



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

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

- 1 CALL TO ORDER**
- 2 ADOPTION OF THE AGENDA**
  - 2.1 Agenda for the March 16, 2022 Citizens’ Advisory Committee meeting**
  - 2.2 Addition of Late Items**

*THAT the Select Committee adopt the agenda for the March 16, 2022 Citizens’ Advisory Committee as presented/or amended.*
- 3 ADOPTION OF THE MINUTES**
  - 3.1 Minutes for the March 2, 2022 Citizens’ Advisory Select Committee be adopted** Pg: 2-3

*THAT the minutes for the March 2, 2022 Citizens’ Advisory Select Committee be adopted.*
- 4 BUSINESS ARISING FROM THE MINUTES**
  - 4.1 Draft Terms of Reference** Pg: 4-8

Terms of Reference adopted by Council (March 9)
  - 4.2 Reporting – Appendix A**
- 5 Building & Zoning Bylaws (Ron Dickinson / Ron Mattiussi)**
  - 5.1 When do Variances and grandfathering apply**
- 6 Recruitment of Members**
  - 6.1 Two positions open for Committee**
- 7 ADJOURNMENT**

**Adjournment of the March 16, 2022, Citizens’ Advisory Select Committee**

*THAT the March 16, 2022 Citizens’ Advisory Select Committee be adjourned.*

*Next meeting to be held on April 6, 2022*



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

**Virtual over Zoom  
Wednesday, March 2, 2022 at 4:00 pm**

**Committee/Alternates Present:** Chair Hay, Jade Baxter, Jessa Lightfoot, Sheila Maguire, Nonie McCann, Dylan Taylor, Melissa Michelle, Ollie Harrison, Patsy Gessy

**Staff Present:** A/CAO Groulx

**Regrets:** John Haugen

**Guests:** Ron Mattiussi, Policy Advisor

**1 CALL TO ORDER**

Chair Hay called the meeting to order at 4:02 pm

**2 ADOPTION OF THE AGENDA**

**2.1 Agenda for the March 2, 2022 Citizens’ Advisory Committee meeting**

**2.2 Addition of Late Items**

**22-023** *Moved by Member McCann seconded by Member Harrison  
THAT the Select Committee adopt the agenda for the March 2, 2022 Citizens’ Advisory Committee as amended with the addition of 6.0 Right of Entry.*

**3 ADOPTION OF THE MINUTES**

**3.1 Minutes for the February 16, 2022 Citizens’ Advisory Committee be adopted**

*There was not a quorum therefore no minutes to adopt*

**4 BUSINESS ARISING FROM THE MINUTES**

**4.1 Draft Terms of Reference**

Draft Terms of Reference for CASC  
Discussion ensued in regards to when TOR would be adopted by Council

**5 Building Bylaw 710 & 711**

**5.1 Building Bylaw 710, 2022 (draft) – Status**

Ron Dickinson, Director of Planning and Development  
Provided a brief update on the status of the bylaw and answered questions from the Committee; and reminded the Committee of the deadline date for input – March 4<sup>th</sup> 2022 0 noon.

**Building Bylaw 711(draft) – Wildfire Component of Bylaw**

Sophie Guilbault, M.Arch, M.Sc., Director of Partnerships, Institute for Catastrophic Loss Reduction – provided an overview of the aspect of fire resilience materials outlined in Bylaw 711

Members asked for an alternative solution for propane tanks; Action: Sophie will bring back information on alternative options for the prescribed distance for propane tanks.

Kelsey Winter, FireSmart Program Lead | BC FireSmart Committee Chair, BC Wildfire Service | FireSmart Canada Provincial Liaison, Ministry of Forests, Lands, Natural Resource Operations and Rural Development – provided an overview of landscaping requirements outlined in Bylaw 711.

## **6 Right of Entry**

James Heigh, Recovery Project Manager provided an overview of the Right of Entry permit and what the purpose what in terms of the Indemnity

NOTE: Committee members asked the Hobo Hollow parking lot be one of the first areas where debris removal takes place in order to ensure that pedestrians from the west side can cross over the rail bridge during freshet.

## **7 ADJOURNMENT**

### **Adjournment of the March 2, 2022, Citizens' Advisory Select Committee**

*Moved by Member McCann, seconded by Member Gessy  
THAT the March 2, 2022 Citizens' Advisory Select Committee be adjourned.*

*Next meeting to be held on March 16, 2022*

## **VILLAGE OF LYTTON**

### **Citizens Advisory Select Committee**

#### **Terms of Reference**

##### **PURPOSE**

1. 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.
2. Share and discuss information related to the community and business recovery plans
3. Hear from residents, invited resource experts and stakeholders on a variety of recovery - related themes such as land use planning, fire protection, donation disbursements, business recovery and community engagement initiatives.
4. Provide recommendations to Council related to the social, economic, health and fiscal recovery of the Village.

##### **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)

That the Committee composition represent a broad selection of community Members

Chief Administrative Officer (ex-officio)

Alternate Committee Members (3)

##### **COMMITTEE MEMBER RESPONSIBILITIES**

1. Attending and contributing to Committee meetings;
2. Articulating and maintaining the strategic direction of the Committee;
3. 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;
4. 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.

## **COMMUNICATIONS**

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

## **MEETINGS**

1. Committee meetings shall be held on the First and Third Wednesdays of the month at 4 pm.
  - a. Meetings shall be held in person and/or via teleconferencing (Zoom platform).
  - b. All meeting materials, including agendas and supplementary documentation shall be circulated prior to the meetings.
  - 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.

## **REPORTING**

1. The Committee reports back to Mayor and Council through the Council representative on the Committee
2. A designated committee representative may appear as a delegation before Council where relevant; and
3. The Committee Report shall be in writing and follow the format as designated by Appendix A.

## **PROTOCOL AND PROCEDURES**

1. **Meeting Agendas and Minutes**
  - A. All meetings must have an agenda.
  - B. Each member of the Committee must be in receipt of an agenda prior to the meeting.
  - C. Meetings are to be kept to a maximum of one and one-half hours (1.5), unless deemed necessary to continue, by a majority of the members.
  - D. Minutes will be taken by the CAO.
2. **Decision-making**
  - A. The CASC members will vote on any issues. (Roberts Rules of Order Edition 11).
  - B. When a decision or direction is required, it is to be achieved through majority agreement.

3. **Conduct**

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

4. **Governance**

- A. The Council will appoint the position of Chair.
- B. The committee meetings will follow Roberts Rules of Order.
- C. The committee meetings are open to the public, but without public participation.

**COMMITTEE CHAIR**

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

**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 or at Council's discretion.

Adopted by Council – March 9, 2022

## **Village of Lytton**

### **Appendix A to Terms of Reference**

#### **Title Section**

The format of the title section of the Citizens Advisory Select Committee Report would depend on the length of the document. Short reports may include just the author (Citizens Advisory Select Committee), date prepared, and other information deemed necessary.

#### **Summary**

The summary is an essential part of the Citizens Advisory Select Committee Report. It should provide an overview of the report's content for Council to refer to. Since some people choose to skim through the summary rather than read the whole report, this section must consist of the key points, conclusion, and recommendations. Relevant information must be presented accordingly for the Council to comprehend. It would be best to write this portion by the very end of the writing process to ensure that every major detail is included in the report.

#### **Introduction**

The introduction of the Citizens Advisory Select Committee Report should explain the purpose of preparing the report. The Committee may also insert the definition of terms in this part, if you have failed to include it in the title section (if required). An explanation about how the details of the report are arranged must also be presented to provide a general overview for the Council members.

#### **Body**

The body of the Committee Report typically consists of the most number of pages. It may also be broken down into subparts with subtitles that support and expound the major points stated in the report. Information is typically arranged according to its level of importance, with the most significant data coming first. The last part of this part should consist of a "PRO's & CON's" paragraph.

## **Conclusion**

This part connects everything together. Like the summary, Council will read this section to study the data and results gathered in the report. For this reason alone, crafting a conclusion that is free of jargon is important. Instead of repeating everything the Committee has mentioned in its report, it must present the final thoughts or statement on the subject.

## **Recommendations**

Any suggestions or additional actions that need to be taken are discussed in this part of the Committee's Report. Any limitations or concerns that the Committee have failed to tackle in its report, must be stated for future reference as well. In most cases, recommendations are presented in order of priority.

## **Appendices**

Technical details of the Committee Report are usually found in this section.