manager
- Clerical Support Staff
- Human Resources Staff
- Public Works Staff
- Communications Manager

Considerations, Recommendations, and Immediate Next-Steps for Local Government

1. Develop Building Bylaw for Village

- a. Redeveloping a building bylaw is an essential item that must be addressed in the immediate term to allow for rebuilding and construction to eventually begin. The Village can develop a new Building Bylaw based on the existing Building Code in BC.

2. Initiate Official Community Plan Updates

- a. Many municipalities in BC, under the *Local Government Act* are updating their Official Community Plans on a five-to-ten-year basis. The Village of Lytton should consider taking the time to initiate this process as it will be in high alignment with the next stages of the rebuilding process. Engaging residents in the community rebuilding process can also facilitate the redevelopment and updating of the previous OCP. Having an OCP that can reflect the Village of Lytton's vision for the future of the community is important for ensuring development is following a cohesive and sustainable approach.

3. Financial Plan and Recovery Manager

- a. Given the financial, operational, and capacity limitations of the Village leading up the wildfire, continued assistance and support will be required. It is recommended that the Village hire a full-time Financial Recovery Manager that can aid MNP to transition back to pre-fire objectives, while helping to address the needs of recovery finances moving forward. There is an immediate need for capacity building to allow the Village to build solid economic foundations to move forward.

4. Corporate Data Rebuilding Process

- a. This task is vital to the operation of the municipality. The authority to even do many of the regular functions of the Village is lost without the records, bylaws, agreements and other files. In the six months of the Short-term recovery plan, the following are the most urgent and important to re-establish.
 - i. Purchasing Policy
 - ii. Process to Erase Unrecovered Bylaws
 - iii. Records Management System
 - iv. Respectful Workplace Policy
 - v. Donations Policy
 - vi. Records Management Bylaw
 - vii. Council Code of Conduct
 - viii. Cancellation of the Municipal Election in progress

5. Increase Staff Capacity Through Direct Hires

- a. There is currently too much work for the Village staff to take on both for immediate recovery and longer-term operations. It is recommended that the Village consider hiring the above staff to address the staffing shortages and ensure the capacity of the Village remains effective and efficient post-fire recovery.

6. Economy

Village Goal

To continue establishing the foundations necessary for a vibrant and sustainable economy to return to the Village of Lytton as soon as possible.

Proposed Action Areas

Priority	Actions	Potential Funding	Secured Funding	Timeline
Capital Loans	Most of the small and micro businesses are going to require some financial capital to restart their operations. Those with insurance will need less, those without insurance will need more. Most will not be interested or able to take on more debt, so a program should be established wherein business owners can take out short term (2-3 years) interest free loans.	Province, Federal Government, Regional Trusts	N	Winter 2021
Business and Financial Planning Services	In conjunction with local partner organizations and government, establish services to help businesses develop business and financial recovery plans.	NGO and Regional Trusts	Y	Ongoing
Business Development Services	A business development liaison to work with the Village to help local businesses seek the financial aid and support needed for recovery. It is also essential that longer-term support be provided to help businesses become more resilient by developing strategic business plans for future operations.	Unknown	N	Ongoing
Business Promotion Services	Promote the returning businesses widely via communications on website, social media, mail and more to let residents in nearby communities as well as Lytton know what services and products are available.	Province	Y	Ongoing

Language and Communication Services	Help businesses where English is a second language communicate their needs and planning objectives.	Unknown	N	Winter 2021
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Considerations, Recommendations, and Next-Steps for Economy

Based on the proposed action areas listed above, it is recommended that the Village concentrate on the immediate needs of business which can be categorized into:

1. Cash Flow and Financial Aid

- a. Business owners will require no-interest loans or grants to restart their businesses. Most businesses were experiencing financial hardship prior to the fire due to COVID-19 and loss of revenue in 2020-2021. At present there is no source of interest-free loans or grants for impacted businesses in the Lytton area. A new program or programs will have to be created, and quickly, if these small businesses are to survive. Failing to address the need for financial assistance will result in many of Lytton’s businesses closing permanently (or they will move) and this will significantly jeopardize the economic future of Lytton. Without businesses and entrepreneurs generating income, providing jobs and much needed services, and tax revenue, the Village will be dependent on transfer payments from the federal and provincial government, and will eventually be forced to unincorporate due to insufficient revenue.
- b. A number of businesses had no insurance, and there is a need for money to buy equipment and supplies. Operators will need cash flow for storefront, displays, counters, point of service equipment, computer, phone, desk, chairs, stock, etc. Funding for these items could be through no interest loans or donations.

2. Business and Financial Planning Assistance

- a) Offered through NGOs, it is recommended that the Village find and advertise opportunities for businesses to develop longer-term business plans and financial plans. Business plans alone will not assist businesses in getting back on their feet. These entrepreneurs need to get back to doing what they do best: working, providing products and services, and creating jobs for others in the community. Creating a pathway to recovery is essential for businesses to avoid taking out more loans they may be unable to pay back in the long-term to avoid bankruptcy.

7. Critical Infrastructure

Village Goal

A comprehensive Scope and Scale of Loss Assessment is required for the public infrastructure. This assessment includes re-establishment of critical infrastructure such as Water and Sewer. The Village has engaged with the provincial Disaster Financial Assistance (DFA) program. The DFA program assists communities with restoring their essential critical infrastructure to pre-event functionality. Eligible costs are reimbursable at 80%.

Proposed Action Areas

Priority	Actions	Potential Funding	Secured Funding	Timeline
Critical Infrastructure Assessment	Water and sewer system assessments are ongoing and a “restart” plan for development is also ongoing.	Province (DFA)	Y	Fall/Winter 2021
	Water system operation and quality testing		Y	Fall/Winter 2021
	Sewer system “restart” plan implemented once completed		Y	Winter 2021
	Public facility assessments		Y	Winter 2021
	Road Infrastructure Assessment		Y	Winter 2021
Critical Infrastructure Restoration	Domestic water quality testing required	Province (DFA)	N	Fall/Winter 2021
	Domestic water system pressurization prior to housing reconstruction. Curb stop inspections and repairs to take place before testing for leaks		Y	Fall/Winter 2021
	Restore water to IR 17 - part ordered, no immediate action beyond testing and repair		Y	Fall/Winter 2021
	Ensure sewage treatment plant is in compliance with environmental regulations		Y	Fall/Winter 2021

Priority	Actions	Potential Funding	Secured Funding	Timeline
	Assess water system to identify leaks and damaged equipment - currently ongoing		Y	Ongoing
	Repair cost estimates to be generated once initial damage assessment reports are submitted.		Y	Winter 2021

Considerations, Recommendations, and Next-Steps for Critical Infrastructure

Based on the proposed action areas listed above, it is recommended that the Village concentrate on the immediate needs of critical infrastructure which can be categorized into:

1. **Critical Infrastructure Assessments**
 - a. Continue with current assessments
2. **Critical Infrastructure Restoration**
 - a. Perform domestic water quality testing
 - b. Restore potable water to existing infrastructure

8. Communications and Engagement

Village Goal

To inform and engage Lytton residents on community recovery planning through timely, transparent communications and meaningful opportunities for resident engagement and input on rebuilding Lytton.

Audiences

The short-term recovery plan serves the Village of Lytton in communications with residents and with others having an interest in the recovery of Lytton.

As the Village of Lytton community recovery planning process is developed and implemented, it is important to ensure processes for Lytton business owners, community service agencies, essential service providers and infrastructure agencies specific to their roles in recovery.

Communications and Engagement Opportunities

Proactive, transparent, two-way communications with residents are needed to support community recovery. The Village has been assisted post-disaster by contract communications staff of Urban Systems. The work is expected to transition to a Communications Manager on the Village recovery team. The team will work with Village Council and residents to create a detailed plan for 2022.

Short-term communications and engagement are expected to focus on the:

- Short-term plan:
 - financial support and capacity-building within the Village of Lytton for recovery efforts
 - immediate needs of and support services for residents personally
- Community recovery planning process, as this is developed and rolled out. This is expected to include communications on:
 - Village of Lytton community recovery structure
 - Citizens advisory processes and other opportunities for involvement or input
 - Setting of priorities, goals, objectives, activities, cost, timeline, key milestones, progress reports
 - Information for residents to support personal and business recovery

Village of Lytton Short-term Recovery Plan - Draft

- Work and volunteer opportunities for residents

Daily updates on community recovery will be communicated (Fall 2021) via the Village's online platforms:

- Village of Lytton website updates
- Village social media posts on Facebook and Twitter
- Voyant! App (critical updates)

Short-term (Fall 2021) opportunities for resident engagement include:

- Survey on housing/unmet needs, conducted by the Province, to inform implementation of this short-term plan
- Village-hosted online community meetings on the: 1) short-term plan, 2) community recovery planning process

Recommended communications enhancements to support next steps on recovery are:

- Phone line for resident inquiries
- Email bulletin to be added as an option for residents to receive Village updates
- Website section to explain, track and report on the Community Recovery Planning Process, including timelines + progress
- Stories and pictures of people and recovery project success
- Promotion of Red Cross case management and mental health and support services for residents
- New Village YouTube channel + posting of Village Council meeting recordings
- Review of other online platforms, if helpful to residents
- Review of resident needs for off-line communication and how any unmet needs for cell/computer/internet connectivity may be met through donations or otherwise
- Video clips or livestreams of mayor, council and community members on YouTube and/or Facebook to address progress on recovery
- Review of all input from community meetings and surveys to inform recovery planning

Village of Lytton Short-term Recovery Plan - Draft

Village of Lytton – Short-term Communications + Engagement (Fall 2021)

Priority	Audiences	Action	Proposed Funding Source	Funding Secured	Timeline
Regular updates and briefings on community recovery on multiple platforms	Village residents and businesses and others in Lytton area	Village news updates distributed by web, social media on short-term plan and supports for Village and residents. See above for recommended enhancements.	Village of Lytton and NGOs	N	Fall 2021
Residents Temporary Housing/ Unmet Needs Survey	Village residents	A survey of residents to update temporary housing needs and other unmet needs. This is underway as of October 2021.	Province	N	Fall 2021
Business unmet needs survey	Village businesses	Community Futures, with collaboration of the Lytton Chamber of Commerce, is conducting surveys of businesses in the Lytton Area. This is underway as of September 2021.	NGO's, the Province	Y	Fall 2021

Village of Lytton Short-term Recovery Plan - Draft

Priority	Audiences	Action	Proposed Funding Source	Funding Secured	Timeline
Village of Lytton Community Meeting #1 (Zoom) on the Short-Term Recovery Plan	Village residents and businesses	Recap the status of Village finances, Short-Term Recovery Plan and financial requests. Topics to be addressed by relevant organizations involved in immediate recovery activities include: <ul style="list-style-type: none"> ● Interim housing support ● Other resident support ● Debris removal/disposal + land survey ● Interim infrastructure + essential services ● Resident Q&A on status of current recovery activities and proposed initiatives ● Opportunities for citizen engagement 	Village of Lytton and NGOs	N	Fall/Winter 2021
Village of Lytton Community Meeting #2 (Zoom) on the Community Recovery Planning Process	Village residents and businesses	Community Meeting #2: <ul style="list-style-type: none"> ● Update on plan, status of Village finances and progress on recovery ● Q&A from Residents ● Introduction and visioning for a Community Recovery Planning Process (CRPP) for the Village ● Feedback on specifics of draft CRPP 	Village of Lytton and NGOs	N	Winter 2021

Priority	Audiences	Action	Proposed Funding Source	Funding Secured	Timeline
Communications to support Community Recovery Planning Process	TBD	Note: The Community Recovery Planning Process and approved actions will roll out in 2022. Communications can help support understanding of and participation in this process.	Village of Lytton with staff / contract support as needed	N	Winter 2022

Considerations, Recommendations, and Next-Steps for Communications

1. Updates to Residents focused on Community Recovery
 - a. Regular Village updates on website, social media and app, with a focus on raising awareness of the short-term recovery plan and the community recovery planning process
 - b. Enhancements to support community recovery planning, including communications vehicles (see above)
2. Community Meetings on Recovery
 - a. Village Community Meeting #1: Short-Term Recovery Plan
 - b. Village Community Meeting #2: Community Recovery Planning Process
 - c. Additional meetings to support and engage on Community Recovery Planning Process (2022 Forward – TBD)
3. Citizen Advisory Processes
 - a. Opportunities for active citizen engagement in the community recovery planning process and recovery actions

9. Implementation

As referenced earlier in the Plan, there are eight key priority areas plus a multitude of proposed actions. Once financial assistance has been obtained, implementation of the Plan will be initiated.

Council will receive regular progress reports on how this Plan is being implemented at each Council meeting. Council will share with the residents and businesses bi-weekly progress reports, so everyone is fully aware of what progress has been achieved and what still needs to be done.

DRAFT