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Rebuilding Q&A - March 15, 2024 (Parish Hall & Zoom)

INTRO: Mayor Denise O'Connor

I just want to share that a few weeks ago, some residents here at the Hall thought it was a good idea to bring together builders and people who are rebuilding, to share information so everybody is hearing the same message at the same time.

We won't be answering any questions about other jurisdictions. We ask that questions apply to the entire Village and not just to one property owner or individual situation.

Question: Can insurance companies end their commitment to rebuilding by June 30, 2024?

Answer (Rob de Pruis, IBC): Last year, with your insurance policy many people would have received an extension to extend that two-year period for another year. That extension will end on June 30, 2024. You can request a second extension. We've heard from a couple of residents that they may have received another extension already.

Those extensions are usually provided a month or two before the expiration date. If you don't hear anything by the beginning of May, that's when you should start to have those conversations.

Question: Can an insurance company stop or not provide an additional extension?

Answer (Rob de Pruis, IBC): Yes, it is possible. You need to give the insurance company a reason to extend. We're coming up to the three-year time period.

Building permits are open. We know some people are rebuilding. If you've already chosen a builder and applied for a building permit and things are in the process, that's a good indication that your insurance company will work with you.

If you've done nothing over the last almost three years, if you don't have a builder, if you haven't decided if you're rebuilding, your insurance company might not provide you with an additional extension.

Remember, around the beginning of May, if you haven't received one, talk to your adjuster. Request it and give them a reason that you do want to rebuild and you're working on the process. Remember, you can always file an action at the courthouse. You have to do that before your expiry date of that time period and that will automatically extend your extension. Request a voluntary extension. If you don't get it and you still need more time, you can file an action at the courthouse.

Question: Do owners need to contact their insurance company to request that extension and when should they do that?

Answer (Rob de Pruis, IBC): Yes, you should be requesting an extension if you need it, but the time isn't right now. Give your adjuster until early May and then start those conversations. Some people may have received an extension already; some may have been in contact with their adjuster; and some may have received a letter or an email that says we're just going to extend for whatever amount of time that is.

If you haven't received any communication by the beginning of May, start having those conversations. Contact your adjuster. Let them know what's happening. Let them know what you want to do, particularly, if you want to get going with the rebuild so that you can get back into your home as soon as possible.

Question: How and where will the 12 hydro poles purchased by the Village be set up? How will the cost be determined for the owner? Will hydro be attached to a mask on each building when available or are poles still required? Is the owner required to pay for archaeologists when the pole is installed?

Answer (Don Wong, Village of Lytton): When Council started looking into getting the poles, the whole idea was to try to make it easier and faster for folks. There's a lot of building going on around the province and wanted to make sure there would be poles available, so we ordered a dozen poles. These are meant to be temporary poles, so they would be hooked up if builders want to use them.

Brian Baxter (Village of Lytton, Manager of Operations) has a map of where we know folks are building right now. The idea is we'll bring the poles close enough to homes, so that multiple homes can use them, instead of putting in a new pole for each home. If any builders or residents here are planning to build in the next while, connect with me and Brian. We're going to put the poles where we know builds are going to happen. We'll collect that cost, so ideally instead of one person paying for a pole, there will be three homes that can connect to it, and they can split the cost.

Yes, there will probably be archaeology. There will be an archaeology cost and the Village is going to manage all of that and include it in the cost, so there is one shared cost. There is one location where there was a previous pole, where we do not think there will be archaeology, but we don't know 100 per cent for sure.

We have four poles now if a builder or resident wants to just take care of everything on their own. You can get them at cost (we got the poles for just \$1,000 each including delivery).

Question: Does your map go above the CPR tracks?

Answer (Brian Baxter, Village of Lytton): It kind of does and there is a location up there where we could do something.

Question: Is a geotechnical report required on each lot? Or was the geotechnical work done by Ecora through the Village? When the fill is compacted sufficiently, will a report be given to the owner?

Answer (Don Wong, Village of Lytton): We're talking about two different kinds of things in terms of geotechnical.

When the Village began backfilling properties, there were a lot of big open pits and space that required a geotechnical review. That was done for the quality of the fill coming in and to make sure the fill was properly compacted, so you could build on top of it. When you have a big open hole for that long, you worry about the land itself caving in. When you compact it, you do it in different levels and a geotechnical engineer signs off that this land is ok to build on. That is a compaction report. Those are available to all the builders who want them.

You do need a separate geotechnical report to be submitted [with your building permit] for the actual building. We know the backfilled land is good for building, but it's all based on what you're going to build and how far down into native sediments you plan to go. A geotechnical engineer needs to be able to see the drawings of what you're going to build to know what's going on.

Question: While excavating for rebuilding do we need a permit to remove fill soil and take it off-site?

Answer (Mike Parsons, Linwood Construction Services): We're going to be building a couple of homes in the Village, which are getting started shortly. I've just been preparing some permit documents. To expand on Don's comments, basically geotechnical requirements for every site are going to be site-specific. When they came in and did their filling compaction, they monitored the fill that was brought in and how it was compacted, so they've assessed and approved that. But any excavation that you do that gets you closer to the native soil will need to be assessed independently. Because the homes are heavy, they need to know what's underneath that compacted soil and they need to do some samples. Most homes will need to have a test pit dug.

If you're sitting on top of a metre or two of compacted fill that has been brought in by the Village, that's probably fine, but if you're sitting on two feet of it, they're going to have to go down and test what's underneath that. That part of it hasn't been done in most cases and it'll be site-specific. Everybody needs their own report, and a lot of them are going to need to have a look at what's underneath what's been brought in.

Question: What is a Schedule B and when is a Schedule B required?

Answer (Lynn Berlin, Village of Lytton): You will need a site-specific report and a Schedule B for every site from the geotechnical engineer and the structural engineer (for the foundation).

A Schedule B is just a letter of assurance that everything you are building is going to comply with the Building Code and any other enactments that might be there. The geotechnical report takes care of the bearing capacity. If you're on a slope, it covers slope stability, as well. Each lot is a little different. Some of the lots are in a previous geotechnical hazard area. That's another good reason why a geotechnical engineer is required.

If anybody would like to see an example, email building@lytton.ca. A professional engineer always fills these out. If there are plans for a commercial building, an architect may be required as well, but for houses, you just require geotechnical and structural engineers.

Question (backfill): If the fill placed on the lots needs to be removed for a crawlspace or a basement or something, does the owner pay for its removal? And where does it get removed to?

Answer (Diane Mombourquette, Village of Lytton): We're currently working on a plan for the backfill that's going to be removed from the lots that have been backfilled in Zones One to Six. We will see if

we can coordinate using that backfill in some of the other lots that haven't been backfilled yet in Zone Seven. We don't have any place in the Village where we can stockpile all the fill. There are plans to rebuild some of the municipal services on the lots that we own, so we're not going to be able to use them for stockpiling fill.

It's also a different scenario for the fill versus the native settlements. The fill can be trucked off-site, but the native sediments must remain on the site. That's part of the archaeological plan that you'll work through with your archaeologist and your work plan for your specific site. It does vary slightly by site, but that amount of fill needs to stay on the site. The Village is not going to accept all the fill and remove it and stockpile it somewhere. We are trying to coordinate whether we can use the fill.

Question: If a property owner is going to need more backfill after they've put their above-ground basement in, could that person give permission for that backfill to be stored on their property?

Answer (Diane Mombourquette, Village of Lytton): We'll be trying to coordinate moving backfill that's not needed from one property (for example a property in Zones One to Six that has been backfilled) to a property (in Zone Seven that hasn't been backfilled) that does need it. That is the intent because we have all that backfill and there's no point in wasting it.

Question: Do we need a permit to remove the fill or soil and truck it off-site?

Answer (Diane Mombourquette, Village of Lytton): That will go back to each individual property and its status in terms of archaeology. But yes, you can just remove the imported fill, but you can't remove the native sediments without a permit.

Question: If people anticipate that they will have fill they want to get rid of or they will need fill brought in, how do they relay that information to the Village?

Answer (Denise O'Connor): You can email the community navigator (communitynavigator@lytton.ca) who can connect you with resources, or Recovery Director Don Wong (recoverydirector@lytton.ca).

Question (backfill): During the clean-up of the contaminated debris and materials on our properties a lot of topsoil was removed. The backfill was done, but not the topsoil. In some parts of the Village, people had heritage gardens that go back hundreds of years. Will the topsoil that was removed during the debris removal be replaced?

Answer (Diane Mombourquette, Village of Lytton): Currently, the Village is not going to be able to commit to bringing in topsoil. We need to finish the backfilling and some of the other works that are required, first. Then, we'll have to look at what's left in the budget and see what kind of resources we have available.

Question: Who pays for the removal of the backfill or the delivery of the backfill? Who's paying for this stuff moving around?

Answer (Diane Mombourquette, Village of Lytton): The Village is paying for the remediation and backfilling of all the properties in the Village. If we are going to use somebody's backfill to fill another lot that has not been filled, we will be paying for that because we're paying to backfill that lot. If we're moving it from a lot in Zone 5 to a lot in Zone 7, we will be paying for that.

If we're helping connect an owner in Zone 3 that is going to contribute their backfill to an owner in Zone 4, those two owners will have to work out amongst themselves who's going to pay to move that gravel.

When we backfilled, we were trying to provide the same level of service to everybody in the Village. The lots in Zones 1 to 6 have all been backfilled, not exactly the same way, because the lots have different characteristics and there have been different things done, but to a similar level. Beyond that, we're not able to move gravel for one owner, if we're not moving gravel for all the owners.

Our commitment is to continue to backfill Zone 7. We may use fill that's already in the Village on someone else's lot to do that or we may have to purchase more gravel from LFN where the original fill came from to finish that project.

Question: How is the cost of a building permit determined?

Answer (Lynn Berlin, Village of Lytton): Building construction costs are what determine the actual permit fees. You can see that in Building Bylaw 710 (starting on page 50). We also take a five per cent reduction off the permit fees for the use of the structural and the geotechnical engineers. [On our website, you can see an example of a building that's going to cost \\$500,000 with a few plumbing fixtures.](#)

There's also an application fee, a security fee, and a surcharge; the security fee and the surcharge are refundable. The security fee is given back if there is no damage to any public works, and the surcharge is returned if you complete your building permit within two years. That's all in the building bylaw (the security fee is in section 10.8).

Question: If the building fee is based on your construction cost will everybody's be different?

Answer (Lynn Berlin, Village of Lytton): Yes, everybody's will be different. It's based on the total construction cost of materials and labour (including subcontractors); it's a total package cost. That's one of the questions in the building permit application. Then on top of that you add fixtures, so I check out your plans (for example for two complete three-piece bathrooms, a washing machine, a kitchen sink, and a dishwasher). I add up all of those and there is a fee for each. Those parts are very small, it's more with the construction costs that the amounts come up.

Question: How does the 50 per cent building permit fee discount work?

Answer (Lynn Berlin, Village of Lytton): There are two invoices: one is near the beginning after you submit your application, and the second one is just before I issue the permit. When I go to issue the permit, I take 50% of the total cost of the permit. Reminder: that is for any building permits issued up till June 30th this year.

Question: How do I apply for a variance? Will the request for variances on parking be dealt with one-by-one?

Answer (Birte Decloux, Village of Lytton): Lytton variances are looked at on a case-by-case basis. To apply for a variance, call us or email planning@lytton.ca and we can confirm if you need a variance. We're always working to ensure that there are as few variances as needed. There might be a little change that's needed, so you don't require a variance. This may be something that you or your builder

don't see that's obvious to us. We'd like to help you to avoid a variance if possible.

You can find information about variances on the Village's website in the [development applications section](#). You can read it there, call us, or send us an email and we'd be happy to help with any type of variance that is required.

Question: Will parking variances be dealt with on a case-by-case basis?

Answer (Birte Decloux, Village of Lytton): What generally happens in planning is two-fold. There is a parking variance (amendment to the parking regulations bylaw) in progress right now. Council gave it first reading several weeks ago and we're waiting for Ministry of Transportation and Infrastructure feedback. Once we have that, then we can update it and move forward. In the meantime, if we find that every single lot requires the same variance, it means there's a flaw in the zoning bylaw. The Village's zoning bylaw is 20 to 25 years old, so it needs adjustment to meet today's standards. Also, how we act today is different than we did 25 years ago when it was put into place. If we find that the same questions are being asked repeatedly, we will address this with Council, so we're not dealing with the same variance repeatedly.

Question: Is the \$500 fee for a variance required?

Answer (Diane Mombourquette, Village of Lytton): I'll talk about fees in general. The Village intends to provide services consistently across the board to all taxpayers. Typically, when a variance application is submitted, it costs money for the Village to process it. This includes costs for staff to work on it, send it out for referral to other agencies to get their input on it, and then compile all that information. The purpose of the fees is to cover that cost that only relates to the one taxpayer who's looking for the variance.

In our municipal world, we tend to charge a fee to cover anything that we do for one taxpayer. That's the reason why the fees are required, whether it's for a parking variance, a development variance, or any other type of variance. This contrasts with something like the building permit reduction program, which is available to everyone. The fees that are charged are revisited usually once a year to make sure that they're still in line with the costs of providing the service that they're being charged for.

Question: Are all variance applications \$500?

Answer (Birte Decloux, Village of Lytton): All types of variances are \$500. If you're doing a variance to the height of your building or you do the variance to a setback, it would be the same cost for all variances that are processed.

Question: If you're trying to do things across the board for all normal property owners, why wouldn't you just give the building permit fee reduction to every property that's rebuilding that lost their home? Why is there a June 30th deadline?

Answer (Diane Mombourquette, Village of Lytton): When this program was initially brought forward, part of the reason for the June 30th deadline was to try to encourage people to get their building permit applications in, so that we could try to coordinate services as part of a larger rebuild.

When the June 30th deadline rolls around, I would expect that Council will be looking at whether to consider extending it. It's also tied to some of the grant funding that we've received.

Answer (Denise O'Connor, Village of Lytton): Council has had informal discussion around that, and we'll see what happens closer to June 30th.

Question: Once a permit is approved, is the remaining consultation only with the building inspector and no longer with Lynn Berlin, or is Lynn involved further once the building permit is issued?

Answer (Lynn Berlin, Village of Lytton): I'll still be part of the process through the building permit stages. John Passmore (the Village's new building inspector) is there for an inspection and can answer questions about deficiencies. If he's at the site and you've got questions for him about building, you can ask him. He isn't available every day, so I will still be available. You can email or text questions or leave a voicemail and he will respond to those on Mondays. While he's in Lytton on Thursdays, he can answer questions, too. Depending on how busy things are, we will try to make things work as best we can for everyone.

If you want to send me field reports ahead of time, I can upload those to Cloudpermit. If you're having an issue with applications or uploading any documents, once the construction has started, I can give you a hand with that, so I will be involved throughout.

Question: The new provincial Building Code regulations came into effect on March 8. How does that affect owners currently in the process of rebuilding?

Answer (Lynn Berlin, Village of Lytton): The applications that were already in Cloudpermit need to meet the requirements of the 2018 Building Code. All the applications submitted past March 8 are required to meet the 2024 Building Code.

For housing, it's not going to change a lot. When I review plans, I add notes on the plans, so you'll know what you need to do. I can help with those kinds of things. It's not a big deal.

Question: Is the Village is going provide first aid, porta-potties, security and fencing?

Answer (Diane Mombourquette, Village of Lytton): Throughout the entire Village we're working on things like a water station and washrooms, because in the summer people are going to be seeking out shade and water. When it comes down to the specific requirements around a first aid station or overnight security or that type of thing, the Village is not planning to provide those services. We're happy to work with contractors to try to get everybody to work together and see if there are some potential synergies by providing those services together. The Village isn't going to procure those items.

We're trying to figure out who owns the fencing. It's been in the Village for quite a while and we're having a hard time figuring out whose fencing it is.

Question (Don Wong, Village of Lytton): Is it fair to say that one of the reasons we're not providing those things is we don't have the budget for it?

Answer (Diane Mombourquette, Village of Lytton): We're trying to make sure that we have enough funding to complete the baseline of getting all the properties back to their original condition. And then, looking at some of things that we need as a Village like a Fire Hall and a Village Hall. Some of those facilities are still in the planning stages.

Question (Councillor Lightfoot): For first aid, I believe it's part of the requirement for homeowners to have that. How can we assist in coordinating that if we've got five building permits? One response team should be enough for all those locations. And Lytton First Nation has some construction happening, too, so they probably have some first aid response, [too].

Answer (Michael Parsons, Linwood Construction Services): We're crossing over from Village and permitting zoning stuff into the WorkSafeBC world. There's a whole set of regulations enforced by WorkSafeBC that have nothing to do with what we're talking about here or any decisions that get made at the Village level. Every job site in BC is required to have its own first aid station and eye wash. You need to have access to water and toilets and stuff like that. Additionally, you need to have a first aid certified person on site. Those requirements would remain regardless of any coordination. It's probably not worth spending a lot of time, energy, or money on it, because that's a requirement that's enforced beyond your control anyway.

Question: What about porta-potties?

Answer (Diane Mombourquette, Village of Lytton): There are a couple of porta-potties in the Village, and we also have the Parish Hall where you are right now. We're looking at what the right combination of facilities is to leave open. The only challenge is if we leave the Parish Hall open, then we need to have a staff person there, so we're trying to see how that might be able to work.

Question (surveying lots): How do we find survey pins that were buried by the backfill on the corners of our lots?

Answer (Don Wong, Village of Lytton): Most of the pins are still there. Any professional surveyor should be able to ping them. Some pins that were damaged during backfilling are going to get replaced. The Village has issued an RFP to resurvey the whole Village. For any builder, professional surveyors should be able to locate the pins and establish where the lot lines are.

Comment: We're not trusting anything, so on our job sites, we're just re-pinning everything. You don't want to be pushed off six inches and start. It's hard to move concrete back. Wherever they got buried, we're just having it resurveyed, because at the end of the project, we have to provide a location of the house on the lot.

Answer (Diane Mombourquette, Village of Lytton): Shortly after the fire (within the first six months or so), the individual lots were surveyed. Then, there was a lot of remediation and debris removal. About a year ago, the corners of the lots were surveyed, but not every individual lot. We were trying to identify where the roadways were, so there may be some corner pins on your lots.

Question: How do I apply to have water and sewer connected to my building?

Answer (Brian Baxter, Village of Lytton): For water and sewer connections, the Village is responsible to the property line, not to the building. The applications for that will be included in the building permit, so if you're applying for a building permit, your contractor or the homeowner will be applying for a water and sewer connection at the same time.

If you were looking for something different, maybe a temporary use, you can apply for a water or sewer connection online at www.lytton.ca and staff will assess it. This is site-specific. Some services are in place right now, and some are unknown. We'll come out and assess and try to provide you with the

service within 30 days of your application.

Question: We're pretty close to the sewer. Have there been any upgrades?

Answer (Brian Baxter, Village of Lytton): Yesterday I tried to locate your connection and we discovered that the line was clogged with gravel. Starting Monday, March 18, we have a sewer camera and cleaning company coming in that will be doing the entire system. From that we'll be able to determine which sites are going to have to have different repairs or remediation.

Question: Will an archaeologist be required during excavation and connection for a sewer?

Answer (Don Wong, Village of Lytton): That's site-specific again, but if it's on the Village's property, yes, we will have a monitor. For people's individual properties, it all depends on what's on your property.

Question: How do I apply for the PacifiCan Homeowner Resilient Rebuilding grant?

Answer (Jane Mather, PacifiCan): To apply to the homeowner program, send us an email to Lytton@pacifican.gc.ca. Once we receive that, we'll send you a grant application for the homeowner program. We are happy to have a conversation and support you through that application.

In terms of the business program, for any businesses interested in the program the first step is to reach out and have a conversation with us. The application process looks a little bit different. The business program isn't a grant, it's a contribution agreement. We'll have a series of conversations throughout that program application process.

The first step is to find out if the business is a good fit for either of the two program streams. From there we'll work with the business operator and support you through the application process. The homeowner application is a paper form, and the business one will be through our online portal.

Question: Is there a process for PacifiCan to let us know if the fire-resilient housing materials are appropriate for the funding before we buy them? And does PacifiCan have a list of suppliers that can comply with the standards? As an example, we're checking outdoor suppliers and I've had them saying that the fire-rated doors aren't allowed to have windows at all, so there's still a bit of confusion.

Answer (Lucas Coletta, Natural Resources Canada): We recognize that you can't have glass in a fire-rated door, so our specification has alternative solutions for that, which most door manufacturers should be able to meet. It's like a non-combustible skin on the outside and a solid wood core door. If you are to have a window, it's the same window specifications as the rest of the house where you need a tempered pane of glass somewhere within that window assembly.

We've developed a set of technical information sheets to help homeowners and your builders navigate the written wildfire resistance checklist. We recently had a session with the builders from the community where we brought folks up to speed on what wildfire resistance is and how to implement that on homes being built in Lytton. We're confident that this technical sheet series will help you and your builder navigate that checklist.

Question: [What are] the deadlines for the application for the two programs?

Answer (Jane Mather, PacifiCan): The program deadlines have been extended to March 2025. We're encouraging folks to reach out and apply to the programs.

Question: The original owner of the bank building, I don't know if they're going to build another bank. Will there be help for a person building a bank building, because they don't build their own building? It would be nice to get the bank back into town.

Answer (Jane Mather, PacifiCan): We're open to looking at all businesses. That would be case-specific, and we would want to see the business plan and proposal around it.

Question: Are you saying that if somebody wanted to build a building like that, they would reach out to you?

Answer (Jane Mather, PacifiCan): Absolutely, we'd be happy to have those conversations.

Question: What is the process for doing archaeology on the properties?

Answer (Diane Mombourquette, Village of Lytton): Don Wong and I will try to answer these archaeology questions. Unfortunately, our colleagues over at the Archaeology Branch were able to join us this morning.

As recently as yesterday, the Archaeology Branch finished completing new Management Direction Letters for every property in Lytton. What the Archaeology Branch has done is taken the Management Direction Letters across Lytton and standardized them into seven different scenarios. You need to email the Archaeology Branch and request your Management Direction Letter, and they will send it to you. The primary point of contact for all questions related to archaeology is the Archaeology Branch. Email the Archaeology Branch at LyttonHCA@gov.bc.ca or phone 250-953-3334.

We at the Village will have some knowledge and some understanding of how the system works and we're happy to help anywhere that we can, but it's a pretty technical area and we don't want to mislead anybody or give them the wrong information about what their responsibilities are under the Heritage Conservation Act.

You'll hear us talk about the HCA. That's the Heritage Conservation Act and it's where the responsibility lies to hire an archaeologist and do some archaeological monitoring as you're building.

In general terms, the process for archaeology is you contact the Archaeology Branch, and you get your Management Direction Letter. Your Management Direction Letter will summarize for you the level of archaeological work that's required on your property. It is case-specific, but in most cases, you will need to hire an archaeologist who will make a work plan and will guide you through the process. Your archaeologist will guide you because they're the experts on how the process works. They'll make sure that all the proper steps are taken so you comply with the Heritage Conservation Act.

Question: [Can we] use another archaeologist?

Answer (Diane Mombourquette, Village of Lytton): There are two archaeologists, who have been approved to be added to the permit.

The Archaeology Branch would add anyone who is qualified to the permit. There are certain

qualifications required, so if somebody has a contact, a friend, a business associate, who's an archaeologist that they would like to use, the best thing to do is to put that name and information forward to the Archaeology Branch using the contact information we shared, and the Archaeology Branch will consider whether or not that archaeologist is approved and can be added to the permit. And in addition to that, my understanding is that you would not necessarily have to be under the Village's permit. You can approach the Branch and do it independently and get your own permit if you wish. Different timelines have been spoken about for that. Any property owner can go to the Archaeology Branch and open their own archaeology permit and work through that process.

Question: Are owners required to contact an archaeologist if they're digging their basement or footings and no artifacts were found?

Answer (Diane Mombourquette, Village of Lytton): It's going to be based on the Management Direction Letter. Some folks won't have to. It's in your best interest to have the archaeologist read through your Management Direction Letter.

Question: When basements are dug, what's the procedure if the black cloth is reached and you want to excavate further?

Answer (Don Wong, Village of Lytton): Once again, that's site dependent. It depends on the Management Direction Letter. The documentation in the new letters is much clearer.

Answer (Diane Mombourquette, Village of Lytton): The other thing to know is that your archaeologist will be leading you through all of that. Part of the archaeology work is to look at the Management Direction Letter and your specific building plans and come up with the work plan. If they see your construction plans and see that you're planning to dig a basement, they will have provided for this in the work plan. They'll know what's going to happen if they go beyond the imported fill, which is where the black cloth is.

Question: When does the Kumsheen Heritage Committee (KHC) need to be involved?

Answer (Don Wong, Village of Lytton): They are officially a consultation body. They review the work plan. And their representatives from the NNTC and LFN take the work plan and give comments. They have a professional or certified archaeologist as part of KHC.

Question: What is the timeframe between when you contact archaeology, get the work plan, and have the work plan approved? How can you get your work plan approved if you don't know what your house is?

Answer (Don Wong, Village of Lytton): Email the Archaeology Branch first. If you email LyttonHCA@gov.bc.ca with your property information, they will send your Management Direction Letter. A proper Management Direction Letter will have the image of your specific property and the specific archaeology polygons that may or may not be on there. That was the commitment of the Archaeology Branch with the new Management Direction Letters, so all residents and builders can see exactly where they can build.

For example, I know one property owner that's building back. They do have something on their site, and they shifted their build to avoid that cultural piece. If you do have cultural stuff [on your property], you can still build back what you had and what you want. You just need to work closer with the

archaeologists. Once that's sorted out, the archaeologist (whoever you choose) will draw up a work plan. Think of your archaeologist as a subcontractor to yourself in the building. They'll do up the work plan, which will go to the Kumsheen Heritage Committee (KHC) for review. Once it gets endorsed by KHC (there might be a bit of back and forth for changes), it also gets endorsed at the provincial level by the Archaeology Branch and you're good to go. Part of the work plan is where you as the owner acknowledge that these works are going on.

I'm told that the Archeology Branch is going as fast as they can. We're talking about things being a week at the most, and if it takes longer, email me (recoverydirector@lytton.ca) and we can force the issue.

Comment: I've heard the Province are the ones that own the information (on the Village's archeological permit). If you apply for your own permit as a property owner, you're the proponent and you'll have more access to what was found on your property. It might take a while longer, but there are advantages to doing it by yourself. Very likely, it's more about timing.

Question: Can someone describe in more detail the chance find procedure? Does the chance find procedure require a work plan?

Answer (Diane Mombourquette, Village of Lytton): Part of the information package that's coming with the new Management Direction Letters is a description of the chance find procedure and what's required under it (See the link below).

The process for preparing the work plan and going to the Kumsheen Heritage Committee (KHC) will be led by your archaeologist. Your archaeologist is the one who goes to the KHC and presents the work plan. You won't be going to the KHC yourself to talk about archaeology. Your archaeologists will be doing that on your behalf. Some people don't have any cultural artifacts on their property and their Management Direction Letters say no further archaeological work is required.

Answer (Mayor Denise O'Connor): Most people would require an archaeologist and would require a work plan. We have one property that I believe does not require any archaeologist on their property after the assessment and they're moving ahead.

Answer (Diane Mombourquette, Village of Lytton): I'm just going to make the point that the chance find procedure applies to everybody right across the province.

Question: Why were not all lots checked out? I have a lot where nothing was done to it. There were no digs down to it. Why was that? There was no archaeology.

Answer (Don Wong, Village of Lytton): There were some known archaeological sites in the Village, which triggered the Village-wide permit. The Archaeology Branch is trying to eliminate archaeological sites. start with 5' by 5' grids. They go down if they find something. If they don't they move on. It's site-specific.

Question: Hiring an archaeologist costs money and the Village has a \$5,000 grant for people to apply for. Can you speak to that?

Answer (Diane Mombourquette, Village of Lytton): We've tried to make it just as simple as possible . You can apply for your grant in one of two ways: you can email your invoice from your archaeologist to

finance@lytton.ca or you can go to the Village Office with your invoice from your archaeologist. We will pay \$5,000 directly to your archaeologist, and then you'll need to pay the balance of the invoice yourself.

Question: Can that also be reimbursable to the property owner? I didn't want to delay mine any longer, so I've already paid \$1,000 and it's probably going to cost more.

Answer (Diane Mombourquette, Village of Lytton): You're probably going to pay more than that. We can definitely consider those situations.

Question: Diane was talking about contacting the Archaeology Branch to get new Management Direction Letters. Probably more than half of us in this room applied to the Archaeology Branch a year and a half ago. Why do we have to reapply if they've issued new letters?

Answer (Diane Mombourquette, Village of Lytton): I'm not sure of the answer to that question. I can find out. Originally, they wanted the Village to send out the Management Direction Letters, and we're not able to do that with the personal information that we hold.

There are new Management Direction Letter letters to try to simplify them. As I said earlier there are seven different variations, and in the original batch of Management Direction Letters that went out there were 22 different variations with really small differences between one property and the next. What they've done is combine some of them and provide similar archaeological advice to property owners in similar situations.

There was also additional sifting. You may remember there were piles of debris on the streets. The Archaeology Branch provided some resources to sift those piles, look for artifacts, and identify the properties where that debris came from. The Management Direction Letters were also updated for any information that was gathered through that sifting process.

Comments (Mayor Denise O'Connor): Regarding archaeology, the Archaeology Branch are the regulators of archaeology in the province. There is legislation called the Heritage Conservation Act that we have to follow. We've had some concerns and our staff, particularly Diane, has been working with the Archaeology Branch which is a branch under the Ministry of Forests. She's been asking them since last summer to provide a clear understanding of the process of archaeology for property owners—something that we as a Village can share with property owners so that we can understand the process. As Don mentioned, our staff here are not the experts. We know that there have been lots of changes in the Archeology Branch with their staff, but we expected some progress on it. We have not heard from them yet. Many times, they have said we're working on it; we hope they will get it to you soon.

I was in a meeting with the Archaeology Branch at the beginning of February, so over a month ago, and at that meeting we were told that that information would be sent to us hopefully that week or the week after. And here it is over a month later.

Two weeks ago, I wrote a letter to the Premier. I'm going to share a little bit of what I wrote in that letter. I wrote: Despite the resilience and determination of our residents, our road to recovery has been fraught with numerous obstacles and delays. Now, after almost three years since the fire, property owners have access to their properties and are eager to commence the rebuilding process. However, they are met with a bewildering array of requirements under the Heritage Conservation Act (the HCA) causing confusion, delays, and increased costs. The lack of clarity and consistency in the

application of the HCA requirements is adding to the challenges faced by our community.

In another paragraph I wrote on behalf of the Village of Lytton, I am respectfully requesting your assistance in providing clear and definite guidelines regarding the archaeology process for rebuilding in our community as well as your support in providing a dedicated senior resource person to liaise with the Archaeology Branch to screen light to streamline and expedite this process.

So as property owners and the builders here, we shouldn't have to muddle our way through this archaeology process. I hope to hear back from the Premier shortly soon.

Comment: Just advice for the community: I've gone through three of these. I've got permits and I've got work plans. Your plot plan is the key to getting through archaeology. Have your setbacks, your building placement, and any future outbuildings.

Question: How can I find contact information for the Village?

Answer (Diane Mombourquette, Village of Lytton): We have the page on the website “How to contact the Village of Lytton”. We also have contact information in the Village newsletter, which comes out weekly. You can email info@lytton.ca and they will direct your question to the right person.

Contacts and Resources

Village of Lytton rebuilding guidance documents

- [How to connect with the Village](#) (who to call or email during rebuilding)
- [How to request water service](#)
- [How to request sewer service](#)
- [Construction approaches to minimize impacts to archaeology sites](#)

PacifiCan

Potential applicants can email the Lytton team at lytton@pacifican.gc.ca to discuss their plans.

- [PacifiCan Lytton Homeowner Resilient Rebuilding \(LHRR\) Program grants](#)
 - [Program overview](#)
 - [PacifiCan LHRR Fire Resilient Checklist](#)
 - [Wildfire Resistant Construction Technical Sheet Series \(draft\)](#)
- [PacifiCan – Lytton Business Restart Program](#)
 - [PacifiCan Business Restart Fact Sheet](#)

Archaeology

To receive your Management Direction Letter, email the Archaeology Branch, Ministry of Forests at LyttonHCA@gov.bc.ca or call at 250- 953-3334. Provide your civic address and (if known) your Property Identifier Number (PID).

- [Read the handout provided by the Archaeology Branch](#) describing the requirements of each category and options available to owners to ensure compliance with the Heritage Conservation Act.
- [Download the Chance Finds Procedure brochure](#).