



**Village of Lytton  
AGENDA – Citizens’ Advisory Select Committee  
Virtual over Zoom  
Wednesday, January 5, 2022 at 4:00 pm**

**1 CALL TO ORDER**

**2 Adoption of Agenda**

**2.1 Agenda for the January 5, 2022 Citizens’ Advisory Select Committee meeting**

**2.2**

**Addition of Late Items**

*THAT the Select Committee adopt the agenda for the January 5, 2022 Citizens’ Advisory Select Committee as presented/or amended.*

**3 Adoption of Minutes**

**3.1 Minutes for the December 15, 2021 Citizens’ Advisory Select Committee be adopted** **Pg. 3-6**

*THAT the minutes for the December 15, 2021 Citizens’ Advisory Select Committee be adopted.*

**4 Business Arising from the Minutes**

**4.1 Terms of Reference Draft Revision 2021-12-28 - Chair Hay** **Pg. 7-12**

**4.2 CAC Representation to Interagency Update on Recovery**

**4.3 Project Manager Job Function (high level listing)**

- Develop a scope and budget for interim housing and other projects identified by the Village
- Identify high-level project schedules for each identified project
- Develop project plan(s) for each identified project within Short-, Medium- and Long-Term Recovery Plan
- Develop RFP’s and Tenders working within public procurement guidelines
- Manage approved project budgets and track against pre-approved costs
- Manage approved project schedules
- Prepare weekly project status reports to ensure program is on-track, including a resourcing plan
- Develop communications plan and protocol for the projects
- Support the development of CCDC contracts and supplementary conditions for execution by the Village

Provide any technical requirements to grant writers, including schedule, budget and delivery methodologies.

**5 New Business**

**5.1 Status of Debris Removal – James Heigh, Project Manager**

**5.2 Recommendation to Council re: Building Bylaw**

The discussion point regarding the following amendment is in reference to the Council direction to suspend building permit applications until Building Bylaw 750 is adopted.

- 1. THAT the Citizens Advisory Select Committee recommends to Council that Building Bylaw 750 be amended to remove any reference to Step Code 5 and replace with reference to Step Code 3.**
- 2. THAT reference to a District Energy System in Building Bylaw 750 be deleted.**
- 3. THAT Building Bylaw 750 be reviewed to remove references that do not apply to the Village of Lytton proper, for example reference to gas, sewer drainage and other items not pertaining to the Village of Lytton.**

**5.3 Correspondence (Late Item)-**

**Pg. 13-14**

- December 17, 2021 - Thorpe re: CAC Committee and Community

**6 Adjournment**

**Adjournment of the December 15, 2021, Citizens' Advisory Committee**

***THAT the December 15, 2021 Citizens' Advisory Committee be adjourned***

***NEXT MEETING DATE – JANUARY 19, 2022***



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

<b>Committee/Alternates Present:</b>	Chair Hay, Michelle Swan, Dylan Taylor, Jessoa Lightfoot, Sheila Maguire, Nonie McCann, John Haugen, Jade Baxter, Melissa Michelle, Ollie Harrison
<b>Staff Present:</b>	A/CAO Groulx, Recovery Manager Poste
<b>Regrets:</b>	Patsy Gessey
<b>Guests:</b>	Ron Dickinson, Director of Planning and Development

<b>1</b>	<b>CALL TO ORDER</b>		
	Chair Hay called the December 15, 2021, Citizens’ Advisory Committee Meeting to order at 4:03 pm.		
<b>2</b>	<b>ADOPTION OF THE AGENDA</b>		
		<b>2.1 Agenda for the December 15, 2021 Citizens’ Advisory Committee meeting</b>  <b>2.2 Addition of Late Items</b>  <i>Moved by Committee Member Maguire, <b>THAT</b> the Select Committee adopt the agenda for the December 15, 2021 Citizens’ Advisory Committee as amended.</i>	<b>CARRIED</b>
<b>3</b>	<b>ADOPTION OF THE MINUTES</b>		
	<b>3.1</b>	<b>Minutes for the November 22, 2021 Citizens’ Advisory Committee be adopted</b> It was noted that under 4.1 Citizen’s Advisory Committee – there is a correction to the way in which a member will be replaced on the committee.	<b>CARRIED</b>
	<b>CAC-21-008</b>	<i>MOVED BY Committee member Maguire, <b>THAT</b> the minutes for the November 22, 2021 Citizens’ Advisory Committee be adopted as amended.</i>	
	<b>3.2</b>	<b>Minutes for the December 1, 2021 Citizens’ Advisory Committee be adopted</b>	<b>CARRIED</b>
	<b>CAC-21-009</b>	<i>Moved by Committee member McCann <b>THAT</b> the minutes for the December 1, 2021 Citizens’ Advisory Committee be adopted.</i>	
<b>4.</b>	<b>BUSINESS ARISING FROM THE MINUTES</b>		
	<b>4.1</b>	<b>Terms of Reference – Review &amp; Revision – Chair Ian Hay</b>	

	<p>Chair Hay provided an introduction and update on the workings of Council towards the recovery planning process. Councillor Hay took a moment to thank outgoing Councillor Leitch for his work in getting this committee up and running.</p> <p>Chair Hay commented that the Terms of Reference for the Committee needed to be tightened up and encouraged the committee members to contact him if they wished to provide any input. He also asked that the committee members provide their email and phone contact for purposes of the function of this committee only.</p> <p>The Primary objectives of this committee will be to find out what the residents want, research and validate the asks, prepare an in-depth assessment of pros and cons. If majority of the committee wishes to move a recommendation forward to council this will be done. Upon acceptance of the recommendation at the council table action will be taken. If Council does not accept it will come back to the committee under Unfinished Business – the committee will either reword, or gather more information and resubmit to Council. The item will stay on the CAC Agenda until it either is accepted by Council or the committee decides to withdraw it.</p> <p>Chair Hay asked members to assist in collecting information on residents of Lytton so they can be communicated to.</p> <p>Chair Hay then provided the mechanics of how the meetings will be conducted. He covered off how to get topics on the agenda – due date for the Committee agenda must be on by Friday am prior to the Committee meeting. Chair Hay will report to Council with a written report</p>	
4.2	<p><b>Update Short Term Recovery Plan – Alison Poste, Recovery Manager</b></p> <ul style="list-style-type: none"> <li>- Rescind DNC order on the water system, a great milestone for the village</li> <li>- Project Manager has come on board – James Heigh, arranging for a couple of Integrated Project Team meetings next week – water infrastructure and debris removal. This included all stakeholders involved</li> <li>- Reservoir damage from the atmospheric river event is currently being addressed – the debris in the intake has been cleared, there was limited damage</li> <li>- Interim Housing – received the findings of the surveys conducted by EMBC – the report will provide some good info to work from</li> <li>- Resiliency centre is going well – there will be DPS supports in the community weekly</li> <li>- Red Cross will attend from the 20<sup>th</sup> to the 23<sup>rd</sup> of December</li> <li>- Unmet Needs Committee is to be formed shortly – only received one volunteer to far – looking for more applicants</li> </ul> <p><b>Questions:</b></p> <ul style="list-style-type: none"> <li>• Are the counselling supports available to the citizens for trauma? People can ask to be referred to a counsellor.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Village Office – when will the Village office be established for the centre. VOL is looking at leasing a space at Aspen Planner</li> <li>• Can this committee have a representative at the Lytton Interagency Update? This is a committee that has stakeholders such as Telus, Hydro, First Nation reps, etc</li> <li>• What is the intention of the Unmet Needs Committee? It is a committee that will review what the unmet needs are of the community and make recommendations to Council on the distribution of dentations to the community, guidance towards the NGO working groups, providing oversite to the volunteer group.</li> </ul>	
	<b>4.3</b>	<p><b>Communications to and from the Committee – Alison Poste, Recovery Manager</b></p> <p>This is intended to provide and opportunity for committee member to share any update they may have the fit within the mandate of this committee. This is also intended for CAC members to request who they may want to provide information on a topic being considered.</p> <p>Looking to meet with new CAO and establishing timelines on moving forward.</p> <p>How are we addressing all the priorities within the Short-Term Recovery Plan – this committee could be working on other items outside of the Building Bylaw. How can we do this?</p> <p>The Short-Term Recovery Plan is updated on a bi-weekly basis by the recovery team members and forwarded to Council for their reference. <b>Action:</b> Alison Poste to email to the Committee</p>	
<b>5.</b>	<b>BUILDING BYLAW</b>		
	<b>5.1</b>	<p><b>Official Community Plan Discussion / Building Bylaw – Ron Dickinson, Director of Development</b></p> <p>Mr. Dickinson provided and introduction of his background. The three tool boxes related but have distinct purposes.</p> <ol style="list-style-type: none"> <li>1) Official Community Plan Bylaw – is a visionary statement with a view of what today’s community to look like in 20 years (should be updated every 5 years). Once established the zoning requirement are based on the OCP vision</li> <li>2) Zoning Bylaw – current day land use, day to day regulation for what the land can be used for. If the OCP didn’t vision a use – the OCP would need to be amended prior to amending the Zoning Bylaw to change the land use.</li> <li>3) Building Bylaw – about building, approving application and monitoring the development based on the application and to make sure the building is being built to what it was intended for with a normal life span under those standards.</li> </ol> <p>Lytton has all three of the bylaws in place today which are totally functional. There is a proposed building bylaw on the table – the current bylaws are all functional as they are today.</p>	

	<p>Authority to change is established by provincial regulation that Council must follow.</p> <p><b>Questions:</b></p> <ul style="list-style-type: none"> <li>• How does the district energy propose to fit in? If bylaw passes with the District Energy included how long is there prior to having to hook up. Bylaw outlines areas in the community where a builder will be required to hook on. There are at least 5 to 6 steps that must take place prior to the actual hooking up of the system. The adoption of the building bylaw is based on the recognition that there must be funding tied to the system being required. Several questions were put to the floor on the District Energy proposal within the draft bylaw.</li> <li>• Storm water / storm drains and reference to gas – which are not currently available in Lytton.</li> <li>• At this time the current building bylaw is in place as it is today.</li> <li>• The general census of the citizens from the Village of Lytton is that if the Council was to remove from the Building Bylaw the requirement to hook up to a District Energy System and to change the requirement to build to Step Code 5 to Step Code 3, then it is likely a more palatable change.</li> <li>• Council has objectives and have provided first reading of the Bylaw – in order for a bylaw to be in effect it must have three more readings to become law. The citizens of the committee are the advisory to Council.</li> <li>• Can the Recovery Team address the fact that renters in the community have not had any supports? Alison stated that the renters must contact the Red Cross.</li> </ul> <p>Mr. Mattiussi explained how the Disaster Mitigation Funding (DMF) works which generally is for damaged infrastructure is not generally for new infrastructure.</p>	
	<b>Next meeting is January 5, 2022</b>	
<b>4</b>	<b>ADJOURNMENT</b>	
<b>21-010 CAC</b>	<p><b>Adjournment of the December 15, 2021, Citizens' Advisory Committee</b></p> <p><i>Moved by Committee member Maguire, <b>THAT</b> the December 15, 2021 Citizens' Advisory Committee be adjourned at 5:21 pm.</i></p>	<b>CARRIED</b>

Certified Correct

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 Chair Hay

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 A/Corporate Officer Groulx

**Village of Lytton**  
**Citizen's Advisory Select Committee**  
**REVISED DRAFT TERMS OF REFERENCE**

**Revised: 2021-12-28**

1. **Authority**

The Citizens' Advisory Select Committee (CASC) was established by the Village of Lytton Mayor and Council to act as an advisory body to the Mayor and Council for the Village of Lytton.

2. **Definitions**

- A. **Advisory** means having or consisting in the power to make recommendations, but not to take action enforcing them.
- B. **Advisory Committee** means an advisory committee, in a community context, is a structure often formal, but non-decision-making in which the mandate consists of giving advice, of formulating opinions, or of making recommendations on questions where the topic affects the community. In general, advisory committee members are volunteers. Also, to gather concerns of residents and bring them forward to Mayor and Council.
- C. **Chairperson** means the person in charge of a meeting, committee, or organization.
- D. **Select Committee** as defined in the *Community Charter* under Section 142
  - 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 Council.
  - 2) At least one member of a select committee must be a council member.
  - 3) Subject to subsection (2), person(s) who are not council members may be appointed to a select committee.
- E. **Meeting** means an assembly of people, especially the members of a society or committee, for discussion.

3. **Purpose**

To advise the Mayor and Council regarding the recovery and rebuild of the Village after the June 30, 2021 Wildfire, with two main objectives:

- A. Primary: the recovery and rebuild of the Village of Lytton, and

- B. Secondary: securing answers to resident's concerns on other recovery matters.

#### 4. **Mandate**

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 relating to the recovery and rebuild of the Village of Lytton, by:

- A. Sharing and discussing information related to the community and business recovery plans
- B. Hearing from residents, invited resource experts and stakeholders on a variety of recovery-related themes, such as, but not limited to land use planning, fire protection, business recovery and community engagement initiatives.
- C. Providing recommendations to Mayor and Council related to the social, economic, health and fiscal recovery of the Village.

#### 5. **Committee Composition**

The Village of Lytton Citizens Advisory Committee (CASC) has been established by resolution of the Village of Lytton Council as a '*select committee*' comprised of key local stakeholders as follows:

- Chairperson - Councillor (appointment by Council)
- Lytton Recovery Manager (staff lead)
- Representation Youth (1)
- Representation Small Business / Farmers Market (1)
- Representation Arts Community (1)
- Representation Lytton First Nation (1)
- Representation – Westside (1)
- Representation Non-Profits (1)
- Representation Volunteers (1)
- Representation Residents (2)
- Representation Loring / Ponderosa (1)



Chief Administrative Officer (ex-officio)

Alternate Committee Members (3)

6. **Committee Member Responsibilities**

- A. Attending and contributing to Committee meetings;
- B. Articulating and maintaining the strategic direction of the Committee;
- C. Contributing (i.e. providing advice and recommendations) to the Committee to ensure that individual projects align with key Recovery\Rebuild Program priorities as identified in the Short, Medium and Long Term Recovery Plan;
- D. Monitoring overall progress of Recovery\Rebuild projects and, where necessary, recommend actions to increase the effectiveness and impact of the Recovery\Rebuild Program priorities as identified in the Short-, Medium- and Long-Term Recovery Plan;
- E. Consider or inquire into any other related matter or resident concern(s) and to report its findings and opinion to Council for the Village of Lytton.

7. **Communications**

- A. The Committee Chair shall oversee all stakeholder communications.
- B. All decisions regarding formal external communications from the Committee and any sub-committees thereof shall be at the discretion of the Committee Chair.
- C. The Committee Chair shall keep the Committee informed of any communications by way of regular Committee meetings or through direct communications as required.

8. **Meetings**

- A. Committee meetings shall be held on the First and Third Wednesdays of the month.
- B. Meetings shall be held in person and/or via teleconferencing (Zoom platform).
- C. All meeting materials, including agendas and supplementary documentation shall be circulated prior to the meetings.

- D. If deemed necessary, Special Meetings may be called by the Committee Chairperson and Committee Members shall be informed of this at least three days in advance of the Meeting date.

9. **Reporting**

- A. The Committee reports back to Mayor and Council through the Council representative on the Committee; and
- B. A designated committee representative may appear as a delegation before Council where relevant; and
- C. The Committee Report shall be in writing and follow the format as designated by the Village Administration.

10. **Protocol and Procedures**

A. **Meeting Agendas and Minutes**

- (1) All meetings must have an agenda.
- (2) Each member of the Committee must be in receipt of an agenda prior to the meeting.
- (3) Meetings are to be kept to a maximum of one and one-half hours (1.5).

B. **Consensus Decision-making**

- (1) The CASC members will vote on any issues.
- (2) When a decision or direction is required, it is to be achieved through majority agreement.

C. **Conduct**

- (1) The members of the CASC shall conduct themselves in a respectful manner in all of their dealings with each other and the Council as a whole.
- (2) Members must abstain from discussion and voting on a matter where they have a real or perceived conflict of interest.

D. **Governance**

- (1) The Council appointed representative will hold the position of Chair.

- (2) The committee meetings will follow Roberts Rules of Order.
- (3) The committee meetings are open to the public, but without public participation.

11. **Committee Chair**

- A. The Chair shall be appointed by the Mayor and Council.
- B. The Chair shall be responsible for overseeing Committee meetings, activities and functions and shall:
  - (1) make the purpose of each meeting known and clear to members by explaining the agenda at the beginning of each meeting;
  - (2) keep the meeting moving by putting time limits on each agenda item in order to keep the Committee discussion within the meeting times arranged;
  - (3) encourage broad participation in discussions;
  - (4) end each Committee meeting with a summary review of decisions and assignments on action items (where applicable).

12. **Term**

The Committee shall function until 30 November 2022, at which time the committee function will be reviewed and a recommendation on the future status sent to Council.

Appendix: Committee members as of December 2021

**Committee Member are made of Stakeholder representatives:**

Chairperson (appointed by Council) - Councillor Ian Hay

Lytton Recovery Manager (staff lead) – Alison Poste

Representation Youth (1) – Jade Baxter

Representation Small Business / Farmers Market (1) - Patsy Gessey –

Representation Arts Community (1) - Ollie Harrison

Representation Lytton First Nation (1) - John Haugen

Representation – Westside (1) - Jessoa Lightfoot

Representation Non-Profits (1) - Sheila Maguire

Representation Volunteers (1) - Nonie McCann

Representation Residents (2) - Melissa Michell

Representation Loring / Ponderosa (1) - Dylan Taylor

Alternate Committee Members (separate Resolution in Council)

Cleann Coglin;

Angela Brown; and

Karen Kimble

To the Mayor and Council Village of Lytton,

I received this email ( item #1attached) Thursday December 16th from a member of the Citizen's Advisory Committee. It speaks to wanting to hear wishes / concerns and to the rebuild and recovery of OUR COMMUNITY. I reached out to Councilor /Chair Hayes at the (personal) email provided to see if this included those if us outside "Village Boundries" prior to submitting our information. He replied ( item #2 attached) indicating it was meant for Village of Lytton Residents only.

I would respectfully point out that I see this as extremely non- inclusive and short sighted on both the Village and Advisory Committee's part. The Village of Lytton is comprised of approximately 250 people. The COMMUNITY OF LYTTON, (which to me comprises the surrounding area) is made up of the local First Nations, Village and rural residents and numbers approximately 1500-2000 people. Without the local First Nations and rural residents who use the Village as a central hub, the " Village of Lytton" would cease to be a community.

One could also point out that Village's Citizen's Advisory Committee is made up of more than 30% " non-Village Residents"- a prime example of how the Village is indeed dependent on the surrounding Community.

I am formally requesting as a COMMUNITY MEMBER that the Village of Lytton and the Citizen's Advisory Committee open their eyes and re- evaluate their definition of Community to include First Nations and rural residents of the Lytton Area.

Regards,  
Tricia Thorpe

**Hi There,**

**A short note to let you know that the Citizen's Advisory Committee has been stood up, to reach out to the residents to hear your wishes\concerns and try to answer any questions you may have with regards to the recovery and re-built of our community. A great part of our mandate is we can request guest speakers, regarding any specialty topic deemed important to our residents.**

**In order to fully fulfil our commitment, we need to be able to personally contact you in order to secure all areas of concern. To complete this, we would like you to complete the following form to assist us in helping you:**

- 1.Last Name;**
- 2.First Name;**
- 3.Number in Family;**
- 4.Email Address;**
- 5.Cell Phone Number; and**
- 6. Best Time of Day to Contact You.**

**You may receive this request more than once and if so, please forgive us and only reply once, as it is being sent out to friends from all ten members of the Citizen's Advisory Committee.**

**Please send your completed form to Chair Ian Hay at [bluecollarhuntz@outlook.com](mailto:bluecollarhuntz@outlook.com)**

2): Dallas Hay <[bluecollarhuntz@outlook.com](mailto:bluecollarhuntz@outlook.com)>  
Date: Thu., Dec. 16, 2021, 11:32 a.m.  
Subject: RE: Re Rebuild Lytton  
To: Tricia Thorpe <[triciat023@gmail.com](mailto:triciat023@gmail.com)>  
Cc: [ollieh33@gmail.com](mailto:ollieh33@gmail.com) <[ollieh33@gmail.com](mailto:ollieh33@gmail.com)>

Hi Trish,

Great hearing from you and glad you and Don are well.

The Citizen's Advisory Committee was struck to contact residents of the Village of Lytton, to sort of be the resident's voice to the Council, so if you know anyone who qualifies as a resident of the Village, would you please pass the information needed on to them.

Please pass on my regards to Don. A couple of days before the fire I drove him home from the High School and it was nice to "catch up" on things.

Take care and stay safe my Friend and if you need any information as to what is going on in the Village, please do not hesitate in contacting me.

Ian