



Village of
Lytton

Village of Lytton

2024 Annual Report

June 2025

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Mayor's Message

On behalf of Council, I am pleased to share the Village of Lytton's 2024 Annual Report.

I am writing this message from my newly rebuilt home almost four years after the June 30, 2021, fire that destroyed 90 per cent of the structures in Lytton's downtown.

I am delighted to see homes rebuilt and community members returning. In 2025, we hope to see more commercial construction and to support more businesses to return.

In 2024, the Village focussed on supporting rebuilding efforts, including advocacy with other levels of government. We saw momentum with residential building permits being issued and several homes ready for occupancy.

Village staff and Council have also been focussed on rebuilding infrastructure that we lost during the fire. This includes capital projects, such as the Community Hub, Village Office, Fire Hall, and Public Works Building. Other infrastructure priorities include water and sewer system repairs and upgrades.

The Village has been working both to restore services and infrastructure and to lay the foundation for sound financial management and governance beyond recovery funding.

Council has continued to work with partners and to take steps to strengthen relationships with neighbouring First Nation communities. We are also continuing to advocate with community partners for the return of services to the levels that we had before the fire.

Last year, community members gathered in Lytton for several festivals and events, and work started on Chief Cexpe'nthlEm Memorial Park. Gathering together helps us to celebrate Lytton's resilience.

Council and staff also met in the fall to update our strategic plan with six strategic priorities to guide our work over the next year and the rest of our Council term.

We are thankful for our relationships with neighbouring Nlaka'pamux on whose lands Lytton is located. We are also thankful for recovery funding provided by the federal and provincial governments and the generosity of community groups and individuals both in Lytton and in other areas.

Our Council invites community members to join us weekly for an informal coffee and to engage with us through email, in person, or by phone. If you have questions or comments to share, please reach out to me or any of your other elected representatives.



Mayor Denise O'Connor

Denise O'Connor

Mayor

Village of Lytton

Chief Administrative Officer's Message

On behalf of the Village of Lytton's staff, I am pleased to present the 2024 Annual Report.

The Village's work is led by British Columbia's only all-female municipal Council and a team of dedicated, experienced, and passionate staff and contractors. We are honoured to serve the community.

Last year was a significant year for rebuilding and recovery in the Village. We saw a number of homes rebuilt and issued a handful of commercial building permits. This momentum is continuing in 2025.

Our team has been focussed on restoring normal operations and municipal services, such as sewer and water connections, emergency planning, fire services, and inspections. In addition, we have been working to prioritize longer term upgrades to the water and sewer systems.

In 2025, we will be focussed on Council's six strategic priorities and continuing to support residents and businesses with rebuilding and returning to the community.

Several key capital projects are at various stages of planning and construction. These include the Community Hub, Public Works Building, Village Office, and Fire Hall.

As Lytton rebuilds, we are committed to strengthening relationships with surrounding Indigenous communities, the Thompson-Nicola Regional District, and other partners. We will be developing a plan to update the Village's Official Community Plan and implementing economic development and tourism recommendations to encourage investment, relocation, and visits to the community.

We are thankful for the ongoing support from partners and funding from the provincial and federal governments to facilitate rebuilding. As Lytton works through its unique challenges, we have access to many experts across government who assist us and we are truly grateful for their support.

Our budget planning focusses on returning the Village to normal operations and ensuring sustainable staffing and service levels once recovery funding ends.

If you have any questions about any information included in this report, please contact me by email or phone.

As always, you are invited to stay in touch with staff and Council at the Village of Lytton. Find contact information on the Village's website at lytton.ca.

Diane Mombourquette

**Chief Administration Officer / Chief Financial Officer
Village of Lytton**



**CAO/CFO
Diane Mombourquette**



Introduction

Community Profile

The Village of Lytton is located at the confluence of the Thompson and Fraser Rivers and the junction of Highway 12 (65 kilometres south of Lillooet) and the Trans-Canada Highway 1 (109 kilometres north of Hope). The Village is in one of the longest continuously inhabited areas in North America on the Traditional Territory of the Nlaka’pamux.

The Village of Lytton is the local government responsible for providing municipal services such as water, wastewater treatment, and public utilities; planning, building and development; bylaws and enforcement; fire rescue; legislative services; financial services; recreation and parks; and communications.

Lytton is rebuilding after the Lytton Creek Fire of June 30, 2021, which destroyed over 90 per cent of the structures downtown. Before the fire, the Village of Lytton had a population of 210 according to the 2021 Statistics Canada Census. Approximately 2,500 people live in the surrounding regional district and the neighbouring Nlaka’pamux communities.

The Village of Lytton does not have current statistics on how many people are still displaced from the community. As people rebuild their homes, some, but not all displaced community members and business owners are expected to return.

Government Structure



The Village of Lytton is a small municipality that serves residents, property owners, and businesses in Lytton; the Village has also typically been a service area for people who live in the surrounding communities.

Administration

Village staff are led by a Chief Administrative Officer, who receives direction from the elected Council. Departments include the following:

- Accounting
- Legislative Services
- Communications
- Public Works and Utilities
- Development Services
- Emergency Management
- Fire and Rescue Services
- Recovery

Recovery funding covers the costs of some staff and contractors' roles, which are related to recovery and rebuilding.

As the Village plans to return to normal operations, staff are looking at ways to ensure the financial sustainability of the Village, while continuing to provide required municipal services. This includes exploring partnerships to deliver services.

Governance

In October 2022, the Village's Council was elected by voters for a four-year term. The Council consists of a Mayor and four Councillors, who provide strategic direction to the organization's Chief Administrative Officer through governance processes, plans, bylaws, and policies. They govern according to the powers granted through the *Local Government Act* and *Community Charter*.

The Village of Lytton’s elected officials include:

- Mayor Denise O’Connor
- Councillor Jessoa Lightfoot
- Councillor Nonie McCann
- Councillor Melissa Michell
- Councillor Jennifer Thoss

No members of Council were disqualified from elected office in 2024.

Committees

The Village does not currently have standing committees; however, Council has provided direction to staff to update the terms of reference to reinstate standing committees to support the Village’s work.

In 2024, the Village established the Community Hub’s Project Advisory Committee (PAC) as a Special Committee of Council to provide advice on the Community Hub project and make sure that everyone in the Lytton area feels included in the project. The PAC includes members from the surrounding First Nation communities, the Thompson-Nicola Regional District, and the Village of Lytton. Communities have appointed their representatives, who include some Band Council members and youth.

Members of Council represent the Village of Lytton on the following external Boards and Committees:

- New Pathways to Gold Society
- Northern Development Initiative Trust
- Explore Gold Country
- Lytton and District Chamber of Commerce
- Fraser Canyon Emergency Association
- Thompson–Nicola Regional District Board
- Interior Health Authority Health Planning Table
- Fraser Canyon Signage Project
- Lytton Museum & Archives
- Lytton and Area Economic Recovery Working Group
- TLKemchEEn FireSmart Committee
- Thompson–Nicola Regional Hospital Board
- Chief Cexpe’nthlEm Park Committee



2024 Year in Review

In 2024, the Village of Lytton focussed on both core municipal operations and recovery operations. Some of the key accomplishments are described below.

Core Operations

The Village accomplished the following key projects in the core operations area in 2024:

Infrastructure

- Continued to repair and upgrade the Village's water and sewer systems, including locating and repairing a major water leak
- Established and consistently followed a water and sewer testing and reporting program

Corporate

- Updated our strategic plan to focus on six areas for 2024 to 2026: rebuilding, relationships, safety and sustainability, organizational excellence, economic growth, and advocacy
- Developed an emergency plan and continued emergency training for Council, staff, and partners
- Continued to improve communication and launched the new Village of Lytton website
- Updated reserve bylaws to put the Village in a better position for future planning and expenditures
- Received a new fire rescue truck from the City of Port Moody

Recovery Operations & Rebuilding

The following were some of the Village's highlights in recovery operations and rebuilding in 2024:

Recovery Operations

- Completed backfilling most properties; at the start of 2025 there were 15 remaining
- Continued with Lytton Fire & Rescue training and completed fire safety inspections
- Received a draft tourism economic development strategy

Rebuilding

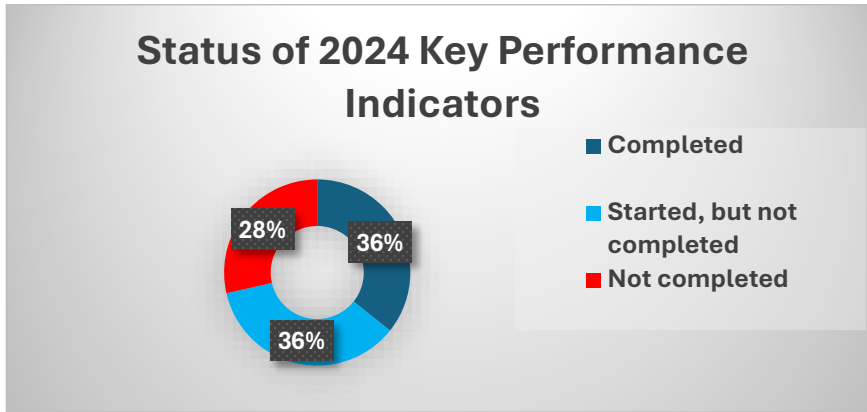
- Issued 17 building permits for rebuilds and finalized occupancy for five rebuilt homes
- Finalized occupancy for one commercial building
- Offered the following programs and extended deadlines to June 30, 2025, for property owners who are rebuilding:
 - A 50% reduction in building permit fees
 - Up to \$5,000 to help offset archaeology costs
 - Up to \$100 reimbursement for planting trees
- Advocated to have all private property owners' archaeological costs covered and to simplify the process for property owners who are rebuilding, and adjusted the program to cover up to \$20,000 for property owners in early 2025
- Awarded a contract to rebuild the Public Works Building and updated zoning and official community plan designations to optimize use of the site
- Opened the Temporary Fire Hall
- Successfully applied to the federal government for funding committed to the Community Hub project and convened a Project Advisory Committee, including representatives from neighbouring First Nations and the Thompson–Nicola Regional District, for the project
- Purchased the property to rebuild our Village Office in the original location

2024 Key Performance Indicators

Summary

Out 14 Key Performance Indicators for 2024:

- 5 were completed
- 5 were started, but not completed
- 4 were not completed



In some cases there were factors that were beyond the Village’s control that impacted targets that were not achieved. Initiatives that were incomplete and still relevant at the end of 2024 were added to the 2025 Annual Plan.

Key Performance Indicators

Read updates on the Village’s progress related to 2024 Key Performance Indicators:

Area	Target	Timeline	Progress
Rebuilding			
End debris removal, remediation, backfill program	100% planned or complete for all owners expressing in participating	September 2024	Backfill completed on several properties; plans made for remaining properties for spring 2025
Homes occupied in the Village	10 40	December 2024 December 2025	5
Commercial buildings under construction	2 5	December 2024 December 2025	2 (Museum + Legion)
Total residential building permits issued	20 50	December 2024 December 2025	17

Area	Target	Timeline	Progress
Incremental Village water system investment	\$1,000,000 spent \$1,500,000 spent	December 2024 December 2025	\$438,228
Incremental Village sewer system investment	\$200,000 spent \$2,000,000 spent	December 2024 December 2025	\$0
Village infrastructure, Community Hub	<ul style="list-style-type: none"> • Project Advisory Committee (PAC) established • Construction of pool • Construction of market space • Construction of Community Hub building 	Fall 2024 Summer 2025 Summer 2025 June 2026	Established PAC
Public Works Building	Complete design and construction	December 2024	Design and contract completed; site issues to resolve; recommendation presented to Council January 2025
Fire Hall	<ul style="list-style-type: none"> • Compile technical requirements, complete required consultations and concept plan submission to INCA • Public consultations and design complete • Construction complete 	Winter 2024/25 June 2025 December 2026	Technical details received; working on consultations and concept plan
Relationships			
Meet with Chief and Council of surrounding First Nations	Invitations extended for meetings / gatherings	December 2024	1 invitation extended; met in 2025

Area	Target	Timeline	Progress
Governance			
Achieve key initiatives listed in plan	By department, by target date	Various	See below
Governance – long-term plan for Village organization	<ul style="list-style-type: none"> • Complete analysis of service levels and resourcing requirements • Complete financial model 	December 2024 April 2025	Not completed
Communication			
Website renewal	Complete website revamp	September 2024	Completed
Continuous improvement	<ul style="list-style-type: none"> • Survey property owners about satisfaction with communication methods, frequency, content • Repeat survey 	Summer 2024 December 2024	Completed Not completed, planned for spring 2025

2025 Priorities

The Village of Lytton’s annual plan identifies targets and corporate and departmental activities that reflect the following six strategic priorities established by Council in October 2024:

- 1. Rebuilding** — We prioritize rebuilding to support residents and businesses to return to their community.
- 2. Organizational Excellence** — We are focused on ensuring the Village of Lytton has the systems, policies, and resources to provide sustainable cost-effective services.
- 3. Relationships** — We recognize that our future is inextricably linked with others.
- 4. Economic Growth** — We will focus on attracting businesses to the Village of Lytton to support our residents.
- 5. Safety and Sustainability** — We confront the challenge our amazing location provides and work collaboratively with local partners to find solutions.
- 6. Advocacy** — We advocate strongly on behalf of the Village of Lytton on issues outside our control that impact our Village.



For 2025, some of the key targets include the following:

Rebuilding
<ul style="list-style-type: none"> • Complete all remediation and backfilling activities • Have 30 homes occupied in the Village • Have five commercial buildings under construction • Have a total of 30 residential building permits issued • Spend \$1.5 million of incremental Village water system investment • Spend \$2 million of incremental Village sewer system investment • Complete construction of the Community Hub’s pool and market space • Complete construction of the Public Works Building • Complete design and begin construction of the Village Office • Submit the federal funding application and complete the design for the Fire Hall
Organizational excellence
<ul style="list-style-type: none"> • Enter into a service agreement with the Thompson-Nicola Regional District (TNRD) for building official services • Develop a property tax and utility charges policy, which includes stated objectives for financial sustainability with guidelines on how to achieve this
Relationships
<ul style="list-style-type: none"> • Work with the Lytton & District Chamber of Commerce to develop materials aimed at attracting new businesses to Lytton • Continue to meet with Lytton First Nation Chief and Council, identify areas to work together, and sign a memorandum of understanding • As capacity allows, meet with Chief and Council from Skuppah, Siska, Nicomen, and Kanaka Bar to discuss common interests and identify ways to work together and sign memoranda of understanding • Hire a cultural advisor for the Community Hub project • Work with the Project Advisory Committee for the Community Hub on the plan, design and construction of Community Hub, incorporating ideas from surrounding communities to ensure Hub is for everyone • Develop a project plan accepted by surrounding First Nation communities, which includes their participation in developing the plan, to update the Village’s Official Community Plan
Economic growth
<ul style="list-style-type: none"> • Hire economic development position • Implement recommendations for Year 1 of Destination Development Plan
Safety and sustainability
<ul style="list-style-type: none"> • Establish a regional Emergency Management Organization, potentially including mutual aid agreements
Advocacy
<ul style="list-style-type: none"> • Get a commitment from Interior Health Authority to return services to Lytton

Chief Financial Officer's Message

The Village had a strong year financially in 2024, primarily due the continuation of the Province of British Columbia's generous funding to support the Village's recovery and rebuilding. The provincial government has provided funding for both infrastructure and operations as the Village rebuilds municipal systems and processes.

The Village received \$6.26 million from the Ministry of Municipal Affairs, \$1 million from the Ministry of Forests, and \$23.4 million from Emergency Management and Climate Readiness (EMCR) to invest in the Village's debris removal, remediation, archaeology, corporate recovery, and economic development. Of these funds, there is \$1.9 million remaining to be spent.

In addition to those funds received, the Village received a commitment for a further \$21 million from EMCR. To date, \$7.3 million of expenditures have been claimed under this grant with funds remaining for the construction of the Public Works Building, site readiness, housing for essential services and recovery staffing. The Village has paid for its backfilling program with this grant and is planning additional site work in 2025 to ensure that the Village is ready for rebuilding.

The Village received a commitment for \$5 million from the Union of BC Municipalities (UBCM) Strategic Priorities Fund of which \$438,228 was spent at the end of the year. A further \$7.5 million has been secured through the federal / provincial Investing in Community Infrastructure program for sewer upgrades. The Village will make significant investments in both water and sewer infrastructure over the next several years.

The operational costs of the Village are still running higher than normal due to additional expertise on staff to re-establish the Village systems. A \$700,000 contribution to the operating budget from the Ministry of Municipal Affairs has assisted in offsetting these costs and keeping property tax increases to a moderate level. As property owners see their assessments rise, the Village has adjusted the tax rate, or mill rate, downwards to ensure the total taxes that are payable by residents remain reasonable.

Lytton also receives support from the provincial Local Government Climate Action Program and the UBCM Community Emergency Preparedness Fund for targeted investments in those areas. Through the federal Green and Inclusive Buildings program, Lytton has successfully secured \$25.9 million for a Community Hub and has submitted an application for the reconstruction of a Fire Hall.

During the year, staff worked with Council to identify and establish reserves for the various sources of funding that have been received since the fire, in addition to standard municipal reserves. A donations reserve and an insurance proceeds reserve were established to ensure those funds remain earmarked and allocated to expenditures consistent with their purpose.

2025 will be a busy year with the additional financial management associated with capital projects that are underway including construction of the Public Works Building and Village Office, water and sewer upgrades, and soon the design and construction of the Community Hub. The Village is grateful for the support of all our government partners.

Diane Mombourquette
Chief Financial Officer
Village of Lytton

2024 Permissive Exemptions

The Village of Lytton typically approves, by bylaw, permissive tax exemptions for not-for-profit organizations to exempt a property from taxable assessment, and therefore taxes. The Village typically provides the exemption to not-for-profit organizations to support the benefits that they provide to the community.

The four properties typically included in the Village’s permissive tax exemption bylaw are:

1. 140 7th Street—This is the location of the Anglican Church Parish Hall and the portion of the lot **not** occupied by the hall is taxable (approximately 48% of the lot).
2. 734 Main Street—This is the location of the Anglican Church and again, the portion of the lot **not** occupied by the church is taxable (approximately 82%).
3. 141 4th Street—The Legion property has typically received a 100% permissive tax exemption.
4. 378 Fraser Street—This is the location of the Catholic Church and the portion of the lot **not** occupied by the church is taxable (approximately 80%).

The Village missed the October 31, 2023, permissive tax exemption bylaw deadline for 2024 permissive tax exemptions, and as a result BC Assessment included properties that were typically exempt in the tax roll, and taxes were levied, including amounts due to other taxing authorities. Rather than permissive tax exemptions, the Village provided grants-in-aid to the following organizations to cover the value taxes assessed, including amounts payable to other authorities:

Property	Municipal Tax	Other Authorities	Total Grant
140 7th Street	133.28	128.96	262.24
734 Main Street	173.13	167.52	340.65
141 4th Street	495.82	462.09	957.91
378 Fraser Street	82.51	79.39	161.90
Total	884.74	837.96	1,722.70

Audited Financial Statements

The audited financial statements are included in a separate document.