



**Village of Lytton
AGENDA – Citizens’ Advisory Committee
Virtual over Zoom
Wednesday, December 15, 2021 at 4:00 pm**

- 1 CALL TO ORDER**

- 2 ADOPTION OF THE AGENDA**
 - 2.1 Agenda for the December 15, 2021 Citizens’ Advisory Committee meeting**

 - 2.2 Addition of Late Items**

THAT the Select Committee adopt the agenda for the December 15, 2021 Citizens’ Advisory Committee as presented/or amended.

- 3 ADOPTION OF THE MINUTES**
 - 3.1 Minutes for the November 22, 2021 Citizens’ Advisory Committee be adopted** **P.2-4**

THAT the minutes for the November 22, 2021 Citizens’ Advisory Committee be adopted.

 - 3.2 Minutes for the December 1, 2021 Citizens’ Advisory Committee be adopted** **P.5-11**

THAT the minutes for the December 1, 2021 Citizens’ Advisory Committee be adopted.

- 4 BUSINESS ARISING FROM MINUTES**
 - 4.1 Update Short Term Recovery Plan – Alison Poste, Recovery Manager**

 - 4.2 Communications to and from the Committee**

- 5 BUILDING BYLAW**
 - 5.1 Official Community Plan Discussion – Ron Dickinson, Director of Development**

- 4 ADJOURNMENT**

Adjournment of the December 15, 2021, Citizens’ Advisory Committee
THAT the December 15, 2021 Citizens’ Advisory Committee be adjourned



**Village of Lytton
DRAFT Minutes – Citizens’ Advisory Committee
Virtual over Zoom
Monday, November 22, 2021 at 4:00 pm**

Committee/Alternates Present: Chair Leitch, Michelle Swan, Dylan Taylor, Jessa Lightfoot, Sheila Maguire, Nonie McCann, Jade Baxter, Ollie Harrison, Patsy Gessey, John Haugen,

Staff Present: A/CAO Mattiussi, FO Hawes, Recovery Manager Poste, CAO Advisor Wiedeman

Regrets: Melissa Michelle

1 CALL TO ORDER

Chair Leitch called the November 22, 2021 Citizens’ Advisory Committee Meeting to order at 4:03 pm, and reviewed the following:

Duties of Select Committees:

1. Select committees must consider, inquire into, report and make recommendations to Council about matters referred to the committee by the Council.
2. Select committees report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

Conduct and Debate:

1. The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in the Council Procedures Bylaw 692, 2017.
2. Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of the majority of committee members present.
3. A motion made at a meeting of a committee is not required to be seconded.

2 ADOPTION OF THE AGENDA

2.1 Agenda for the November 22, 2021 Citizens’ Advisory Committee meeting

2.2 Addition of Late Items

21-001 CAC *Moved by Committee Member Harrison, **THAT** the Select Committee adopt the agenda for the November 22, 2021 Citizens’ Advisory Committee as presented.*

CARRIED

3 SCHEDULE OF COMMITTEE MEETINGS

3.1 Establishment of a Regular Schedule of Committee Meetings

21-002 CAC *Moved by Committee Member Harrison, **THAT** the Select Committee establish the Citizens’ Advisory Committee meetings on the following dates and times:*

- *The first and third Wednesdays of the month at 4:00 pm, or*

- *Ad hoc as needed if there is an urgent item.*

CARRIED

4 CITIZEN'S ADVISORY COMMITTEE

4.1 Terms of Reference

Correction to the circulated Terms of Reference to change the name of the Committee to the Citizens' Advisory Committee.

Committee discussed the make up of the membership of the committee, the selection process and whether there can be alternates. It was determined that if someone can't continue on the Committee, the Committee would discuss potential alternative names to recommend to Council for appointment to the vacated seat.

21-003 *Moved by Committee Member Taylor, **THAT** the Committee adopt the Terms of Reference for the Citizens' Advisory Committee.*

CARRIED

5 FUTURE AGENDA TOPICS

5.1 Discussion of Potential Future Agenda Topics within the Scope of the Terms of Reference

The Committee discussed the following potential agenda topics:

- Using the Recovery Plan as a guide to prioritize the items that can be addressed by the Committee, or potentially referred to the proposed Unmet Needs Committee;
- Committee communications:
 - Two-way with residents,
 - Updates from and to Council,
 - Updates from and to Recovery Team.
- Official Community Plan:
 - Planning for recreation, walking paths, etc,
 - Affordable housing,
 - Seniors housing/independent/supportive living,
 - Rentals,
 - Co-locating Ambulance, Fire Department, and local Emergency Support Services (ESS).
- Building Bylaw:
 - Potential sub-committee,
 - Panel of experts,
 - Timeline for rebuilding,
 - Fire resistant building materials,
 - SAFERHomes Standards and Certification.
- Zoning Bylaw:
 - Density review,
 - Zoning changes.

- District Energy System;
- Youth Needs Survey Report;

Ron Mattiussi, A/CAO, and Alison Poste, Recovery Manager provided the following updates:

- A Resiliency Centre is planned for the Village of Lytton and could be up and running as soon as next week (barring floods or other weather events);
- Staff are working to open an office for the Village at the Aspen Planner site by the end of the month.
- Future Citizens' Advisory Committee Meetings can be recorded to capture expert information.

6 ADJOURNMENT

6.1 Adjournment of the November 22, 2021, Citizens' Advisory Committee

21-004 *Moved by Committee Member Maguire, **THAT** the November 22, 2021*
CAC *Citizens' Advisory Committee be adjourned at 5:08 pm.*

CARRIED

Certified Correct

Chair Leitch

A/Corporate Officer Mattiussi



Village of Lytton
DRAFT Minutes – Citizens’ Advisory Committee
Virtual over Zoom
Wednesday, December 1, 2021 at 4:00 pm

Committee/Alternates Present:	Chair Leitch, Michelle Swan, Dylan Taylor, Jessoa Lightfoot, Sheila Maguire, Nonie McCann, Patsy Gessey, John Haugen, Jade Baxter, Melissa Michelle
Staff Present:	A/CAO Mattiussi, Recovery Manager Poste, CAO Advisor Wiedeman
Regrets:	Ollie Harrison
Guests:	Mr. Bob Deeks, Co-Vice Chair of the BC Energy Step Code Council Mr. Jun'ichi Jensen, A/Executive Director, Building and Safety Standards Branch

1	CALL TO ORDER		
	Chair Leitch called the December 1, 2021, Citizens’ Advisory Committee Meeting to order at 4:03 pm.		
2	ADOPTION OF THE AGENDA		
	<p>2.1 Agenda for the December 1, 2021 Citizens’ Advisory Committee meeting</p> <p>2.2 Addition of Late Items</p> <p>Changed Mr. Deeks presentation to item 3.2 and added:</p> <p>3.1 Provincial Regulations as they Relate to Municipal Building Bylaws Q&A Jun'ichi Jensen, A/Executive Director of the Building and Safety Standards Branch</p> <p>3.3 Committee Requests and Comments</p>	<p>21-005 CAC</p> <p><i>Moved by Committee Member Taylor, THAT the Select Committee adopt the agenda for the December 1, 2021 Citizens’ Advisory Committee as amended.</i></p>	CARRIED
3	BUILDING BYLAW		
	<p>3.1 Provincial Regulations as they Relate to Municipal Building Bylaws Q&A Mr. Jun'ichi Jensen, A/Executive Director of the Building and Safety Standards Branch, Ministry of Housing</p> <p>Chair Leitch stated that as he will be voting as a member of Council on the Building Bylaw, he is passing the Chair to Recovery Manager Poste for this meeting. Recovery Manager Poste provided an introduction for the presenters, Mr. Jensen and Mr. Deeks and outlining that each would give a presentation and then there will be time for questions and answers.</p>		

	<p>Mr. Jensen gave a presentation with the following highlights:</p> <ul style="list-style-type: none"> • Ministry Staff in attendance: Tiffany Warkentin, Director Strategic Policy and Tracy Olsen, Senior Policy Manager. • The Building and Safety Standards Branch is responsible for the <i>Building Act</i>, which was reviewed and updated based on 3 Pillars: Consistency, Innovation, Competency. • With the new BC Building Code (BCBC), if something is regulated by that legislation, it can't also be regulated by local governments. • Section 5 of the <i>Building Act</i> allows a local government to regulate some of the things that are in the Code if they apply for a variation through the Province (example: fire sprinklers). • The Energy Step Code falls under these restrictions. • However, the <i>Building Act</i> General Regulation provides authority for local governments to regulate the following: <ul style="list-style-type: none"> ○ Energy efficiency – local government can act through a Building Bylaw as long as their bylaw references a Step in the Step Code; ○ Wildfire Protection - local government can act through the establishment of Development Permit Areas to regulate exterior design and finish (i.e. fire resistant or non-combustible cladding); and ○ Flooding – under the <i>Building Act</i> General Regulation local governments can regulate flood plains. 	
	<p>3.2 Legislation and Building Step Codes Q&A</p> <p>Mr. Bob Deeks, Co-Vice Chair of the BC Energy Step Code Council</p> <p>Mr. Deeks gave a presentation with the following highlights:</p> <ul style="list-style-type: none"> • What is the Energy Step Code? <ul style="list-style-type: none"> ○ It's a phased approach to improve energy efficiency in the Province. ○ The first formal requirement from the Province to engage in higher levels of step code will happen in Dec 2022 when they will move to Step 3 of code. ○ This will result in a 20% improvement in energy efficiency over and above what was built in the last year. • Where are we now? <ul style="list-style-type: none"> ○ The new BCBC was Introduced a few years ago, and local governments could choose to adopt the minimum Step 1, or move higher if they could based on experience. For example, there are some local governments already at Step 4 in the Lower Mainland. • Why a Stepped approach? <ul style="list-style-type: none"> ○ The creation of the Step approach was based on two pillars: 1) to build capacity in the industry, and 2) to provide time for education and training. ○ The Stepped approach was used to allow time for the 	

		<p>industry to get trained on how to make buildings more energy efficient.</p> <ul style="list-style-type: none"> ○ The old approach was prescriptive and inflexible and did not provide the energy efficiency results expected. The new approach is performance based and intended to allow for innovations. ○ Building in this way is not more complicated but it is different. ○ A new Energy Advisor (EA) professional category has been added. Whether you are building to Step 1 or 5 you must hire an EA to evaluate the performance of the house, based on measurements that can determine what Step you comply with. ○ For Step 1 you can build exactly the same as in the past, but you are now required to use the services of EA and run an energy model. The outcome shows the level of energy efficiency achieved and helps educate people on the factors that impact efficiency. <ul style="list-style-type: none"> ● What are the advantages you get from an energy Step build? <ul style="list-style-type: none"> ○ Energy bill savings – depends on the age of the previous housing stock and could be up to 70% or 80% savings, but minimum is around 20%. ○ Thermal comfort – house evenly warm in all rooms in winter and cooler in summer. ○ Improved indoor air quality. ● Where we are going? <ul style="list-style-type: none"> ○ By 2023 the Step Code will start to be enforced by the Province. ○ By 2027 the Province plans to move to Step 4. ○ By 2032 the Province plans to move to Step 5 (net-zero). ○ Net-Zero means a house that can produce as much energy as it uses (i.e. solar panels) and the model, invented in Canada, would determine if the energy use is equal to the amount of roof area available for solar panels. ○ Another measurement is carbon: carbon that we emit through operation of our house and how much we use when we build the house. ○ The Village should get ready and be prepared to engage with Step 3. You will need to be patient and educate people – don't be in a rush to jump to Step 4 or 5. ○ Lytton is in Climate Zone 6 and Step 4 would be a very high level of energy performance. <p>Questions and Answers for both presentations:</p> <ol style="list-style-type: none"> 1. Are the step codes the same for commercial buildings as personal dwellings? 	
--	--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

		<p>No, the Step Code is different. There is one section that deals with small buildings (i.e. homes and small buildings), and a second section for larger commercial buildings that are different, as are the number of steps.</p> <p>2. You said there is a process for local governments to apply for a variance. Did this refer to materials that may not be accepted by Canada or the Province? Could we be a test site for new products?</p> <p>If the Village wanted everyone to use the new material in their rebuild, the Village would need a variance. If individuals are just using the material, there is already permission in the BCBC to use alternative methods or materials as long as they meet the requirements in the Code and are approved through local building official.</p> <p>3. If I'm looking for a contractor to build my home, what kind of education and training is available now to educate myself on whom to hire? What if there is no Energy Advisor in the community?</p> <p>Education has been avail for builders in the Province for the last four to five years. BC Housing has put out publications around building science and practices for energy efficient buildings. In the Province of BC, Builders are required to be licensed and take prof development credits every year. Quite a few builders in last few years will have been getting educated and determining the most cost effective way to meet the requirements. Next year, all Builders will be required to take the training as higher levels of the Step Code are rolled out (there are 8000 licensed Builders in BC). An Energy Advisor can live anywhere to do the work on their computer. A final test needs to be done on home at completion (air tightness test) but there are mobile EAs in Kamloops, Vernon Kelowna, Abbotsford, etc. to do the tests.</p> <p>4. What about modular homes? Are modular builders required to build to Step 3 or more?</p> <p>Yes, however there would be some leeway depending on how the local government has written their Bylaw. Modular homes already have to meet equivalent standards. From a pure BCBC compliance perspective, if they meet that standard, they meet the code. However, if they bylaw says all residential buildings need to meet a certain Step Code, then the standard might not comply with that Bylaw. For mobile/manufactured homes, they still have to meet the BCBC code. Once the home is on-site, it would also be subject to a local Bylaw.</p> <p>5. How long does it take for Energy Advisor to let you know if you are compliant?</p> <p>Has more to do with capacity and schedule than time to run the model. Generally it would be less than a days work to enter the model and determine the energy standard. Smaller/simpler build, shorter time, larger/complex build, longer time. But still a relatively short exercise.</p>	
--	--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

		<p>6. If its' an owner built home, can someone still build their own home if you follow the BCBC booklet?</p> <p>To be an owner builder, there is a formal exam that the owner needs to take and courses to take to prepare you to take exam. If you pass the exam you comply under exemption for owner builder and would be required to follow same standards as a new build under the Step Code. Even if you have been a certified Builder in the past, you would still need to take the test to be an owner builder. As well, you have to build it yourself as the general contractor. These are all requirements administered through BC Housing through licensing and consumer services.</p> <p>BC Housing Website – https://www.bchousing.org/home</p> <p>7. Are there enough Building Inspectors or is there a shortage?</p> <p>This falls back to municipal jurisdiction and how you decide to process applications as you can get third parties to do that. A local Building Inspector would be in charge of physical inspections. This is outside of scope of the Provincial office. Local government have the authority to enforce the BCBC and to determine how they will do that. Different local governments have varying levels of capacity so they can determine how they enforce it.</p> <p>8. Which community has used this code to really assist them and where they are working well for that community?</p> <p>In the South Coast corridor the Step Codes are working very well. We don't see any significant failure in terms of complying. There are two parts to the equations – 1) climate change goals and reducing carbon; and 2) building more energy efficient buildings. Right now the Step Code is voluntary, but 55 local governments representing 80% of new construction have adopted voluntarily at diff levels (Step 2 or 3). This demonstrates there is success out there.</p> <p>9. Can step 3 or net zero be attained with wood heat?</p> <p>Yes it can. https://energystepcode.ca/</p> <p>10. What are the cost implications for the various Steps?</p> <p>There is hard data that the Province has developed to help guide and inform people for typical costs that give idea of additional costs in climate zone 6. It is very specific to the type of house, as well as having a good EA and Builder. The easiest path to Step 3 is to buy the best windows possible, put R22 in they walls and typical roof. Huge benefit is the month-to-month savings. Pays off in short period of time. All products are already available at local building supply stores. Keep it simple.</p> <p>11. Municipal World Magazine has had great articles re energy efficiency. Do people make use of those magazines that are delivered to the</p>	
--	--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

		<p>Village?</p> <p>Might be something to look into. There may be a subscription fee.</p> <p>12. How will a District Energy System (DES) help achieve Net Zero? Is there an advantage to it?</p> <p>Keep it simple – a DES is expensive to design and install. Using the Step Code, the new buildings don't use much heat so don't spend a ton of money on a fancy system. For a local government, everyone pays the operations and maintenance costs. It could be better for individuals to manage their own system which gives them flexibility to choose what is best.</p> <p>13. Do we also need to plan for wastewater and sewage instead of just adding to the waste stream to help reduce droughts?</p> <p>Looking at water management systems make sense for toilets and laundry and there are proven system that can be looked at. This was looked at in the BCBC to remove barriers to water reuse.</p>	
		<p>3.3 Committee Requests and Comments</p> <p>Requests:</p> <ul style="list-style-type: none"> • The DRAFT Building Bylaw be forwarded as well as notes/contacts from presenters and the Recovery Plan in one email. • The DRAFT Building Bylaw be highlighted with all sections that are controversial and where residents have made comments. • The current Provincial Building Code to see what's different to what's being proposed. • That Ross Urquhart and Karen Haugen be added to the list of alternates for the Citizens' Advisory Committee, or that there be no list and instead that when a vacancy comes available that the Committee will look at those that submitted their names. • About future speakers, didn't feel there was enough time to figure out what they were going to talk about. Some kind of outline of what they will be bringing to us would help with research. • Wants a standing agenda item for committee requests and comments. • Would appreciate more of a sense of a long term plan and the steps you see us taking to get there. <p>Comments:</p> <ul style="list-style-type: none"> • Alternates for this committee were discussed at the Leadership and Policy for Recovery Select Committee meeting today but didn't reflect what was discussed at the last meeting. • Chair Leitch will sit down with the new CAO and Recovery Manager and make a plan for the months ahead. Today was just an introduction to the Building Act and Step Codes. We can also bring back speakers and experts to the committee as needed. 	

		Adoption of minutes of Nov 22 meeting for next meeting	
4	ADJOURNMENT		
	21-006 CAC	Adjournment of the December 1, 2021, Citizens' Advisory Committee <i>Moved by Chair Leitch, THAT the December 1, 2021 Citizens' Advisory Committee be adjourned at 5:23 pm.</i>	CARRIED

Certified Correct

Chair Leitch

A/Corporate Officer Mattiussi