



**Village of Lytton
Council Meeting
ADOPTED 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. **CARRIED**

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.

10.2 Councillor Leitch

Reported that on behalf of Council he:

- Thanked Hollie 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 27th;
- 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

Mayor Polderman

A/Corporate Officer Mattiussi