



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

**Virtual over Zoom
Wednesday, April 20, 2022 at 4:00 pm**

1 CALL TO ORDER

2 ADOPTION OF THE AGENDA

2.1 Agenda for the April 20, 2022 Citizens’ Advisory Committee meeting

2.2 Addition of Late Items

THAT the Select Committee adopt the agenda for the April 20, 2022 Citizens’ Advisory Select Committee as presented/or amended.

3 ADOPTION OF THE MINUTES

3.1 Minutes for the April 6, 2022 Citizens’ Advisory Select Committee be adopted Pg: 3-5

THAT the minutes for the April 6, 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

4.3 CN Gift Card Donations (Council resolution)

Adopted by Council – April 13, 2022

*THAT all citizens, men, women and children, who had their primary residence destroyed in the June 30th 2021 (Lytton Creek Fire) fire in the Village of Lytton and TNRD Area “1” be eligible to receive \$350 in Visa Cash Cards; **AND***

THAT the cards are distributed by June 1st, 2022, with Visa Cards for TNRD Area “1” provide to the TNRD staff for distribution to the residents of Area “1” that lost their residents in the Lytton Creek Fire with the remaining cards being distributed to the Food Bank.

5 ADDITIONS TO CASC RESPONSIBILITY

- 5.1 Allocation of Unmet Needs Responsibility to CASC Reference**
EMBC Recovery Guide for Local Authorities & First Nation
4th Edition February 2022

Pg: 6-12

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 20, 2022, Citizens' Advisory Select Committee

THAT the April 20, 2022 Citizens' Advisory Select Committee be adjourned.

Next meeting to be held on May 4, 2022



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

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

Attendees:

Committee Attendees: Chair Ian Hay, Jessoa Lightfoot, Ollie Harrison, Melissa Michell, John Haugen, Jade Baxter, Dylan Taylor

Staff Attendees:

Leslie Groulx, A/CAO
Terri Hawes, CFO
Ron Dickinson, Director of Building and Planning

1 CALL TO ORDER

Chair Hay called the meeting to order at 4:00 pm

2 ADOPTION OF THE AGENDA

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

2.2 Addition of Late Items

Moved by Member Dylan Taylor seconded by Member Jessoa Lightfoot

THAT the Select Committee adopt the agenda for the April 6, 2022 Citizens’ Advisory Select Committee as amended, moving 6.1 Building Bylaw 710 & 711 update to 3.2.

CARRIED

3 ADOPTION OF THE MINUTES

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

Moved by Member Dylan Taylor seconded by Member Ollie Harrison

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

CARRIED

6.1 Update on Status of Building Bylaw 710 & 711

Ron Dickinson was unable to report due to technical difficulties A/CAO Groulx provided a brief update. Staff met with Council on April 4th noting that Bylaw 710 will see minor changes and be presented to Council for 2nd and possibly 3rd reading at the April 27th Regular Council meeting. Bylaw 711 will see

significant changes as staff work through the public input. Proposing to move references to fire resistance to the Official Community Plan Bylaw as a Wildfire Development Permit Area.

4 BUSINESS ARISING FROM THE MINUTES

4.1 Committee Positions Open – three vacant spaces

Note: *Committee members were to bring forward names with recommendations for new members to serve on Committee*
Chair Hay called for recommendations from the members. No names were brought forward.

4.2 Citizens Advisory - Internal Communications

Nothing to report

5 ADDITIONS TO CASC RESPONSIBILITY

5.1 Allocation of Unmet Needs Responsibility to CASC

It was felt that the Committee should reference the Provincial Guidelines – *Disaster Recovery for local governments and First Nations*. This document contains guidelines to setup and purpose of an Unmet Needs Committee

5.2 Distribution of Donation Gift Cards

A discussion ensued in regards to distribution of the CN Gift Cards for a value of \$58,250.

Moved by Member Jessoa Lightfoot seconded by Member Ollie Harrison
THAT the Citizens Advisory Select Committee recommends to Council:
THAT all citizens, men, women and children, who had their primary residence destroyed in the June 30th 2021 (Lytton Creek Fire) fire in the Village of Lytton be eligible to receive \$350 in Visa Cash Cards;
AND THAT the cards are distributed by June 29th, 2022, with the remaining cards being distributed to the Food Bank.

CARRIED

6 BUILDING BYLAW 710 & 711 UPDATES (Ron Dickinson)

6.1 Update on Status of Building Bylaw 710 & 711 (under 3.2)

7 REPORTS

7.1 Committee Member reports

Chair Hay completed a round table of committee members
Committee members queried the following:

- *What is the definition of “underinsured”?*
- *Right of Entry Permit – why so much information required*

- *When will there be a Village Office opened?*
- *Clarification on how to get the balance of cleanup/arch work covered for the insured?*
- *Transparency regarding the ATCO Trailer commercial*

8 ADJOURNMENT

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

Moved by Member Jessoa Lightfoot

THAT the April 6, 2022 Citizens' Advisory Select Committee be adjourned at 5:17 pm.

CARRIED

Next meeting to be held on April 20, 2022

5.2 ESTABLISH UNMET NEEDS COMMITTEE

Affected residents may not be in a position to manage their own recovery without assistance. An Unmet Needs Committee calls for a collaborative group of local and regional agencies that share the common mandate of assisting disaster victims. An Unmet Needs Committee examines each resident's damage, vulnerability, history of assistance, and outstanding needs at the present time.

This committee can be made up of representatives of different agencies who specialize in different forms of support as well as local representatives with local knowledge who may be invaluable to the committee. It is initiated by a local authority or First Nations' staff member and can be led by a member of the community, business leader, NGO or other volunteer. Its function is to evaluate the needs of the impacted residents and determine what assistance might be available, such as physical help with cleaning, psychosocial, or financial aid. These needs can be discovered informally and formally through the community meeting or Resilience Centre.

The Unmet Needs Committee may also be used as a forum to raise and distribute funds as needed. Donated funds are an important resource for recovery; however, those collecting donations must take steps to maintain public confidence by adopting transparent and accountable procedures. It is important for any individual or organization collecting donated funds to adopt, in writing, accountability guidelines.

Resources:

- [Appendix 6: Guidelines for Unmet Needs Committee](#)
- [Appendix 7: Identifying unmet needs post disaster](#)

5.3 ESTABLISH A DONATIONS MANAGEMENT SYSTEM

The public may wish to donate clothing, materials, or funds to people impacted by the event. It is strongly recommended that local authorities and First Nations ask for cash donations that are not designated or set aside for a specific purpose only.

Managing donated goods is very labour-intensive, and it is expensive to manage the waste disposal of unusable goods. In some circumstances an NGO or other organization is asked to manage donations on behalf of the community, and to point the public in the right direction.

Steps for establishing a donations management system involve:

- Identifying options of how donors can most effectively contribute to recovery efforts;
- Sorting and distributing donations according to current priority; and
- Prioritizing distribution of donations for individuals to address basic needs to support life, to enable self-sufficiency, to build capacity, and to support community resilience.

Resource:

- [Appendix 8: List of NGOs](#)

APPENDIX 6: GUIDELINES FOR UNMET NEEDS COMMITTEE - TEMPLATE

Mission

The mission of the Unmet Needs Committee is to help those affected by disaster meet their ongoing needs and regain pre-disaster self-sufficiency. The Unmet Needs Committee assists citizens in recovery from the impacts of a disaster by evaluating unmet needs, identifying resources for meeting priority needs, and recommending the allocation of limited resources.

“Unmet needs” refers to those needs of individuals that are not met, or cannot be met, through a variety of service organizations (e.g. Red Cross), or Federal, Provincial and Local Authority or First Nations programs.

Unmet needs do not always reflect typical needs. They are those needs still unmet after priorities of food, clothing and shelter have already been provided. They may represent key resources which are not considered essential to life safety but that prove critical in returning independence to, and increasing resilience of, an individual, group, or community. Some examples include: potable water, financial assistance, housing, transportation, home furnishings, and clean-up/debris removal.

The Unmet Needs Committee reports to the Community Recovery Manager, if one is in place, or alternately to the appropriate local authority staff member or the First Nations Band office that is supporting the committee.

If the Committee decides to form a permanent society for long-term community recovery support, the structure would include a Board of Governors and should include representatives from the local authority or First Nation impacted by disaster.

Principles

The following guiding principles influence and guide the Unmet Needs Committee:

1. Ultimately, those affected by disaster are responsible for their own recovery and are expected to use their own actual and potential resources in meeting their needs
2. Recovery assistance is for disaster related losses only and is not intended to redress prior existing conditions.
3. The Unmet Needs Committee will act in ways that further equity among disaster victims, accounting for individual capabilities and situations.
4. Disaster aid has the potential for both positive and negative impact. The objective of the Unmet Needs Committee is to minimize the negative consequences of any offered resource by taking into consideration the unique circumstances of those in need.
5. Needs assessment and resource allocation must take into account the policies, standards and actions of local authorities and First Nations, and resources already provided by other agencies.
6. As part of the support of the community recovery process, the Unmet Needs Committee will make every reasonable attempt to support the local economy and business community by sourcing resources from local suppliers.

Assistance Based on Need

Disaster assistance allocated through the Unmet Needs Committee should not be designed to replace what each individual or business has lost in a disaster. Rather, assistance attempts to provide what each individual or business need as a result of a disaster.

Some individuals or businesses will suffer losses for which compensation may not be available through the Disaster Financial Assistance, other aid agencies, or insurance companies.

The amount and type of disaster assistance an individual or business receives will vary according to verified needs, based on:

- An individual's or business's level of vulnerability
- Immediate basic needs, rather than material losses.

Guidelines for Allocation

The Unmet Needs Committee will consider the following in setting priorities for allocation:

1. Each household or business should be assessed for needs and available response capacity on a case-by-case basis.
2. Assistance should be targeted first to the most vulnerable individuals.
3. Where resources are limited and could assist both individuals and businesses, priorities will be assigned to individuals.
4. Resources should be allocated in ways that support and build the local economy, where possible, such as in purchasing material resources and services through community businesses.

Public Accountability

The Unmet Needs Committee will operate in a transparent manner by making the following information available to the public:

- The mission and principles of the Unmet Needs Committee
- Needs assessment guidelines and principles
- Regular general reports on the disbursement of resources

Client Privacy

The Unmet Needs Committee will respect the privacy of disaster clients and safeguard confidentiality of client information.

APPENDIX 7: IDENTIFYING UNMET NEEDS POST DISASTER - TEMPLATE

Dear community members,

Many of you may already be aware of the formation of an Unmet Needs Committee, comprised of local residents, NGOs, faith-based organizations, and service/program providers. This committee is responsible for identifying persons who require assistance to recover from the impacts of a disaster. This committee is responsible for evaluating needs, identifying resources for meeting priority needs, and recommending the allocation of limited resources to support affected individuals in returning, as much as possible, to pre-disaster levels.

“Unmet needs” refers to those needs of individuals that are not met, or cannot be met, through a variety of service organizations (e.g. Red Cross), or Federal, Provincial and Local Authority or First Nations programs. Unmet needs do not always reflect typical needs. They are those needs still unmet after priorities of food, clothing and shelter have already been provided. They may represent key resources which are not considered essential to life safety but that prove critical in returning independence to, and increasing resilience of, an individual, group, or community. Some examples include: potable water, power, financial assistance, housing, transportation, home furnishings, clean-up/debris removal, and counselling.

To aid in the identification of unmet needs, we are requesting that you take the time to answer the following questions and return this survey to the “Unmet Needs Committee” as soon as possible. Your committee can be contacted at:

[insert location, email address, phone number, contact name, if applicable]

1. Understanding that your confidentiality will be respected, do you give the committee members permission to advocate/investigate for available assistance on your behalf?

Yes No

Name (Please print)

Signature

Date

2. What are your current unmet needs in regard to the [emergency event]? You do not need to limit your response to the examples provided above.

Unmet need	Priority (High, Medium, Low)	Estimated Cost

APPENDIX 8: LIST OF NGOS

This following is a list of some of the NGOs that have worked with the Province in past events to support recovery activities. Ideally, local authorities and First Nations will have local or regional contacts for additional NGOs that they can reach out to in times of need.

NGO	RDA	Sifting	Home Repairs	Home Rebuilds	Cleaning	Debris Removal	Financial Aid	Food Service	Material Goods	Emotional Support	Comments
BC211 Nathan.Wright@bc211.ca http://www.bc211.ca/											➤ Provides online resources
Canadian Disaster Animal Rescue Team (CDART) info@cdart.org https://www.cdart.org											➤ Available 24/7 by phone to support communities with domesticated pets ➤ Can deploy to site or be available remotely
Canadian Red Cross 1-888-800-6493							✓				➤ Family reunification ➤ Case management for financial support
Disaster Aid Canada 778-265-8821									✓		
Disaster Psychosocial (DPS) HEMBC Duty Officer 604- 686-6061										✓	➤ Provides psychosocial services upon request
First Nations Emergency Services Society http://fness.bc.ca/	✓									✓	
Mennonite Disaster Services vicjanz@telus.net 604-702-8589 604-858-4135			✓	✓	✓						➤ Provides long-term recovery support in home repair and rebuilding for uninsured ➤ Requires logistical support for housing/feeding volunteer teams

NGO	RDA	Sifting	Home Repairs	Home Rebuilds	Cleaning	Debris Removal	Financial Aid	Food Service	Material Goods	Emotional Support	Comments
Samaritans Purse 1-800-663-6500	✓	✓			✓	✓					➤ Self-sufficient, no external logistics required
Team Rubicon Canada info@teamrubicon.ca	✓	✓	✓	✓	✓	✓					
The Billy Graham Rapid Response Team 1-877-247-2426										✓	➤ Provides trained chaplains (vetted, PFA/CISM trained) to deliver emotional and spiritual care to local faith community
The Salvation Army 1-800-725-2769								✓	✓	✓	<ul style="list-style-type: none"> ➤ Provides food service (16 mobile food trucks) ➤ Provides donated used clothing, furniture, canned food ➤ Vetted, CISM trained chaplains
World Renew 1-800-730-3490	✓		✓	✓	✓						➤ Provides volunteer labor to survivors of disasters at the request of local authority or First Nation