



**Village of Lytton
Council Meeting
DRAFT Minutes - Wednesday December 1, 2021 at 7:00 pm
Conducted via Zoom**

Council Present:	Mayor Polderman, Councillor Graie, Councillor Hay, Councillor Leitch
Staff Present:	CAO Mattiussi, FO Hawes, CAO Advisor Wiedeman
Regrets:	
Guests:	Ms. Leslie Groulx, Consultant, Mr. Bob Deeks, Co-Vice Chair of the BC Energy Step Code Council, Mr. Andrew Oding, VP and Director of Building Science - Building Knowledge Canada; National Building Code Standing Committee of Energy Efficiency for Home and Buildings, Mr. David Arnot, Stark Architecture

1	Call to Order Mayor Polderman called the December 1, 2021, Regular Council Meeting to order at 7:00 pm.
2	Adoption of Agenda
	2.1 Agenda for the December 1, 2021 Regular Council Meeting
	2.2 Introduction of Late Items
21-222	<p style="text-align: center;">12.4 Building Step Code Presentation first; 3.1 Two Rivers Community Service Society Delegation</p> <p><i>Moved by Councillor Hay, seconded by Councillor Graie, THAT Council adopt the agenda for the December 1, 2021 Regular Council meeting as amended.</i></p>
	CARRIED
	<p>12.4 Building Step Code Presentation Mr. Bob Deeks, Co-Vice Chair of the BC Energy Step Code Council Mr. Andrew Oding, VP and Director of Building Science - Building Knowledge Canada; National Building Code Standing Committee of Energy Efficiency for Home and Buildings Mr. David Arnot, Stark Architecture</p> <p>Mr. Deeks introduced Mr. David Arnot and Mr. Andrew Oding and then the three gave a presentation with the following highlights:</p> <ul style="list-style-type: none"> • In 2015/16 the BC Building code was updated. • Until December 22 when every municipality in BC will be required to achieve Step 3, it is voluntary for local governments to engage

		<p>with the Step Code.</p> <ul style="list-style-type: none"> • The Stepped approach was used to allow time for the industry to get trained on how to make buildings more energy efficient. • 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. • 55 local governments in the Province, representing 80% of new construction, are implementing the Step Code somewhere between Step 1 and 4, and in some rare cases Step 5 • 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. The EA confirms compliance for the local government. • Step 3 is intended to be approx. 20% more energy efficient than the 2010 Building Code. The Building Code has been changing for many years, so if you compare to home building in 1970, could be 60 – 70% more efficient. • As a community Lytton has an opportunity to choose any as you introduce a new Building Bylaw in 2022. However, use caution in considering moving to Step 5 right away. • Be careful of focusing on just the energy efficiency alone when designing a community. • Community Scale Integrated Design Process (CSIDP) invented by Canadians in the 1990s – is a process is now being used at a community scale to develop whole communities. It starts by listening to the people/stakeholders living in the community, then finding solutions and bringing them back to the entire group. • There are easy ways to create heritage style buildings with higher levels of energy performance. • If you can find a few models of homes and pre-fabricate them off site, they can be erected in four to six days, ready for siding, then each owner chooses final finishes. <p>Questions:</p> <ol style="list-style-type: none"> 1. What does the Step Code have to do with fire resiliency? <p>Nothing, but it would not be a challenging outcome to achieve (though there are limits to what non-combustible materials can achieve). However, even the Canadian Building Codes are in conflict with one another (i.e. fire code and energy code, energy and electrical code, etc) which won't get sorted out without an integrated design process to find solutions.</p>	
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		<p>2. How long would it take to put together a CSIDP process and what kind of results could we see for preparing to build for next year?</p> <p>Can't make a commitment to a timeframe, but if a CSIDP was held in the first quarter of 2022, the discovery session would take 1 day, 1 month for the work, and 1 day to present solutions, with a final report would set the stage for design development. So altogether a one and a half month process which could be completed by the middle of 2022.</p> <p>3. Where would that leave us as far as beginning construction goes? What timeline for getting people back in their homes?</p> <p>A CSIDP is best chance you will have to meet that fast tracked timeline. If everyone builds at different times it would stress the resources of the community so it needs to be planned. Find repeatable designs that community is happy with and can be replicated throughout community. If you were to start in the fall for foundations, depending on how many were being built, could be 9-12 months for completion depending on how complex. Would be challenging to have them done for December 2022. Without power in community even getting started would be challenging.</p> <p>4. Explain Canadian Home Builders Association (CHBA) labelling and how that applies?</p> <p>CHBA has a net zero label that uses the same modelling software, but they have chosen different measuring tools. However, the modeling software produces a similar result.</p>	
8	Bylaws, Policies and Resolutions		
	21-223	<p>Mayor Polderman changed the order of the agenda to accommodate Shannon Story who is about to be evacuated from Pemberton BC.</p> <p>8.1 Council Procedures Amendment Bylaw 707, 2021 and Staff Report Shannon Story, presented the Staff Report and made an amendment to Section 92 (b) of the Bylaw, from “details will be included on the Village’s website” to “details will be included in the notice”.</p> <p><i>Moved by Councillor Graie, seconded by Councillor Leitch, THAT the Council for the Village of Lytton give first, second, and third reading to Council Procedures Amendment Bylaw 707, 2021, A Bylaw to Amend Council Procedures Bylaw 692, 2017, to facilitate electronic meetings during emergency, or health, safety, environmental or urgent city business as amended.</i></p>	CARRIED
3	Delegations		
		3.1 Two Rivers Community Service Society Nonie McCann, President	

	21-224	Ms. McCann provided an overview of the Two Rivers Community Service Society plans to “Light Up Lytton for the Holidays”. <i>Moved by Councillor Hay, seconded by Councillor Graie, THAT the Village of Lytton support the Two Rivers Community Service Society’s plans to “Light UP Lytton for the Holidays” as presented.</i>	CARRIED
4	Public Comment		
	Public are invited to comment on matters pertaining to the agenda, for up to two (2) minutes. Jesso Lightfoot <ul style="list-style-type: none"> Noted that there are 35 people in attendance tonight. Noted a correction to the date of the wildfire as reported in the 2020 Annual Report and confirmed the date should be June 30, 2021. Denise O’Connor <ul style="list-style-type: none"> Objects to having Property Taxes due on receipt of notice which will be issued December 3, 2021. Wants confirmation on what will be considered ‘receipt of notice’ given the current situation with the Post Office in Lytton. Also objects to having interest continue to accrue. Megan Fandrich <ul style="list-style-type: none"> Concerned about the Property Taxes as has lost her only source of income. Asked that deadline be extended and interest not be accrued. 		
5	Adoption of Minutes		
	21-225	5.1 Minutes of the Regular Council Meeting <i>Moved by Councillor Leitch, seconded by Councillor Graie, THAT the minutes of the Regular Council Meeting held on Wednesday November 10, 2021, be adopted as presented.</i>	CARRIED
6	Business Arising from the Minutes/Unfinished Business		
	6.1 Business Arising from the Minutes		
	6.2 Unfinished Business		
7	Staff Reports		
		7.1 Chief Administrative Officer a) Recovery Staffing Update A/CAO Ron Mattiussi reported that we have brought on James Heigh as the Project Manager for the rebuild.	
	21-226	b) A/Chief Administrative Officer <i>Moved by Councillor Leitch, seconded by Mayor Polderman, THAT as per the Community Charter Section 147, and Section 148, Council appoints Ms.</i>	

		<i>Leslie Groulx as the Acting Chief Administrative Officer and Acting Corporate Officer for the Village of Lytton effective December 1, 2021.</i>	CARRIED
	21-227	<i>Moved by Councillor Hay, seconded by Councillor Leitch, THAT Ms. Leslie Groulx be appointed as Signing Authority for the Village of Lytton's accounts at the Scotia Bank effective December 1, 2021.</i>	CARRIED
	21-228	<i>Moved by Councillor Leitch, seconded by Mayor Polderman, THAT Mr. Ron Mattiussi be removed as Signing Authority for the Village of Lytton's accounts at the Scotia Bank effective December 1, 2021.</i>	CARRIED
	21-229	<i>Moved by Councillor Hay, seconded by Councillor Leitch, THAT Ms. Leslie Groulx, Acting CAO, be authorized to sign approved contracts on behalf of the Village of Lytton effective December 1, 2021.</i>	CARRIED
		c) Municipal Approving Officer	
	21-230	<i>Moved by Councillor Hay, seconded by Councillor Leitch, THAT Council appoint Mr. Ron Mattiussi as the Municipal Approving Officer for the Village of Lytton effective December 1, 2021.</i>	CARRIED
		7.2 Chief Financial Officer	
		a) 2020 Statement of Financial Information (SOFI)	
	21-231	<i>Moved by Councillor Graie, seconded by Councillor Leitch, THAT Council adopt the 2020 Statement of Financial Information as presented.</i>	CARRIED
		b) 2021 Property Tax Report	
	21-232	<i>Moved by Mayor Polderman, seconded by Councillor Hay, THAT the Village of Lytton receive the 2021 Property Tax Report, and direct staff to communicate to property owners that the Property Tax Notices will be reissued on December 3, 2021, and that payment is due upon receipt. Further, all cheques received from property owners that are on hand will be deposited by December 3, 2021. Lastly, interest will continue to accrue on any unpaid 2020 balances until they are fully paid.</i>	CARRIED
		7.3 Corporate Officer	
		7.4 Economic Development Officer	
		7.5 Public Works	
		a) Water Recovery Update Report Report from Urban Systems included in the agenda package	
		7.6 Fire/Rescue	
9	Correspondence		
	9.1 Incoming Correspondence for Action		

		<p>a) November 16, 2021, Gold Country Communities Society request for Letter of Support by November 25, 2021, for their application for \$50,000 from a Shop Local BC Grant funded by the Government of Canada for a series of Shop Local campaign videos highlighting businesses in each of the Gold Country Communities, and the creation of a Gold Country Community Collective website with merchandising functionality.</p>	
	21-233	<p><i>Moved by Councillor Graie, seconded by Councillor Leitch, THAT the Village of Lytton provide a Letter of Support dated November 25, 2021, for the Gold Country Communities Society for their application for \$50,000 from a Shop Local BC Grant funded by the Government of Canada for a series of Shop Local campaign videos highlighting businesses in each of the Gold Country Communities, and the creation of a Gold Country Community Collective website with merchandising functionality.</i></p>	CARRIED
		<p>9.2 Correspondence List</p> <p>a) Incoming for Information</p> <p>b) Outgoing Relevant to Council</p>	
10	Reports from Mayor and Councillors		
		<p>10.1 Mayor Polderman</p> <p>Mayor Polderman reported that on behalf of Council he:</p> <ul style="list-style-type: none"> Spent time coordinating activities in the town; Had discussions with Parliamentary Secretaries and other government officials and that he hopes to have information to release in the near future. 	
		<p>10.2 Councillor Leitch</p> <p>Councillor Leitch reported that on behalf of Council he:</p> <ul style="list-style-type: none"> Thanked the volunteers who have been bringing food and supplies into our communities during road closures; Thanked those working on the highways and hopes that they are open soon; Worked on Leadership and Policy for Recovery Select Committee and the Citizens' Advisory Committee. 	
		<p>10.3 Councillor Hay</p> <p>Councillor Hay nothing to report.</p>	
		<p>10.4 Councillor Graie</p> <p>Councillor Graie nothing to report.</p>	
11	Reports from Committees of Council and Commissions		
		<p>11.1 Citizens' Advisory Committee</p> <ul style="list-style-type: none"> November 22, 2021 Meeting Report <p>Councillor Leitch reported the following highlights from the November 22,</p>	

		<p>2021 Meeting of the Citizens' Advisory Committee:</p> <ul style="list-style-type: none"> Established that they will meet the first and third Wednesdays of the month at 4:00 pm or ad hoc if there is an urgent need; Reviewed and adopted the Terms of Reference; and Discussed future agenda topics. <ul style="list-style-type: none"> December 1, 2021 Meeting Report <p>Councillor Leitch reported the following highlights from the December 1, 2021 Meeting of the Citizens' Advisory Committee:</p> <ul style="list-style-type: none"> Received a presentation from Jun'ichi Jensen, A/Executive Director of the Building and Safety Standards Branch on Provincial Regulations as they Relate to Municipal Building Bylaws with an opportunity to ask questions; and Received a presentation from Bob Deeks, Co-Vice Chair of the BC Energy Step Code Council on Legislation and Building Step Codes with an opportunity to ask questions. 	
		<p>11.2 Leadership and Policy for Recovery Select Committee</p> <p>a) November 24, 2021 Meeting postponed to December 1 b) December 1, 2021 Meeting Report</p> <p>Councillor Leitch reported the following recommendation from the December 1, 2021 Meeting of the Citizens' Advisory Committee:</p> <p>21-046 LPR <i>Moved by Chair Leitch, THAT the Committee recommend that Council appoint the following list of alternate members for the Citizen's Advisory Committee as of December 1, 2021:</i></p> <ul style="list-style-type: none"> <i>Cleann Coghlan;</i> <i>Angela Brown; and</i> <i>Karen Kimble.</i> <p style="text-align: center;">CARRIED</p>	
	21-234	<p><i>Moved by Councillor Hay, seconded by Mayor Polderman, THAT Council appoint the following list of alternate members for the Citizen's Advisory Committee as of December 1, 2021:</i></p> <ul style="list-style-type: none"> <i>Cleann Coglin;</i> <i>Angela Brown; and</i> <i>Karen Kimball.</i> 	CARRIED
	21-235	<p><i>Moved by Councillor Hay, seconded by Councillor Graie, THAT Council receives and files the report for the Citizens' Advisory Committee.</i></p>	CARRIED
12	New Business		
		<p>12.1 2020 Annual Report</p> <p>Council corrected the date of the wildfire from July 29 to 30, 2021 in the 2020 Annual Report.</p>	

	21-236	<i>Moved by Councillor Leitch, seconded by Mayor Polderman, THAT Council adopt the 2020 Annual Report as amended.</i>	CARRIED
		12.2 Citizens' Advisory Committee a) Alternate Chairperson	
	21-237	<i>Moved by Councillor Leitch, seconded by Mayor Polderman, THAT Council appoints Councillor Hay as the Alternate Chairperson of the Citizens' Advisory Committee in the event of the absence of Councillor Leitch.</i>	CARRIED
		12.3 Proposed Unmet Needs Committee DRAFT Terms of Reference Alison Poste, Recovery Manager	
	21-238	<i>Moved by Councillor Leitch, seconded by Councillor Hay, THAT Village of Lytton establish an Unmet Needs Committee as per the proposed Terms of Reference to act as an advisory body to the Council in regard to issues of needs highlighted during the rebuild of the community.</i>	CARRIED
		a) Gift Card Donations	
	21-239	<i>Moved by Councillor Leitch, seconded by Mayor Polderman, THAT Council remove gift card donations from the Terms of Reference for the Citizens' Advisory Committee, and assign them to the Unmet Needs Committee.</i>	CARRIED
13	Calendar of Events/Outstanding Items List		
		<ul style="list-style-type: none"> a) December 8, 2021 Leadership and Policy for Recovery Select Committee Meeting b) December 8, 2021 Regular Council Meeting c) December 9, 2021 Community Town Hall d) December 15, 2021 Citizens' Advisory Committee Meeting e) December 22, 2021 Leadership and Policy for Recovery Select Committee Meeting - cancelled f) December 22, 2021 Regular Council Meeting – cancelled 	
	21-240	<i>Moved by Mayor Polderman, seconded by Councillor Leitch THAT Council cancel the December 22, 2021 Leadership and Policy for Recovery Select Committee and Regular Council meetings.</i>	CARRIED Opposed – C Graie
14	Closed Meeting		
		a) Items to be Released from Closed Session	
	21-57C	<i>Moved by Mayor Polderman seconded by Councillor Leitch, THAT the following items be removed from closed session:</i>	
	21-53C		

	<p><i>Moved by Councillor Leitch, seconded by Mayor Polderman, THAT the Village of Lytton enter into a Tripartite Transfer Agreement with the Lytton First Nation and the Province of BC for the St. Bartholomew's Hospital Lands as per the Tripartite Transfer Agreement as presented.</i></p> <p style="text-align: center;">CARRIED</p> <p>21-54C <i>Moved by Councillor Graie, seconded by Councillor Leitch, THAT the Village of Lytton seek funding from Emergency Management BC for a critical incident debrief for both Council and the Citizens' Advisory Committee with details to be determined once funding is secured.</i></p> <p style="text-align: center;">CARRIED</p> <p>21-55C <i>Moved by Councillor Graie, seconded by Mayor Polderman, THAT the Village of Lytton request staff research funding or volunteer options to enable the Village to host public meetings regarding the new Building Bylaw and provide expert resources to answer resident questions.</i></p> <p style="text-align: center;">CARRIED</p> <p>21-56C <i>Moved by Mayor Polderman, seconded by Councillor Leitch, THAT Council request that staff put together a plan for the development of, and public input into the new building, zoning, and servicing bylaws.</i></p> <p style="text-align: center;">CARRIED</p>	
	<p>a) Closed Session</p> <p>21-241 <i>Moved by Councillor Hay, seconded by Mayor Polderman, THAT Council close the meeting to the public to discuss two matters related to Community Charter Section 90(1)(a) and (c) personnel, one matter related to Community Charter Section 90(1)(j) Freedom of Information and Protection of Privacy, and two matters related to Community Charter Section 90(1)(g) legal.</i></p>	CARRIED
15	Adjournment	
	<p>15.1 Adjournment of the December 1, 2021 Regular Council Meeting</p> <p>21-242 <i>Moved by Councillor Hay, THAT the December 1, 2021 Regular Council Meeting be adjourned at 10:05 pm.</i></p>	CARRIED

Certified Correct

Jan Polderman

Mayor Polderman



A/Corporate Officer Groulx