



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

**Virtual over Zoom  
Wednesday, April 6, 2022 at 4:00 pm**

**1 CALL TO ORDER**

**2 ADOPTION OF THE AGENDA**

**2.1 Agenda for the April 6, 2022 Citizens’ Advisory Committee meeting**

**2.2 Addition of Late Items**

*THAT the Select Committee adopt the agenda for the April 6, 2022 Citizens’ Advisory Select Committee as presented/or amended.*

**3 ADOPTION OF THE MINUTES**

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

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*THAT the minutes for the March 16, 2022 Citizens’ Advisory Select Committee be adopted.*

**4 BUSINESS ARISING FROM THE MINUTES**

**4.1 Committee Positions Open – three vacant spaces**

*Note: Committee members are to bring forward names with recommendations for new members to serve on Committee*

**4.2 Citizens Advisory - Internal Communications**

**5 ADDITIONS TO CASC RESPONSIBILITY**

**5.1 Allocation of Unmet Needs Responsibility to CASC**

**5.2 Distribution of Donation Gift Cards**

**6 BUILDING BYLAW 710 & 711 UPDATES (Ron Dickinson)**

**6.1 Update on Status of Building Bylaw 710 & 711**

## 7 REPORTS

### 7.1 Committee Member reports

## 8 ADJOURNMENT

### **Adjournment of the April 6, 2022, Citizens' Advisory Select Committee**

***THAT** the April 6, 2022 Citizens' Advisory Select Committee be adjourned.*

*Next meeting to be held on April 6, 20 2022*



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

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

**Committee/Alternates Present:** Chair Hay, John Haugen, Melissa Michelle, Ollie Harrison, Patsy Gessy  
**Staff Present:** A/CAO Groulx, Ron Dickinson, Director of Planning and Development  
**Regrets:** Jade Baxter, Jessoa Lightfoot, Dylan Taylor,  
**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 16, 2022 Citizens’ Advisory Committee meeting**

**2.2 Addition of Late Items**

**22-025** *Moved by Member Gessy seconded by Member Harrison  
**THAT** the Select Committee adopt the agenda for the March 16, 2022 Citizens’ Advisory Select Committee as amended with the addition of 5.2 Debris Removal, 6.2 Communications, and change 7.0 to Reports*

**3 ADOPTION OF THE MINUTES**

**3.1 Minutes for the March 2, 2022 Citizens’ Advisory Select Committee be adopted**

**22-026** *Moved by Member Gessy seconded by Member Harrison  
**THAT** the minutes for the March 2, 2022 Citizen’s Advisory Select Committee be adopted.*

**4 BUSINESS ARISING FROM THE MINUTES**

**4.1 Draft Terms of Reference**

The Terms of Reference were adopted at the March 9, 2022 Regular Council meeting.

**4.2 Reporting – Terms of Reference Appendix A**

Chair Hay provided an overview of what Appendix A of Terms of Reference is intended for. This provides backup to Council for when the CASC puts forward and resolution to Council. When committee members are putting forward recommendations to Council committee members will be required to provide a report using Appendix A template attached to the Term of Reference.

## 5 Building & Zoning Bylaws (Ron Dickinson / Ron Mattiussi)

- 5.1 Building Bylaw compilation is being reviewed and then brought forward to Council for review and comments and direction forward.

### **When do Variances and Grandfathering apply to a Building Bylaw** (visit <https://www.youtube.com/watch?v=rlt7axa-hLI> )

An extensive discussion took place in regards to when a variance and or grandfathering of registered variances on title take place.

Building – staff / Council cannot vary a building bylaw but Council can amend the bylaw. There is potential that the four sections in Bylaw 711 may likely be move to a different bylaw – OCP or Zoning. Public input was mostly on 711 and not much for 710.

Zoning – A Zoning bylaw cannot vary land use but may vary building height and setbacks for example. In the case that more than 75% of the building is gone then a variance will not apply.

There will be changes made to the zoning bylaw but not anything significant but not changing the zone types ie: if in R1 now will still be in R1. There may be more that will be acceptable but staff is aware of the need for sensitivity.

Staff reported that every effort would be made to accommodate the property owners rebuilding plans. Committee members had questions as to when a variance would be considered, who will work through the application, is there help for residents navigating this process.

Property owners who are concerned with setbacks on your property could apply for a variance under the Zoning Bylaw. Variances are applied for through the Village Office and processed by staff. Staff then provides a report to Council for their approval.

Setbacks are important for many reasons. Property owners should check the requirements before beginning their building. Check with the Building Department by emailing [building@lytton.ca](mailto:building@lytton.ca)

To check if you have a legal variance, contact the Land titles office. <https://itsa.ca>

## 5.2 **Debris Removal / Archeology**

Committee members had various questions on the status of debris removal and archeology permitting. Underinsured and uninsured are covered by the recent provincial funding announcement – how is the insured going to be dealt with? Canadian Red Cross – Y.

Raymaker commented that CRC has changed the initial approach however, the gaps will be funding through the Red Cross if there is not other way to fill that gap with money. They will work with the property owner to help with this process. An example used was insurance will cover \$25,000 but costs are now \$33,000 this would now put the property owner into the underinsured range, Red Cross is working on a way to work with the insurance and property owner. The Right of Entry form will need to be filled out for the archeology part – the province is covering these costs for all property owners.

For further details reference <https://lytton.ca/government/committee-agendas-and-minutes/>

Lytton is in a unique position with how and what needs to be done.

## 6 Recruitment of Members

### 6.1 Two Positions open for Committee Members

Sheila Maguire and Nonie McCann has tendered their resignation. Chair Hay reported that there are three alternates that were appointed By Council in December 2021. He is in contact with them to see if they wish to come on the committee

### 6.2 Communications – Internal to the Committee

Member Gessy asked Committee members how they would like to see external and internal communications to take place. It was suggested that the Village look into the website <https://afterthefireusa.org/> as an example of a communication tool that is interactive. Or setup a Facebook page specific to providing information and to open dialogue for residents on the recovery and rebuild of Lytton.

*Moved by Member Gessy seconded by Member Harrison*

**THAT** the Citizen's Advisory Select Committee recommends to Council a communications platform be setup to allow for community residents to dialogue with the Committee and Council and to have the ability to provide input to actions being proposed.

Member Haugen left the meeting at 5:12 pm.

**Motion was not carried due to no quorum.**

- 7 **Reports** Chair Hay provided an overview of how committee business is brought before Council.

## 8 ADJOURNMENT

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

22-027 *Moved by Member Harrison*

**THAT** the March 16, 2022 Citizens' Advisory Select Committee be adjourned at 5:19 pm.

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