



## **VILLAGE OF LYTTON**

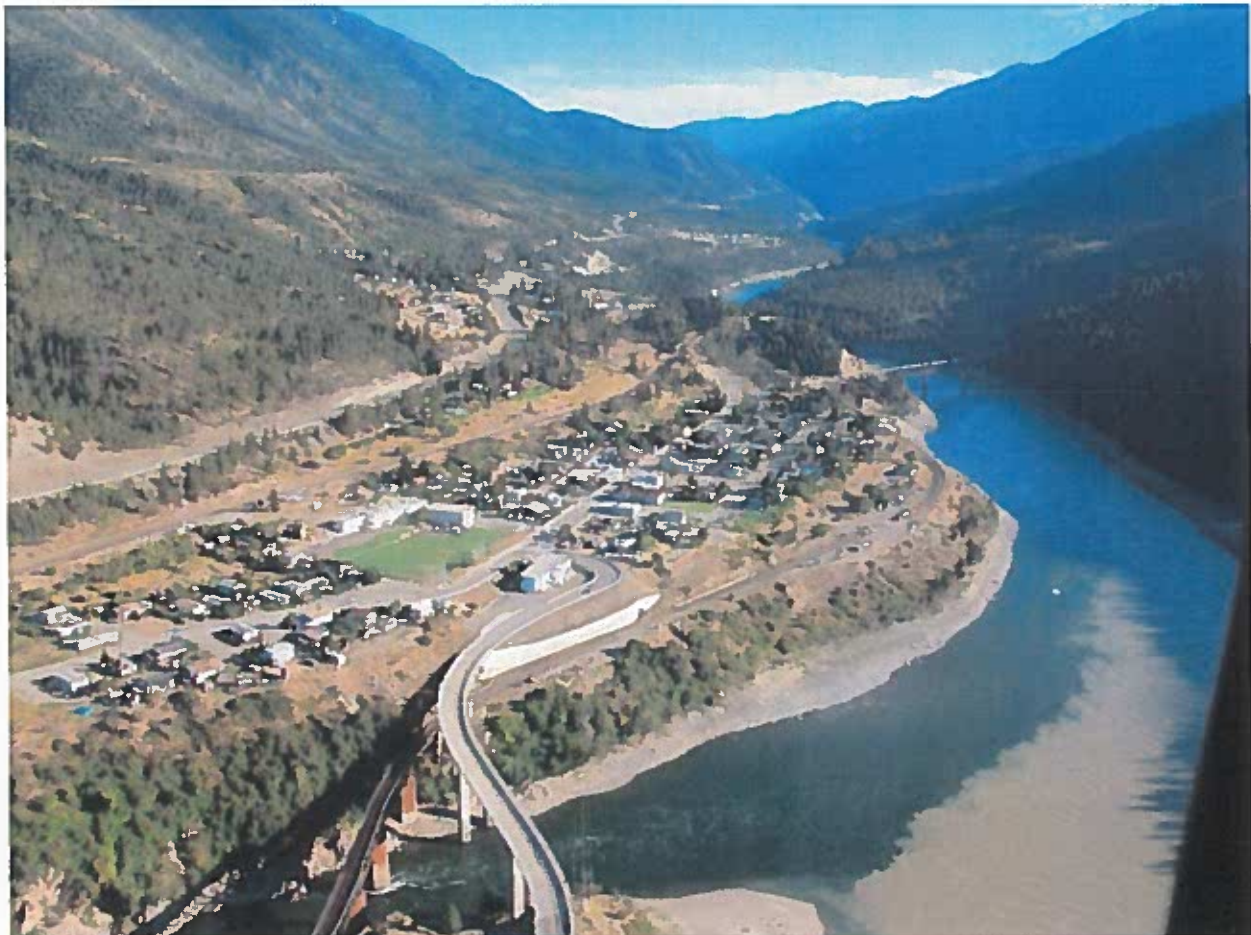
PO Box 100, 380 Main Street, Lytton, BC V0K 1Z0

P: 250-455-2355 F: 250-455-2142

[hotspot@lytton.ca](mailto:hotspot@lytton.ca)

### **2016 ANNUAL MUNICIPAL REPORT**

**JANUARY 1, 2016 to DECEMBER 31, 2016**



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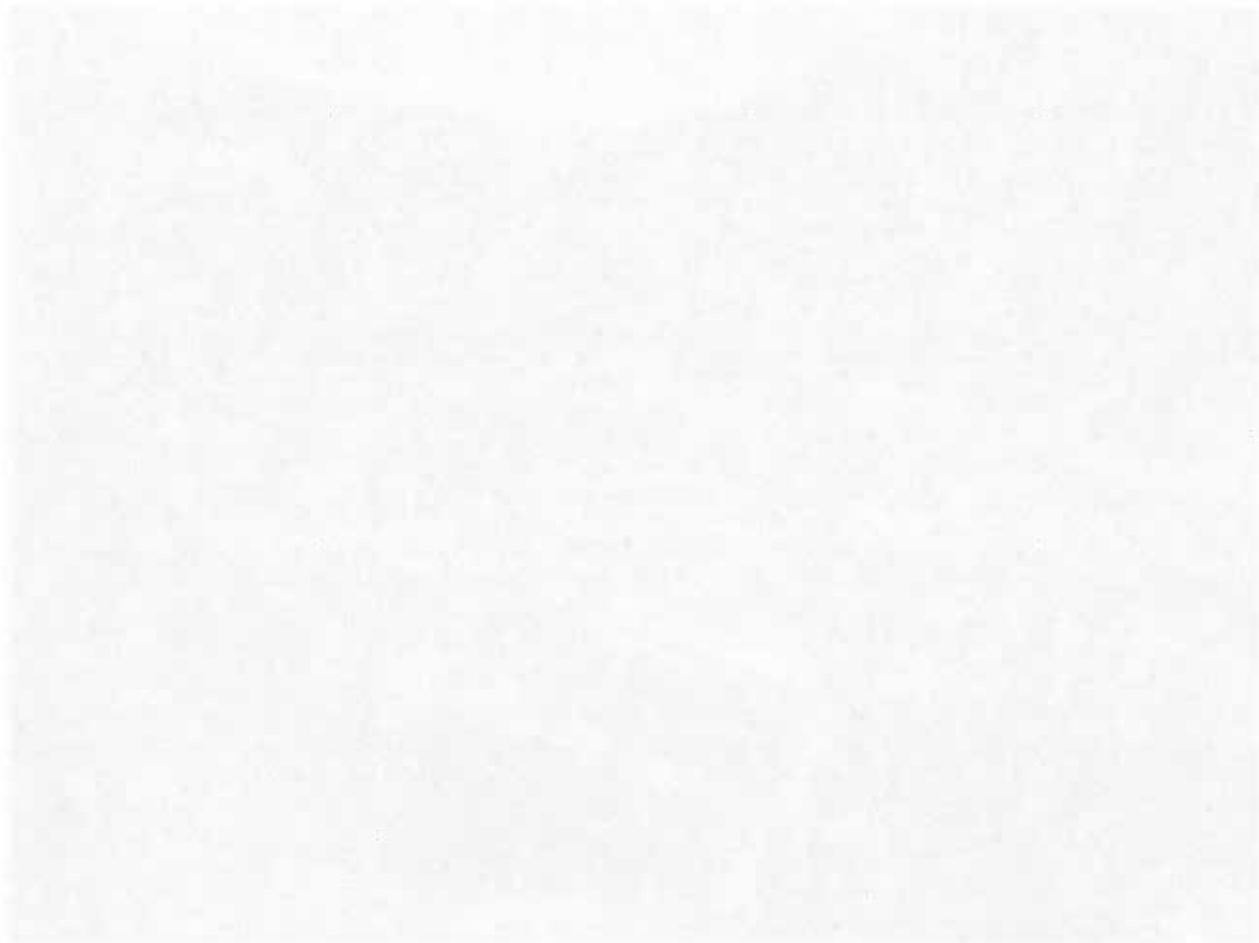
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THE CITY OF CHICAGO  
OFFICE OF THE COMPTROLLER



## A MESSAGE FROM MAYOR JESSOA LIGHTFOOT



This annual report outlines the finances and activities of the year 2016, for the Village of Lytton. As directed under the *Community Charter*, every municipality publishes this report each year at the end of June. The report presents the year's audited financial statements, activities and operations are outlined and objectives for the 16/17 year detailed.

The Village of Lytton is one of the five smallest municipalities in BC. The 2016 Census did show that we are growing, though be it slow. Our population increased by 21 to 249.

A small community with a small staff has great challenges when senior staff positions are vacant. In 2016 several lead positions were filled. Our head public works position was filled in the spring, and in June 2016 Margaret Stewart was hired as Interim Chief Financial Officer to work on a part-time basis and a new CAO began work in August. Commencing January 2017, Ms. Stewart was hired as Chief Financial Officer on a full-time basis. With a permanent staff in place, the Village has been able to regain a better management function.

In June, a Councillor resigned and a by-election was held in September.

The water project continues to be the main priority for Council. In 2016, Council retained the services of Miller & Associates as our Water Project Coordinator for our Groundwater Development Project and our Source Water Protection Planning Project.

Several reports were commissioned – the Water Master Plan was completed in September 2016. A report titled Asset Management for the Village's Water and Sewer Systems was completed in May 2017.

In November 2016, Council applied for funding from the Clean Water and Wastewater Fund for two projects:

- 1) The Groundwater Development Project, to replace the Water Treatment Plant and to connect the downtown wells to the treatment plant; and
- 2) The Source Water Protection Planning Project, to identify risks to our water sources and develop a plan for their protection, and for a horizontal drilling feasibility study.

These applications were approved in March 2017. Construction of the Groundwater Development Project is expected to commence in fall 2017 and to be completed by April 2018. The Source Water Protection Planning report is in the draft stages and is expected to complete by the end of June 2017.

Council has collaborated with Lytton First Nations to establish a Water Resources Working Group, and the Municipal Transfer Service Agreement (MTSA) Working Group. The MTSA Working Group has adopted Guiding Principles, and are working on an Infrastructure Partnership Agreement, Fire Protection Services Agreement, Water Services Agreement, and Sanitary Sewer Services

For the third year in a row, the Village was host to evacuees of local fires. The community is fortunate to have a Ministry suppression team stationed in the Village and their swift response has minimized size and damage of many fires throughout the area.

As in previous years, the Village was able to conduct fuel management over the winter months. Employing local workers and reducing the risk of fire fuel has been of great benefit to our community.

The Village and Lytton First Nations worked together on a Fire Smart program. Residential areas above the highway had a clean-up in November. The group continues the program in 2017 with areas around the CP downtown corridor area being addressed. The Village has been recognized as a Fire Smart Community

Recent new regulations for volunteer fire dept demand additional resources. A Fire Safety Review has been undertaken and a consultant was hired in December 2016 to assess our Fire Protection Services. A report will be provided in summer 2017. This report should clarify deficiencies and assist in prioritizing actions. Major equipment needs include a new fire truck in the next few years. The Fire Hall is still inadequate and the First Responder vehicle also needs to be replaced.

With the assistance of Consultants at two separate Governance Sessions held in early 2017, Council reviewed its Committees, and the appointment of Council members

In December the 10 year anniversary of Lyttonnet services and recent upgrades of fiber cable to the Village and parts of 2 and 3 mile was celebrated.

Council hired an Economic Development Officer in March 2017, and has established the Business Retention and Expansion Program (BR+E). Though \$20,000 was budgeted for a rewrite of the OCP in 2016, due to changeover in staff, the rewrite did not occur as planned. The budgeted sum of \$20,000 was carried forward into the 2017 budget.

Many of the services our citizens enjoy are kept operational through the efforts of community volunteers. The Museum, Info Centre, gardens and planters, seasonal events and our community pool are supported by these valuable members. We will continue to support their efforts wherever possible.



*Left to Right: Councillor Jan Polderman; Councillor Ian Hay; Nicole Trudell (Executive Director, Interior Community Foundation); Councillor Huntley Smith; Hugh Fallis (President, Interior Community Foundation)  
BC Interior Foundation presents funds to Village of Lytton, April 2017*



*Left to Right: Councillor Ian Hay; Councillor Rob Austen; Mayor Jessoa Lightfoot; Councillor Jan Polderman; Councillor Tiffany Callewaert*

### **VILLAGE OF LYTTON COUNCIL – COMMITTEE APPOINTMENTS 2016**

**Deputy Mayor:** Each year, the Mayor appoints Councillors to fulfill the role of Deputy Mayor. In 2016, each Councillor served for a term as Deputy Mayor, as follows:

January 1 to March 31: Councillor Jan Polderman

April 1 to May 31: Councillor Rob Austen

June 1 to August 31: Councillor Ian Hay

September 1 to December 31: Councillor Tiffany Callewaert-Haugen

**Committee of the Whole:** The Mayor appointed the Committee of the Whole (COTW), which constitutes all members of Council, which meets during the first week of every month. During the past year, there have been four types of Committee of the Whole meetings:

- Water Advisory Committee;
- Finance and Audit COTW meetings;
- Policy and Planning COTW meetings; and
- Public Works and Utilities COTW meetings

#### **Working Groups:**

- Lytton Community Water Committee – All Council members
- Municipal Transfer Service Agreements (MTSAs) with Lytton First Nations – All Council members

#### **Select Committees:**

- Seniors' Housing Committee: Councillor Ian Hay and Councillor Tiffany Callewaert-Haugen
- Raft Takeout Committee: Mayor Jessoa Lightfoot and Councillor Huntley Smith
- Business Retention + Expansion (BR+E) Steering Committee: Councillor Ian Hay and alternate Councillor Jan Polderman

#### **Council Representatives Appointed to Other Boards and Committees:**

- Lytton Museum Directors – Councillor Tiffany Callewaert-Haugen, and alternate Mayor Lightfoot
- Thompson Nicola Regional District – Mayor Jessoa Lightfoot, and alternate Councillor Ian Hay
- Northern Development Initiative Trust (NDIT) – Cariboo-Chilcotin/Lillooet Regional Advisory Committee – Mayor Lightfoot and alternate Councillor Jan Polderman
- Gold Country Community Society – Mayor Lightfoot



**DECLARATION AND IDENTIFICATION OF DISQUALIFIED COUNCIL MEMBERS**

No Council members were identified nor declared as disqualified.

**PROGRESS REPORT FOR 2016**

In 2015, Council set the following objectives for 2016:

Department	Objective	Achievements/Outcomes
Administrative Services	Hire a Chief Financial Officer to provide financial management for the Village and to provide Council with current and accurate financial reporting in a timeline manner.	In June 2016, Margaret Stewart was hired as Interim Chief Financial Officer to work on a part-time basis. Commencing January 2017, she was hired as Chief Financial Officer on a full-time basis.
	Allocate funding in the 2016 Financial Plan and complete an update to the Official Community Plan (OCP)	\$20,000 was budgeted for a rewrite of the OCP in 2016. This was carried forward into the 2017 budget. Funding was approved under the Economic Development Building Program, a program of the Northern Development Initiative Trust (NDIT), and a portion of these funds was used to hire an Economic Development Officer, who will assist with the completion of a revised OCP.
	Review Council Committees and prepare or ensure proper Terms of Reference exist for each Committee	<p>Council conducted a review and decided to hold monthly Committee of the Whole meetings, for the purpose of focussing on each of the following issues on a quarterly basis:</p> <ul style="list-style-type: none"> <li>• Audit &amp; Finance;</li> <li>• Policy and Planning; and</li> <li>• Public Works/Utilities.</li> </ul> <p>In addition, Council has continued to hold Water Advisory Committee meetings as a COTW.</p> <p>Council has appointed three new select committees:</p> <ul style="list-style-type: none"> <li>• Business Retention + Expansion (BR+E) Steering Committee</li> <li>• Seniors' Housing Committee, and</li> <li>• Raft Takeout Committee.</li> </ul> <p>Members of Council were appointed to each of these Committees.</p>

Department	Objective	Achievements/Outcomes
	Develop a detailed Staffing Plan including updated job descriptions, appropriate department training and overall succession planning	A Staffing Plan continues to be a priority of Council, and is a work-in-progress that is on-going.
	Complete a detailed Municipal Service Review to accurately identify all Village of Lytton Municipal Services and the related cost for providing them	<p>A detailed Municipal Service Review remains a priority of Council. Towards this goal, Council commenced a review of the following Municipal Services:</p> <ul style="list-style-type: none"> <li>• Asset Management for the Village’s Water and Sewer Systems – a Lifecycle Practices Assessment is in the draft stages for the Operations, Management and Inspection of these systems.</li> <li>• Fire Safety Review – a Consultant was hired in December 2016 to assess our Fire Protection Services and a report will be provided in Summer 2017.</li> <li>• Council retained the services of Miller &amp; Associates as our Water Project Coordinator for our Groundwater Development Project and our Source Water Protection Planning Project.</li> <li>• Council has collaborated with Lytton First Nations to establish a Water Resources Working Group, and the Municipal Transfer Service Agreement (MTSA) Working Group. The MTSA Working Group has adopted Guiding Principles, and are working on an Infrastructure Partnership Agreement, Fire Protection Services Agreement, Water Services Agreement, and Sanitary Sewer Services Agreement</li> </ul>
Public Works, Water Services	Continue with the design and construction of the Water Treatment Facility	In November 2016, Council applied for funding from the Clean Water and Wastewater Fund for two projects: 1) the Groundwater Development Project, to replace the Water Treatment Plant and to connect the downtown wells to the treatment plant; and 2) the Source Water Protection Planning Project, to identify risks to our water sources and develop a plan for their protection, and for a horizontal drilling feasibility study.

Department	Objective	Achievements/Outcomes
	Apply for grant deadline extensions to provide sufficient funding for the water project	Council successfully obtained an extension of the deadline for the completion of water project funded by the BC Community Water Improvement Program (BCCWIP), and the final report and claim is currently under review. Council continues to seek extensions to the scope and deadlines for the water project funded by the Green Municipal Fund.
	Proceed with the secondary water source and connect water wells #1 and #2 to the water system	This remains a priority of Council and is an ongoing work-in-progress.
	Install, maintain and read water meters for CN Rail and CP Rail water lines to better manage water consumption	The meters were installed and are now providing valuable information to the Village staff and Council regarding water consumption.
	Install Water Zone Meters as recommended in the Water Master Plan	The Water Master Plan was completed in September 2016. The installation of the Zone Meters remains a priority of Council, pending the availability of funds.
Economic Development	Hire an Economic Development Officer to further Council's economic objectives and manage the NDIT funding	Council hired an Economic Development Officer in March 2017, and has established the Business Retention and Expansion Program (BR+E).
	Apply for NDIT funding and implement the Business Façade Improvement Program and the Love Northern BC Program	The grant application for the NDIT Business Façade Improvement Program was submitted in 2016, and funding was approved in January 2017.



**STATEMENT OF MUNICIPAL OBJECTIVES AND PROGRESS MEASURES FOR CURRENT YEAR (2017) AND NEXT YEAR (2018)**

Council set the following objectives, which it hopes to accomplish during the current year (2017) and the next year (2018). Council and staff prepared these objectives during Governance Sessions, and with consideration of feedback received by Councillors from constituents throughout the previous year.

Department	Objective	Strategies
Public Works, Water & Sewer	Implement the recommendations of the Water Master Plan	<ul style="list-style-type: none"> <li>• Create plans, obtain designs and cost estimates, so that projects are “shelf-ready” and Council is able to make well-informed decisions and proceed with projects as funding becomes available</li> <li>• Apply for grants to fund projects</li> <li>• Build capacity for proceeding with projects</li> </ul>
	Continue work on the Groundwater Development Project	<ul style="list-style-type: none"> <li>• Go to tender</li> <li>• Complete the design</li> <li>• Receive remaining available funds from the BCCWIP</li> <li>• Complete construction</li> <li>• Complete final reporting as required by the Clean Water and Wastewater Fund</li> </ul>
	Completion of the Source Water Protection Planning Report	<ul style="list-style-type: none"> <li>• Receive remaining available funds from the BCCWIP</li> <li>• Finalize the Source Water Protection Planning Report</li> <li>• Create a plan for the implementation of any recommendations arising from this Project</li> <li>• Complete final reporting as required for the Clean Water and Wastewater Fund</li> </ul>
	Obtain the Horizontal Drilling Feasibility Study	<ul style="list-style-type: none"> <li>• Receive remaining available funds from the BCCWIP</li> <li>• Receive the Horizontal Drilling Assessment Study</li> <li>• Create a plan for the implementation of any recommendations arising from this Study</li> <li>• Complete final reporting as required for the Clean Water and Wastewater Fund</li> </ul>
	Implement the recommendations of the Water Conservation Plan	<ul style="list-style-type: none"> <li>• Adopt a leak detection plan</li> <li>• Implement water conservation measures</li> <li>• Provide conservation incentives (i.e. leaky toilet repair program)</li> <li>• Install zone meters</li> <li>• Establish community education program</li> </ul>
	Repair and replace aging water pipes	<ul style="list-style-type: none"> <li>• Adopt a plan for replacement and repair of old pipelines</li> <li>• Identify target areas</li> </ul>

Department	Objective	Strategies
	Municipal Transfer Service Agreements (MTSAs) for the provision of fire protection, water services, and sewer services to residents of the Lytton First Nation	<ul style="list-style-type: none"> <li>• Continue meetings with the MTSA Working Group for the Village and Lytton First Nation</li> <li>• Complete the final draft and execution of the agreements</li> </ul>
	Obtain a Sewer Master Plan	<ul style="list-style-type: none"> <li>• Obtain estimates from firms</li> <li>• Retain the services of a firm to conduct the assessment and draft the plan</li> </ul>
	Create a long-term financial plan for water and sewer services	<ul style="list-style-type: none"> <li>• Obtain the final draft of the Lifecycle Practices Assessment for the Operations, Maintenance and Inspection of the water and sewer systems.</li> <li>• Create a plan for the implementation of the recommendations of the Lifecycle Practices Assessment</li> </ul>
Organizational & Administrative Review	Assess the financial and administrative capacity of the Village	<ul style="list-style-type: none"> <li>• Assessment of organizational &amp; administrative operating costs</li> <li>• Assessment of Investment capital</li> <li>• Financial reporting to Council to be regularized</li> <li>• Analysis of human resource requirements</li> <li>• Review of job classifications and duties</li> </ul>
	A comprehensive report to be prepared on Reserve Funds	<ul style="list-style-type: none"> <li>• Definition of each fund</li> <li>• Clarity on policies and procedures for Reserve Funds</li> </ul>
	Records Management System	<ul style="list-style-type: none"> <li>• Bring records up-to-date</li> <li>• Proper identification of all files</li> <li>• Develop a Retention Schedule</li> </ul>
	Review of Council Procedures Bylaw	<ul style="list-style-type: none"> <li>• Continue the review of the Bylaw at Committee of the Whole meetings scheduled for Policy and Procedure matters.</li> <li>• Bring the draft of the new Bylaw through 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> reading and final adoption.</li> </ul>

Department	Objective	Strategies
Official Community Plan	Obtain further funding	<ul style="list-style-type: none"> <li>• Approach funding organizations</li> <li>• Submit applications for grant funds</li> </ul>
	Develop a plan	<ul style="list-style-type: none"> <li>• Establish a Steering Committee and appoint members</li> <li>• Review the current plan</li> <li>• Develop a strategy for the process</li> <li>• Develop a timeline</li> <li>• Identify good growth</li> <li>• Land use harmonization with First Nations</li> <li>• Define “livable community”</li> <li>• Establish guidelines for developers</li> </ul>
Economic Development	Create a plan for job retention and to assist development of new employment opportunities	<ul style="list-style-type: none"> <li>• Develop an Economic Readiness Strategy</li> <li>• Identify specific targets</li> <li>• Adopt a strategy</li> </ul>
	Develop partnerships	<ul style="list-style-type: none"> <li>• Identify local stakeholders</li> <li>• Engage in joint efforts with First Nations</li> <li>• Determine the best use of scarce funds</li> <li>• Ensure good relations</li> <li>• Outline communication methods</li> <li>• Generate mutual areas of interest</li> </ul>
	Continue employment of an Economic Development Officer and Corporate Officer for the next year	<ul style="list-style-type: none"> <li>• Provide guidance</li> <li>• Develop the focus for the Village mandate</li> <li>• Obtain further funding for the position</li> </ul>
	Research the possibility of acquiring land for development	<ul style="list-style-type: none"> <li>• Identify land parcels for potential acquisition</li> <li>• Obtain information about ownership, procedures for transfer and land values</li> <li>• Prioritize development opportunities that potentially require land acquisition</li> </ul>
Future Capital Investments	Fire Hall replacement	<ul style="list-style-type: none"> <li>• Consider organizational capacity required</li> <li>• Develop funding policies and strategies</li> <li>• Prepare for asset management</li> </ul>
	Fire Truck Replacement	<ul style="list-style-type: none"> <li>• Research Options</li> </ul>

Department	Objective	Strategies
	Affordable Housing	<ul style="list-style-type: none"> <li>• Consider organizational capacity required</li> <li>• Develop funding policies and strategies</li> <li>• Prepare for asset management</li> </ul>
	Improvements to roads and sidewalks	<ul style="list-style-type: none"> <li>• Consider organizational capacity required</li> <li>• Develop funding policies and strategies</li> <li>• Prepare for asset management</li> </ul>
	Vehicle fleet review	<ul style="list-style-type: none"> <li>• Conduct an assessment</li> <li>• Create inventory</li> <li>• Prepare a budget</li> <li>• Develop a funding strategy</li> </ul>
Emergency Preparation Response	Review the status of the current Emergency Response Plan	<ul style="list-style-type: none"> <li>• Assess the current plan</li> <li>• Review the legislation</li> <li>• Identify issues</li> <li>• Create a plan for the review and development of new Emergency Preparation Response</li> <li>• Adopt new procedures for Emergency Preparation Response</li> </ul>
	Bring in outside resources to assist with the preparation of a plan	<ul style="list-style-type: none"> <li>• Contact TNRD</li> <li>• Contact EMBC</li> <li>• Retain a consultant</li> </ul>