



**Village of Lytton  
Council Meeting  
Agenda - Wednesday November 10, 2021 at 7:00 pm  
Conducted via Zoom**

**1 Call to Order**

**2 Adoption of Agenda**

**2.1 Agenda for the November 10, 2021 Regular Council Meeting**

**2.2 Introduction of Late Items**

*THAT Council adopt the agenda for the November 10, 2021 Regular Council meeting as presented/amended.*

**3 Delegations**

**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 Regular Council Meeting**

*THAT the minutes of the Regular Council Meeting held on Wednesday October 27, 2021, be adopted as presented/amended.* **p.#4**

**6 Business Arising from the Minutes/Unfinished Business**

**6.1 Business Arising from the Minutes**

**6.2 Unfinished Business**

**a) Advisory Planning Committee**

*THAT Council create an Advisory Planning Committee made up of a one Council member, and a minimum of \_\_ residents of Lytton who put their names forward for consideration, to provide advice and recommendations to Council on DRAFT plans, donations and other items as assigned, as per the Terms of Reference, and that the opportunity to participate in the committee will be advertised and committee members will be confirmed at the November 24, 2021 Regular Council meeting.*

**b) DRAFT Terms of Reference**

*THAT Council accept the DRAFT Terms of Reference for the Advisory* **p.#12**

*Planning Committee as presented.*

**c) Recovery Funding**

**21-117**

*THAT Council approve \$500,000 be made available for emergency response and recovery efforts.*

**CARRIED**

*THAT Council rescind resolution 21-117.*

**7 Staff Reports**

**7.1 Chief Administrative Officer**

**7.2 Chief Financial Officer**

**7.3 Corporate Officer**

**7.4 Economic Development Officer**

**7.5 Public Works**

**7.6 Fire/Rescue**

**8 Bylaws, Policies and Resolutions**

**9 Correspondence**

**9.1 Incoming Correspondence for Action**

**9.2 Correspondence List**

a) Incoming for Information

o October 29, 2021 Lytton and District Chamber of Commerce comments on Recovery Plan

b) Outgoing Relevant to Council

**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**

a) November 10, 2021 Meeting Report

**12 New Business**

**12.1 SAFERHomes Standards**

*WHEREAS the Village of Lytton Council is committed to the reconstruction*

*of all new homes, and municipal infrastructure to Universal Standards in the Village to reinvigorate the social, economic and cultural life of the Village;*

*AND WHEREAS Council wants all new home construction and Village infrastructure to serve to help all people in the community to enjoy a better standard of living through the adoption and use of the SAFERhome Certified Building Standards and practices in all new home construction and utilize the RHF Universal Rating system for the Commercial, Institutional and Public areas of the Village community;*

*AND WHEREAS Council wants the new buildings and structures, and Village infrastructure and services, to serve to help all citizens of Lytton to live in safer, healthier, and more sustainable home environments. To also effectuate community inclusion, aging in place and the de-labeling of the population to establish a re-born Village. This re-born Village can serve as a Universal model community to show the world what every community can and should demonstrate;*

*NOW THEREFORE the Council of the Village of Lytton **THAT** Council is committed to the implementation of the SAFERhome 15 Points Building Standards and procedures to be included in all new construction of housing, through the adoption of a bylaw requiring that all new housing construction must have "Proof of SAFERhome Standards Certification" to qualify to receive an occupancy permit.*

**13 Calendar of Events/Outstanding Items List**

- a) November 24, 2021 Leadership and Policy for Recovery Select Committee Meeting
- b) November 24, 2021 Regular Council Meeting

**14 Closed Meeting**

***THAT** Council close the meeting to the public to discuss one matter related to Community Charter Section 90(1)(e) land, and one matter related to Community Charter Section 90(1)(a) personnel.*

**15 Adjournment**

**15.1 Adjournment of the November 10, 2021 Regular Council Meeting**

***THAT** the November 10, 2021 Regular Council Meeting be adjourned.*



**Village of Lytton  
Council Meeting  
DRAFT Minutes - Wednesday October 27, 2021 at 7:00 pm  
Conducted via Zoom**

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

**Staff Present:** A/CAO Mattiussi, CAO Advisor Wiedeman

**Regrets:**

**Guests:** Mr. Dave Marshall, Mr. Mike Simpson, Mr. Terry Hawes, Mr. Peter Coxon

**1 Call to Order**

Mayor Polderman called the October 27, 2021 Regular Council Meeting to order at 7:01 pm.

**2 Adoption of Agenda**

**2.1 Agenda for the October 27, 2021 Regular Council Meeting**

**2.2 Introduction of Late Items**

Agenda was changed to move Item 4 - Public Comment, below Item 12 - New Business.

**21-193** *Moved by Councillor Leitch, seconded by Councillor Hay, **THAT** Council adopt the agenda for the October 27, 2021 Regular Council meeting as amended.*

**CARRIED**

**3 Delegations**

**5 Adoption of Minutes**

**5.1 Minutes of the Regular Council Meeting**

**21-194** *Moved by Councillor Hay, seconded by Councillor Leitch, **THAT** the minutes of the Regular Council Meeting held on Wednesday October 13, 2021, be adopted as presented.*

**CARRIED**

**6 Business Arising from the Minutes/Unfinished Business**

**6.1 Business Arising from the Minutes**

**6.2 Unfinished Business**

a) Acting Chief Administrative Officer

**21-195** *Moved by Councillor Hay, seconded by Councillor Leitch, **THAT** as per the Community Charter Section 147, and Section 148, Council appoints Mr. Ron Mattiussi as the Acting Chief Administrative Officer and Acting Corporate Officer for the Village of Lytton.* **CARRIED**

b) Acting Financial Officer

**21-196** *Moved by Councillor Hay, seconded by Councillor Leitch, **THAT** as per the Community Charter Section 149, Council appoints Terry Hawes, TW Hawes Professional Corporation, as the contracted Financial Officer for the Village of Lytton.* **CARRIED**

c) Rental Subsidies for Displaced Residents

Item was brought forward from the October 13, 2021 Regular Council meeting. Discussed in the context of the Short Term Needs Recovery Plan as rental subsidies and property management could be included the request.

**21-197** *Moved by Councillor Graie, seconded by Mayor Polderman, **THAT** Staff be directed to implement as quickly as possible an option for displaced residents to remain in their current rental units until their own home in Lytton is rebuilt, by providing rental subsidies, and a management firm to source potential rental units for other displaced residents, and pay the subsidies to the appropriate landlords.* **DEFEATED**

d) Mundall Engineering Village Office Site Suitability Report

**21-197** *Moved by Councillor Hay, seconded by Councillor Leitch, **THAT** the Mundall Engineering Village Office Site Suitability Report be received for information.* **CARRIED**

e) Mundall Engineering Interim Housing Site Suitability Report

**21-198** *Moved by Councillor Leitch, seconded by Mayor Polderman, **THAT** the Mundall Engineering Interim Housing Site Suitability Report be received for information.* **CARRIED**

## **7 Staff Reports**

### **7.1 Chief Administrative Officer**

Working on hiring a FO who has been working on processing financial data. Recovery Manger recruitment, individual very familiar with Fraser Valley communities and first nations. Goal is to use local talent to supplement technical people on the recovery. Working on immediate needs for debris removal and bring on a building official to ensure permitting can be in place. Worked on Short Term Recovery Needs Plan as the first step to proceed with funding for recovery.

a) Urban Systems Water Sampling Report

**21-199** *Moved by Councillor Leitch, seconded by Councillor Hay, **THAT** the Urban Systems Water Sampling Report be received as presented.*

### **7.2 Chief Financial Officer**

a) 2020 Audited Financial Statements for Adoption

FO Hawes responded to questions from Council.

**21-200** *Moved by Councillor Leitch, seconded by Councillor Hay, **THAT** the Village of Lytton adopt the 2020 Audited Financial Statements.*

**CARRIED**

b) Signing Authorities

**21-201** *Moved by Councillor Hay, seconded by Councillor Leitch, **THAT** the following individuals be appointed as Signing Authorities for the Village of Lytton's accounts at the Scotia Bank effective October 27, 2021:*

- *One of designated employees Mr. Ron Mattiussi, Acting Chief Administrative Officer (CAO), Mr. Terry Hawes, Acting Financial Officer (FO); AND*
- *One of Council members Mayor J Polderman, Councillors R Leitch, or L Graie.*

**CARRIED**

**21-202** *Moved by Councillor Leitch, seconded by Councillor Hay, **THAT** Mr. Ron Mattiussi, Acting CAO, be authorized to sign approved contracts on behalf of the Village of Lytton.*

**CARRIED**

**21-203** *Moved by Mayor Polderman, seconded by Councillor Leitch, **THAT** the following individuals be removed as Signing Authorities for the Village of Lytton's accounts at the Scotia Bank effective October 27, 2021:*

- *Sam Walters;*
- *Angela Hollaus; AND*
- *Anne Yanciw.*

**CARRIED**

c) Spending Authorities

FO Hawes has been working with Shannon Story regarding the recreation of the Village's bylaws and policies. Spending Authorities are typically identified in a larger Purchasing and Procurement Bylaw. In the interim, our informal policy and direction to the CAO is that the Village of Lytton should not sign contracts or expend funds until the appropriate funding is identified and secured. Once the new Bylaw is drafted, it will be brought to Council at a Regular Council Meeting.

### **7.3 Corporate Officer**

### **7.4 Economic Development Officer**

### **7.5 Public Works**

## 7.6 Fire/Rescue

### 8 Bylaws, Policies and Resolutions

#### 8.1 Permissive Tax Exemption Bylaw

**21-204** *Moved by Councillor Graie, seconded by Councillor Leitch, **THAT** the Village of Lytton adopt the Permissive Tax Exemption Bylaw No. 706, 2021, being a Bylaw to define the areas exempted from taxation pursuant to Section 224 of the Community Charter.*

**CARRIED**

### 9 Correspondence

#### 9.1 Incoming Correspondence for Action

#### 9.2 Correspondence List

- a) Incoming for Information
- b) Outgoing Relevant to Council

### 10 Reports from Mayor and Councillors

#### 10.1 Mayor Polderman

Reported that on behalf of Council he:

- Attended a good-bye ceremony for Team Rubicon with the Lytton First Nation (LFN) and thanked them for their service to the community.
- Met with a prospective Recovery Manager.
- Assisted the new CAO.
- Received an updated Building Bylaw that will be posted online soon.
- Received a call from Safer Homes regarding guidelines they have put forward which have been adopted by BC Housing.
- Thanked Emergency Management BC (EMBC) for their work calling all residents for an update to the Housing Needs Assessment. If you haven't received a call, please get in touch with the Village at [communications@lytton.ca](mailto:communications@lytton.ca).

#### 10.2 Councillor Leitch

Reported that on behalf of Council he:

- Thanked Holly Harrison regarding alerting him that BC Assessment has asked property owners affected by wildfires to contact them for reassessment – deadline is October 31, 2021 and information is available on the Village website.
- Thanked EMBC for the phone call last regarding housing needs and for following up with an email to confirm they had recorded my answers correctly.

#### 10.3 Councillor Hay

Reported that on behalf of Council he:

- Met with Steel River Engineers at the Mill site on October 14.
- Attended the good-bye ceremony for Team Rubicon with Mayor Polderman.

#### 10.4 Councillor Graie

Reported that on behalf of Council she:

- Submitted the grant application for the Disaster Mitigation and Adaptation Fund (DMAF) for up to \$200 million to protect against future wildfires.

### 11 Reports from Committees of Council and Commissions

#### 11.1 Leadership and Policy for Recovery Select Committee

a) October 27, 2021 Meeting Report

Chair Leitch reported the following highlights from the October 27, 2021 Leadership and Policy for Recovery Select Committee meeting:

- The committee reviewed the two Mundall Engineering reports regarding interim housing and the potential village office site.
- The committee recommended rescinding resolutions 21-154, and 21-155.

#### 21-154

*Moved by Mayor Polderman, seconded by Councillor Leitch, **THAT** Council request an analysis from MNP to determine if the Village of Lytton has funding available in the budget to temporarily fund the Interim Housing position up to \$30,000, until the Province makes a determination on funding.*

**CARRIED**

**21-205** *Moved by Councillor Hay, seconded by Mayor Polderman **THAT** Council rescind Resolution 21-154.*

**CARRIED**

#### 21-155

*Moved by Mayor Polderman, seconded by Councillor Hay **THAT** Council set up a meeting with ADM Maley and ADM Peterson as soon as possible to discuss funding for the Interim Housing Manager position.*

**CARRIED**

**21-206** *Moved by Councillor Hay, seconded by Mayor Polderman **THAT** Council rescind Resolution 21-155.*

**CARRIED**

### 12 New Business

#### 12.1 Short Term Needs for Recovery Plan

PowerPoint Presentation by A/CAO R Mattiussi

Prepared by Fraser Basin Council in consultation with the Village of Lytton

Mr. Mattiussi summarized the DRAFT Short Term Needs for Recovery Plan with the following highlights:

- A Recovery Plan maps out the things that are needed for community recovery.
- Current DRAFT is a work in progress and was drafted by the Village Staff with the assistance of the FBC.



- Staff are expecting feedback from the EMBC housing needs assessment currently underway.
- The DRAFT Plan has 8 priority areas, total estimated cost currently at \$35 to \$42 million.
  1. Temp Housing
  2. Village Recovery Team and Resources
  3. Safe Return
  4. Critical Infrastructure
  5. Essential Services
  6. Financial and In Kind Support
  7. Communications and Community Engagement
  8. Economy
- Priority is to get the Plan to the Minister and then have a follow up workshop with the community to review the report and request feedback.

Further discussions included:

- Mayor Polderman will be meeting with Minister Farnsworth regarding submission of the DRAFT Plan prior to the October 27<sup>th</sup>;
- Recommendation to establish a community Advisory Planning Committee;
- Holding a virtual public forum.

**21-207** *Moved by Councillor Hay, seconded by Councillor Leitch, **THAT** Council adopt the Village of Lytton Short Term Needs for Recovery Plan as presented.*

**CARRIED**

## **12.2 Recommendations from the Recovery Plan**

**21-208** *Moved by Councillor Leitch, seconded by Councillor Hay, **THAT** Council forward the Short Term Needs for Recovery Plan to Minister Farnsworth.*

**CARRIED**

## **4 Public Comment**

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

Judith Urquhart

- Would like more information on the Disaster Mitigation and Adaptation Fund grant application and how the requested improvements and move to Net-Zero buildings will mitigate wildfires in the future.

Edith Loring-Kuhanga

- Thanked Mr. Mattiussi for meeting with residents on October 24.
- Would like more information on the timeline for the Short Term Needs Recovery Plan, and the definitions for emergency vs. temporary housing.
- Would like clarification of the housing supports that will be in place past November 30 when Emergency Support Services (ESS) runs out.
- Noted that the Short Term Needs Recovery Plan interviewed businesses and not residents – stressed the importance of having resident input.

- Would like to know more about the selection process that will be used for the Citizen's Advisory Committee.

Denise O'Connor

- Has read through the Short Term Needs Recovery Plan.
- Would like to know if the Building Bylaw can be developed based on the BC Building Code.
- Concerned that residents will not be able to meet the requirements of their insurance providers.

Sheila Maguire

- Would like to see the Legion Building rebuilt as fast as possible
- Would like clarification on why the Village needs to hire a Grant Writer when they have had one for many years.
- Is concerned that rebuilding will be held up by waiting for the new Building Bylaw instead of just using the BC Building Code as the move to Net-Zero could cause delays.

Nonie McCann

- Was encouraged to see residents concerns reflected in the Short Term Needs for Recovery Plan.
- Noted that many people have made offers to help but there has been a lack of response.
- Looking forward to working with the Council in the community information sessions.

Jennifer Thoss

- Thanked Council for progress in the past few weeks.
- Noted that garbage collection should not be part of the Short Term Needs for Recovery Plan.
- Would like to see focus on returning residents to the area, not creating a bylaw.
- Concerned that EMBC may not have all resident phone contact information, in particular for individuals who do not have cell phones or access to the internet.

### **13 Calendar of Events/Outstanding Items List**

- a) October 24, 2021 Citizen's Meeting with Acting CAO Ron Mattiussi
- b) November 10, 2021 Leadership and Policy for Recovery Select Committee Meeting
- c) November 10, 2021 Regular Council Meeting
- d) November 24, 2021 Leadership and Policy for Recovery Select Committee Meeting
- e) November 24, 2021 Regular Council Meeting

**14 Closed Meeting**

**21-209** *Moved by Councillor Hay, seconded by Councillor Leitch, **THAT** Council close the meeting to the public to discuss one matter related to Community Charter Section 90(1)(e) land, and one matter related to Community Charter Section 90(1)(g) legal.*

**CARRIED**

**15 Adjournment**

**15.1 Adjournment of the October 27, 2021 Regular Council Meeting**

**21-210** *Moved by Councillor Graie, **THAT** the October 27, 2021 Regular Council Meeting be adjourned at 9:52 pm.*

**CARRIED**

Certified Correct

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Mayor Polderman

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A/Corporate Officer Mattiussi

## **Draft Terms of Reference for Advisory Planning Committee (APC)**

### **Authority:**

Community Charter Section 142 Select Committees:

1. A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.
2. At least one member of a select committee must be a council member.
3. Subject to subsection (2), persons who are not council members may be appointed to a select committee.

### **Proposed Mandate:**

The purpose of the Village of Lytton's Advisory Planning Committee is to:

1. Advise Mayor and Council on matters relating to planning and land use, the preparation and adoption of the Village's Official Community Plan, and proposed bylaws or permits.
2. Share and discuss information related to the community and business recovery plans
3. Hear from residents, invited resource experts and stakeholders on a variety of recovery-related themes such as land use planning, fire protection, donation disbursements, business recovery and community engagement initiatives.
4. Provide recommendations to Council related to the social, economic, health and fiscal recovery of the Village.

The possible composition of the AP Committee could be:

- Members appointed by Mayor and Council
  - Members representing the diversity and demographics of the community
- Committee has usually between six and ten members
- Committee meets on a regularly scheduled day each month
- Committee motions are adopted by majority vote
  - EMBC rep. as an exofico member
- Members must abstain from discussion and voting where they have a conflict of interest
- Committee meetings are public

The Chair of the Committee will be Councillor Robert Leitch.

The CAO will serve as the primary point of contact between the Committee and Council.

Lytton & District  
**Chamber of Commerce**



***During our recovery/rebuild, we commit to exploring reconciliation that will build meaningful partnerships and mutually beneficial opportunities for a shared prosperity.***

October 29, 2021

The Chamber would like to thank the Fraser Basin Council for assisting the Village of Lytton with its DRAFT – Short-Term Recovery Plan. The Lytton Chamber of Commerce’s Business Community Rebuilding and Recovery Steering Committee has the following comments:

1. We agree that core services need to become operational again as soon as possible as stated on page 7. We would like to emphasize that for the Village of Lytton to survive, those core services need to be reestablished in the Village site as soon as possible as what made the Village viable was the location of services in the Village that serviced many communities along Highway 1. In the meantime, until the Village is ready to be occupied we would like to ensure that core services that are being established are established in temporary locations. In particular, we are concerned with the push we perceive to put the core services on Lytton First Nation land located on the highway to Lillooet. If those locations are not temporary, the viability of the Village – which is at the confluence of the Thompson and Fraser Rivers – will be lost.
2. Page 11 under “Safe Return/Re-Entry” states the Village Goal as being to assist residents to return to a safe environment as soon as possible. The Chamber would like to see “and businesses” added after the word “residents”. We would also ask that “businesses” or “business owners” be added on page 12 under Design and Control Access Process which currently only refers to residents.
3. Also in the table on page 11, reference is made to Environmental/Geotechnical Assessments. The Chamber would like clarification on whether this is required for all properties, and whether the costs will be included as part of the debris removal costs. The Chamber’s concern is in part the time this may take and is anxious that the clean-up happens as quickly as possible.
4. Debris removal on page 12 refers only to insured and uninsured properties. There is no mention here, or anywhere in the plan, of underinsured properties. It is our understanding that many businesses (and residents) are insured, but their insurance is limited and if they are required to pay for the clean-up of their properties there will be little left from their insurance proceeds to pay for the rebuild of their businesses (or residences).
5. Also regarding debris removal, can we ensure that funding will be available for the debris removal from the properties of uninsured and underinsured businesses? We have been advised by the Red Cross that it has agreed only to pay for the clean-up of residential properties.
6. Also on page 12, there is a reference to the Demolition Permitting Process. We understand that a person has been hired to assist with the permitting process. Has this been confirmed and if so, is the province paying for this person?

7. The table on page 13 talks of Archeological Overview Assessment. The Chamber asks for clarification on this and, in particular, whether assessments will be required for every property or whether this is limited to monitoring debris removal for artifact recovery. The Chamber also asks if there is a protocol in place, or being developed, for dealing with artifacts that may be found so that the clean-up is not unduly delayed by the need to then create a protocol.
8. Page 13 refers to the Village contracting a hire to coordinate re-entry and facilitate and manage future site clean-up and recovery efforts. Is this someone to take over from Tim MacLeod after the debris clean-up?
9. Pages 16-17 list possible sites for the location of Temporary Housing Units. The Chamber asks whether the province is willing to place temporary housing on private property.
10. In the table in section 3 (page 18) "Other Financial and In-Kind Support" you refer to the Yekm Food Hub. The Chamber wanted to ensure you were also aware of food hubs at Skuppah, Siska (which is temporarily closed) and Westside Hall.
11. Likewise on page 23, the Chamber suggests that the existence of Stein Valley Gas be noted under Fuel Services.
12. Page 26 refers to bylaw development. While the Chamber would like to see the Village of Lytton rebuilt as a model community, it believes this can be done without the added expense that is anticipated under the bylaw that was proposed in July and the resultant delay that may arise to build the infrastructure needed to create a Net Zero community. The Chamber therefore supports the creation of a building bylaw that is in compliance with the Building Code. It would also advocate for grants to be provided to those who would like to rebuild to a higher standard.
13. We applaud the recognition that more staff is required as set out on page 27. While we encourage at all times that staff is found from the area, we also recognize that it is important that the people hired to do a job have the skills to do it.
11. We applaud the recognition that most of the small and micro businesses will require financial aid, something the Chamber has been lobbying for in its regular meetings with representatives from the provincial government and Community Futures. During COVID Small Business BC had programs to assist small businesses that we believe could be revived to assist businesses affected by wildfires. We would also like Community Futures to step up with interest-free or low-interest loans. We find the programs that are being suggested, such as programs to assist companies write business plans, are striking the wrong chord with businesses who say they can't write a plan without knowing if they will have any money to reopen.
12. Page 29 advises that funding has been secured for Business Promotion Services to help returning businesses. We are unclear what this refers to and ask that more information be provided.

In closing, we again thank all those who helped in the creation of the Draft Short-Term Recovery Plan. But this is only the start. The rebuilding of Lytton is already well behind where it should be and we hope that every push will be made to make up for lost time. In that regard, we hope that an updated plan, with set priorities and fixed dates for completion, is provided soon.

Thank you.

Fiona Anderson

On behalf of the Lytton Chamber of Commerce's Business Community Rebuilding and Recovery Steering Committee