



**Village of Lytton
AGENDA – Citizens’ Advisory Committee**

**Virtual over Zoom
Wednesday, February 16, 2022 at 4:00 pm**

1 CALL TO ORDER

2 ADOPTION OF THE AGENDA

2.1 Agenda for the February 16, 2022 Citizens’ Advisory Committee meeting

2.2 Addition of Late Items

THAT the Select Committee adopt the agenda for the February 16, 2022 Citizens’ Advisory Committee as presented/or amended.

3 ADOPTION OF THE MINUTES

3.1 Minutes for the February 2, 2022 Citizens’ Advisory Committee be adopted

Pg: 2-4

THAT the minutes for the February 2, 2022 Citizens’ Advisory Committee be adopted.

4 BUSINESS ARISING FROM THE MINUTES

4.1 Draft Terms of Reference

Minutes of Sub-Committee held February 8-2022
Draft Terms of Reference for CASC

Pg: 5-7

Pg: 8-14

4.2 Internal Communications for CASC

THAT the CASC form a subcommittee to discuss communication processes that facilitate discussion of issues put forward by Lytton residents/citizens.

5 ADJOURNMENT

Adjournment of the February 16, 2022, Citizens’ Advisory Committee

THAT the February 16, 2022 Citizens’ Advisory Committee be adjourned.

Next meeting to be held on March 2, 2022



Village of Lytton
Minutes – Citizens’ Advisory Select Committee
Virtual over Zoom
Wednesday, February 2, 2022 at 4:00 pm

Committee/Alternates Present:	Chair Hay, Dylan Taylor, Jessoa Lightfoot, Sheila Maguire, Nonie McCann, John Haugen, Melissa Michelle, Ollie Harrison, Patsy Gessy
Staff Present:	A/CAO Groulx, Ron Dickinson, Director of Planning and Development
Regrets:	Jade Baxter
Guests:	Ron Mattiussi, Policy Advisor

1	CALL TO ORDER		
		Chair Hay called the February 2, 2022, Citizens’ Advisory Select Committee Meeting to order at 4:02 pm. Chair Hay opened the meeting providing the framework that the CASC is required to follow.	
2	ADOPTION OF THE AGENDA		
	CAC-22-014	2.1 Agenda for the February 2, 2022 Citizens’ Advisory Select Committee meeting <i>Moved by Committee Member Taylor seconded by Member McCann,</i> THAT the Select Committee adopt the agenda for the February 2, 2022 Citizens’ Advisory Select Committee as amended.	CARRIED
3	ADOPTION OF THE MINUTES		
	3.1 CAC-22-015	Minutes for the January 19, 2022 Citizens’ Advisory Select Committee be adopted It was noted that under 6.2 – Member Lightfoot asked that the minutes be corrected from “Member Lightfoot expressed her disappointment in the process thus far” to “many were disappointed that Council did not put forward committee recommendations.” <i>MOVED BY Committee member Taylor seconded by Member McCann,</i> THAT the minutes for the January 5, 2022 Citizens’ Advisory Select Committee be adopted as amended.	CARRIED
4.	BUSINESS ARISING FROM THE MINUTES		
	4.1	Review Draft Terms of Reference	

		<p>Acting CAO Groulx reviewed the Sub-Committee Revised Draft Terms of Reference recommended changes outlining the following:</p> <ol style="list-style-type: none"> 2. Definitions – committee needs to identify their definition of “citizen” versus “resident” 3. Purpose – the section b will be removed 5. Committee Composition – explained that stakeholder / organizations are what is identified – if the TOR was to use the names of people – every time there is a change the entire document must go back to Council for amendment 7. Communications – external communications depending of the form with be done either by the Committee Chair or designated staff representative to the committee 9. Reporting – Committee Chair will report to Council 10. Protocols and Procedures – only change is to have the consensus decision-making as consensus decision making and remove the reference to voting 11. Committee Chair – will remain as appointed by Council as it is a decision of Council – the Chair is to remain neutral – hence should not be directing the committee decisions <p>The sub-committee was to review and provide definitions as above and bring back to the February 16-2022 CASC meeting</p>	
	4.2	<p>Chair Report: Status of CASC recommendations to Council (2022-01-19)</p> <ol style="list-style-type: none"> a) Village of Lytton Incentive Fund <ul style="list-style-type: none"> - Recommendation was forwarded to Council who then directed to staff to review b) Village of Lytton Building Trade Fair <ul style="list-style-type: none"> - Recommendation was forwarded to Council who then directed to staff to review <p>Chair Hay noted that the committee needs to be more researched as specific at what the intention of the recommendations are? The above require better information for Council and or staff to complete – examples on point a) would be staff capacity to implement, are there matching dollars, what projects would be put forward to other levels of government etc.</p> <p>Committee members expressed their concern as to the process of getting recommendations onto the agenda and the required timing to understand what is being put forward.</p>	
	4.3	<p>Status of Building Bylaw</p> <p>Ron Dickinson – explained that the Village is working actively on solutions – consideration is being given to options such as:</p> <ol style="list-style-type: none"> 1. Does Council go to second reading of Bylaw 750? 2. Does Council amend Bylaw 693, or 3. Does Council introduce a new building bylaw 	

		Ron Mattiussi – commented that the Council and staff are in conversation as to option 3 being the best moving forward.	
4	ADJOURNMENT		
	CAC-22-016	Adjournment of the February 2, 2022, Citizens' Advisory Selection Committee <i>Moved by Committee member McCann,</i> THAT the February 2, 2022 Citizens' Advisory Select Committee be adjourned at 5:06 pm.	CARRIED

Certified Correct

Chair Hay

A/CAO - Corporate Officer Groulx

Tuesday February 8, 2022 at 5pm

CASC Terms of Reference final edits Sub-committee Agenda

Attendees:

Dylan Taylor, Jessa Lightfoot, Sheila Maguire, Nonie McCann, John Haugen, Melissa Michelle, Ollie Harrison, Patsy Gessy, Jade Baxter

Leslie Groulx, Acting CAO

1. Using the CAC revised Terms of Reference Comparison - Staff input table, address the identified terms requiring revision:

- **Definitions:** Add the definitions for Citizen and Resident to Definitions section

- Discussion: a round table discussion took place to determine definitions for “citizen” and “resident” that would fit the Village of Lytton and outlying area

- Decision:

Moved by Ollie Harrison seconded by Melissa Michelle

Define a “resident” as any person, organization or business lives or operates within the boundaries of the Village of Lytton; and

Define a “citizen” as any person, organization or business living in the surrounding areas.

CARRIED

Moved by Ollie Harrison seconded by Sheila Maguire

That “Committee member” means citizen and/or resident.

CARRIED

- **Purpose:** Remove the secondary purpose

- Discussion: the committee discussed section b) of the purpose, taking into consideration the What (purpose) and How (mandate) of the committee

- Decision:

Moved by Jessa Lightfoot seconded by Sheila Macquire

That section b) secondary: securing answers to resident's concerns on other recovery matters be removed from the Purpose.

CARRIED

- **Committee Composition:** Determine the agencies or wording required to allow for the smooth transfer of members in and out of the Committee. Determine the process to select Committee Chair.
- Discussion: members expressed a concern as to how the composition of stakeholder / organization was determined

- Decision:

Moved by Jessoa Lightfoot seconded by Patsy Gessy

That the Committee composition be changed from specific named organizations to state "representation from a broad selection of community members".

CARRIED

- **Communication:** Clarify the wording and implications of the highlighted text.
- Discussion: There was a lengthy discussion around communications among committee members as to the way in which resolutions to Council are brought forward.
- Decision: There was no consensus on this topic – it was felt that this should be another session to address communication strategies and processes. For the Terms of Reference, the item could remain as written.
- **Reporting:** Replace Council Representative with Chairperson.
- Discussion: due to the uniqueness of the VOL situation with a full recovery and rebuild, members felt it would be more reflective of the spirit of the citizens' committee if the Chair was elected among the committee members.

- Decision:

Move by Dylan Taylor seconded by Ollie Harrison

That the Chair be elected by the members of the Citizen's Advisory Select Committee.

CARRIED

- **Consensus decision making:** Revise as suggested.

- Discussion: Committee members discussed the pros and cons of voting vs consensus
- Decision:

It was agreed by consensus that under consensus decision making that the following be inserted in the TOR – 1) When a decision or direction is required, it is to be achieved through consensus.

- **Committee Chair:** Revise as suggested.

- Discussion: the discussion ended in consensus that the Chair is to be elected by the committee members
- Decision: - Refer to the reporting section.

Also to remove points 1 through 4 under Committee Chair – it is anticipated that a chair understands their roll.

Other comments –

Meetings: that 4pm needed to be added with “or a predetermined time agreed to by the committee”.

Appendix: Committee Members Listing as of December 2021 (Organization / person name) – remove the appendix.

2. Motion to present to Council regarding final Terms of Reference: Moved by Jessoa Lightfoot, seconded by Sheila Maguire

That the revised Terms of Reference for the Citizens’ Advisory Select Committee be adopted by the Village of Lytton Mayor and Council as presented.

3. Motion to adjourn: Dylan Taylor moved to adjourn at 6:40 pm.

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

Revised: 2022-02-08

Sub-Committee met to review and recommend changes

Chair Hay	Sub-committee Input
1. Authority	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	No change
2. Definitions	2. Definitions
<p>Advisory means having or consisting in the power to make recommendations, but not to take action enforcing them.</p> <p>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.</p> <p>Chairperson means the person in charge of a meeting, committee, or organization.</p> <p>Select Committee as defined in the <i>Community Charter</i> under Section 142</p> <ol style="list-style-type: none"> 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. 	<p><i>Add definitions for “resident” and “citizen”</i></p> <p><i>“Resident” means any person, organization or business lives or operates within the boundaries of the Village of Lytton; and</i></p> <p><i>“Citizen” means any person, organization or business living in the surrounding areas.</i></p> <p><i>“Committee member” means citizen and/or resident.</i></p>

<p>Meeting means an assembly of people, especially the members of a society or committee, for discussion</p>	
<p>3. Purpose</p> <p>To advise the Mayor and Council regarding the recovery and rebuild of the Village after the June 30, 2021 Wildfire, with two main objectives:</p> <p>a) Primary: the recovery and rebuild of the Village of Lytton, and</p> <p>b) Secondary: securing answers to resident’s concerns on other recovery matters.</p>	<p>3. Purpose</p> <p>Remove b) Secondary: securing answers to resident’s concerns on other recovery matters.</p>
<p>4. Mandate</p> <p>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:</p> <p>a) Sharing and discussing information related to the community and business recovery plans</p> <p>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.</p> <p>c) Providing recommendations to Mayor and Council related to the social, economic, health and fiscal recovery of the Village.</p>	<p>4. Mandate</p> <p>No change</p>
<p>5. Committee Composition</p> <p>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:</p> <p>Chairperson - Councillor (appointment by Council)</p> <p>Lytton Recovery Manager (staff lead)</p> <p>Representation Youth (1)</p>	<p>5. Committee Composition</p> <p><i>That the Committee composition be changed from specific named organizations to state “representation from a broad selection of community members”.</i></p>

<p>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)</p>	
<p>6. Committee Member Responsibilities</p>	<p>6. Committee Member Responsibilities</p>
<ul style="list-style-type: none"> 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. 	<p>No change</p>
<p>7. Communications</p>	<p>7. Communications</p>
<ul style="list-style-type: none"> a) The Committee Chair shall oversee all stakeholder communications. <ul style="list-style-type: none"> a. All decisions regarding formal external communications from the Committee and any sub- 	

<p>committees thereof shall be at the discretion of the Committee Chair.</p> <p>b. The Committee Chair shall keep the Committee informed of any communications by way of regular Committee meetings or through direct communications as required.</p>	
<p>8. Meetings</p>	<p>8. Meetings</p>
<p>a) Committee meetings shall be held on the First and Third Wednesdays of the month.</p> <p>a. Meetings shall be held in person and/or via teleconferencing (Zoom platform).</p> <p>b. All meeting materials, including agendas and supplementary documentation shall be circulated prior to the meetings.</p> <p>c. 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.</p>	<p>Add meeting time –</p> <p>Meetings: that 4pm needed to be added with “or a predetermined time agreed to by the committee”.</p>
<p>9. Reporting</p>	<p>9. Reporting</p>
<p>a) The Committee reports back to Mayor and Council through the Council representative on the Committee; and</p> <p>b) A designated committee representative may appear as a delegation before Council where relevant; and</p> <p>c) The Committee Report shall be in writing and follow the format as designated by the Village Administration.</p>	<p>a) The Committee reports back to Mayor and Council through the Chairperson of the Committee; and</p>
<p>10. Protocol and Procedures</p>	<p>10. Protocols and Procedures</p>
<p>Meeting Agendas and Minutes</p>	<p>Meeting Agendas and Minutes</p>
<p>1) All meetings must have an agenda.</p>	<p>No changes</p>

<p>2) Each member of the Committee must be in receipt of an agenda prior to the meeting.</p> <p>3) Meetings are to be kept to a maximum of one and one-half hours (1.5).</p> <p>Consensus Decision-making</p> <p>1) The CASC members will vote on any issues.</p> <p>2) When a decision or direction is required, it is to be achieved through majority agreement.</p> <p>Conduct</p> <p>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.</p> <p>2) Members must abstain from discussion and voting on a matter where they have a real or perceived conflict of interest.</p> <p>Governance</p> <p>1) The Council appointed representative will hold the position of Chair.</p> <p>2) The committee meetings will follow Roberts Rules of Order.</p> <p>3) The committee meetings are open to the public, but without public participation.</p>	<p>Consensus Decision-making</p> <p>replace 1. With</p> <p>1) When a decision or direction is required, it is to be achieved through consensus.</p> <p>Delete 2)</p> <p>Conduct</p> <p>no changes</p> <p>Governance</p> <p>No Changes</p>
<p>11. Committee Chair</p> <p>A. The Chair shall be appointed by the Mayor and Council.</p> <p>B. The Chair shall be responsible for overseeing Committee meetings, activities and functions and shall:</p> <p>1) make the purpose of each meeting known and clear to members by explaining the agenda at the beginning of each meeting;</p> <p>2) keep the meeting moving by putting time limits on each agenda item in order to keep the</p>	<p>11. Committee Chair</p> <p><i>That the Chair be elected by the members of the Citizen’s Advisory Select Committee</i></p>

<p>Committee discussion within the meeting times arranged;</p> <p>3) encourage broad participation in discussions;</p> <p>4) end each Committee meeting with a summary review of decisions and assignments on action items (where applicable).</p>	
<p>12. Term</p>	<p>12. Term</p>
<p>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.</p>	

**Remove the appendix - Appendix: Committee Members Listing as of December 2021
(Organization / person name) as replaced by**

**Committee composition shall be comprised of “representation from a broad selection of
community members”.**

~~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~~