



VILLAGE OF LYTTON

2019 Annual Municipal Report



The confluence of the Fraser and Thompson Rivers at Lytton, BC

Table of Contents

Purpose	3
Message from the Mayor	4
Council	5
Declaration and Identification of Disqualified Council Members	5
Contracts with Council Members and former Council Members.....	5
Council Remuneration.....	5
Council Strategic Priorities	7
Objectives and Progress Reports	8
2019 Goals and Progress Report	8
Statement of Municipal Objectives and Progress Measures for Current Year (2019) and Next Year (2020)	9
Administration	11
Corporate Services.....	11
Public Works	11
Protective Services	12
Economic Development	14
Finance	15
2019 Permissive Tax Exemptions	16
Audited Financial Statements	17

Purpose

The British Columbia Community Charter requires of municipalities that:

98 (1) *Before June 30 in each year, a council must*

- (a) prepare an annual report,*
- (b) make the report available for public inspection under section 97, and*
- (c) have the report available for public inspection at the meeting required under section 99.*

(2) *The annual report must include the following:*

- (a) the audited annual financial statements referred to in section 167 (4) for the previous year;*
- (b) for each tax exemption provided by a council under Division 7 [Permissive Tax Exemptions] of Part 7 [Municipal Revenue], the amount of property taxes that would have been imposed on the property in the previous year if it were not exempt for that year;*
- (c) a report respecting municipal services and operations for the previous year;*
- (d) a progress report respecting the previous year in relation to the objectives and measures established for that year under paragraph (f);*
- (e) any declarations of disqualification made under section 111 [application to court for declaration of disqualification] in the previous year, including identification of the council member or former council member involved and the nature of the disqualification;*
- (f) a statement of municipal objectives, and the measures that will be used to determine progress respecting those objectives, for the current and next year;*
- (g) any other information the council considers advisable.*

Message from the Mayor



Welcome to the Village of Lytton!

Lytton is located at the junction of the Thompson and Fraser Rivers. Lytton is one of the longest continuously inhabited areas in North America with a number of Indigenous bands in the area. The weather can be very hot in the summer but the winters are generally warmer than the rest of BC's interior. This results in a relatively mosquito free environment.

Set in a beautiful location, the community is an affordable place to live, with reasonable access to larger centres.

The village has a visitor center to inform visitors of the local attractions. The village also has two museums, restaurants, river rafting, and overnight accommodations. Internet service is good, and attractions include our Farmers market, River festival and Two Rivers Remix Festival.

The Council and staff are pleased to present the annual report and audited financial statements for the year 2019. This report is important to staff and Council in monitoring the fiscal situation and evolution of the village.

This year we saw three staff departures from the village office. We wish to thank them for their service to the village. We saw the election of a new Councillor. We hired new staff and ask you to give them time to settle into their jobs.

During the year we also had a major water project underway. That project continues to be worked on and should be coming to an end soon.

In the upcoming year we will start a six-part water infrastructure upgrade totaling one and a half million dollars. The Council will work on improving the planning of the direction forward. We welcome your input. We will continue to work with community partners to improve the quality of life in Lytton.

On behalf of the Lytton Council, staff and residents we welcome you to the Village of Lytton.

Mayor Jan Polderman

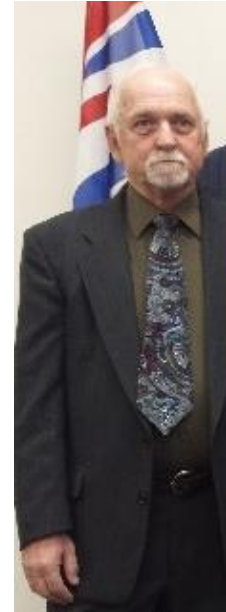
Council

Council is the governing body for the municipality. Often known as the “policy group”, they are responsible for setting the priorities and overall direction for the Village by establishing policies and bylaws, approving services and approving the financial and human resources to accomplish those.

2019 began with a Council of four, Councillor Swan having resigned near the end of 2018. Councillor Hay was elected in a by-election on March 2, 2019 and sworn into office on March 13, 2019.



Village of Lytton Council elected October 2018 (left to right):
Richard Swan, Tiffany Callewaert-Haugen, Mayor Jan Polderman, Paula Cranmer-Underhill,
Gordon Murray



Elected March 2, 2019
Councillor Ian Hay

Declaration and Identification of Disqualified Council Members

No declarations of disqualification have been made in the Village of Lytton in the previous year.

Contracts with Council Members and former Council Members

No contracts were entered into with current and former Council members.

Council Remuneration

The BC Community Charter requires that:

- 168 (1)** *At least once a year, a council must have prepared a report separately listing the following for each council member by name:*
- (a) the total amount of remuneration paid to the council member for discharge of the duties of office, including any amount specified as an expense allowance;*
 - (b) the total amount of expense payments for the council member made to the council member as reimbursement for expenses incurred by the council member or as an allowance that is not reported under paragraph (a);*
 - (c) the total amount of any benefits, including insurance policies and policies for medical or dental services, provided to the council member or the member's dependants;*
 - (d) any contracts reported under section 107 [disclosure of contracts with council members and former council members], including a general description of their nature.*

(2) If applicable, the report under this section must also list contracts referred to in subsection (1) (d) for each former council member.

2019 Council Remuneration		
Name	Remuneration	Amount
Councillor Callewaert- Haugen	2019 Stipend	\$5,000.00
Councillor Callewaert- Haugen	UBCM Conference	\$933.84
Councillor Cranmer-Underhill	2019 Stipend	\$5,000.00
Councillor Cranmer-Underhill	SILGA Conference	\$342.10
Councillor Cranmer-Underhill	Gold Country AGM	\$147.50
Councillor Hay	2019 Stipend	\$4,013.71
Councillor Hay	Cell Charges	\$37.50
Councillor Murray	2019 Stipend	\$5,000.00
Mayor Polderman	2019 Stipend	\$7,500.00



The dam for the In Stream Reservoir

Council Strategic Priorities

In December of 2018, following the election and inauguration of the Council, a Strategic Planning Session was held in which Council identified the priorities for the 2018-2022 term.

Village of LYTTON STRATEGIC PRIORITIES CHART		December 2018
CORPORATE PRIORITIES (Council/CAO)		
NOW 1. LYTTON FIRST NATION: Joint Meeting (C2C) 2. OFFICIAL COMMUNITY PLAN: Retain Consultant & Terms of Reference 3. BUSINESS STRATEGY: Projects 4. HOUSING STRATEGY: Options 5. WATER SYSTEM: Contract		TIMELINE Feb. June Jan. March Feb.
NEXT <ul style="list-style-type: none"> • ZONING BYLAW • SUBDIVISION SERVICE BYLAW • 5 YEAR CAPITAL PLAN • COMMUNITY DEVELOPMENT FUNCTION 	ADVOCACY / PARTNERSHIPS <ul style="list-style-type: none"> • Surplus School Site (LES): Transfer (SD#74) • Health Site (IHA) • Rural Transportation (TNRD) • Rural Health Access (IHA) 	
OPERATIONAL STRATEGIES (CAO/Staff)		
CHIEF ADMINISTRATIVE OFFICER (Rebecca) 1. WATER SYSTEM IMPROVEMENTS PROJECT: Funding Agreement (Fed Gas Tax) – Feb. 2. SEWER: Grant Application: Protocol – Jan 3. LYTTON FIRST NATION: Joint Meeting – Feb. 4. DEVELOPMENT: 155 S. MAIN ST – May 5. By-election - March <ul style="list-style-type: none"> • Office Renovation • HOUSING STRATEGY: Options 	ADMINISTRATION/FINANCE (Peter) 1. Asset Management System: - May 2. Fire Truck: Financing Options – Jan. 3. LCF: Policy- June <ul style="list-style-type: none"> • 5 YEAR CAPITAL PLAN • Grant Chart 	
PUBLIC WORKS (Rod) 1. Sewer Master Plan – Feb. 2. Groundwater Development Project – May 3. Water System Improvement – Dec. 2019 4. Sewer line repair/replace (grant prep) – Jan. <ul style="list-style-type: none"> • Water Master Plan • 	ECONOMIC DEVELOPMENT (Kim) 1. Emergency Management Plan: Update – Feb. 2. BUSINESS STRATEGY: Projects – Jan. 3. Records Management System: Backlog - March <ul style="list-style-type: none"> • Website Refresh • Tourism Information Update/Marketing 	

Objectives and Progress Reports

2019 Goals and Progress Report

Objective	Strategies
Install Water Zone Meters as recommended in the Water Master Plan	Council applied for funding in 2017 to enable the Village to install Zone Meters and anticipates that funds will be acquired in 2018 for the purchase and installation of the Meters.
Implement the recommendations of the Water Master Plan	This remains a priority of Council, pending the availability of funds to enable the Village to proceed.
Continue work on the Groundwater Development Project	Construction will commence in 2018 and is expected to be completed by March 2019.
Upgrade Front Counter in the Village Office	Complete.
Replace Sidewalk on 2 nd St, 3 rd St and the curb at 3 rd and Main.	Complete.
Purchase a Rotary Broom for the Manual Sweeper.	Complete.
Purchase a Mobile EOC Kit	Complete.
Waste Water Monitoring and Equipment	Grant not approved.
Sewer System Upgrades (Dura Hoist for Confined Spaces, Camera for Sewer Lines, Sewer Valve Upgrade)	Complete.
C2C Forums.	As part of a series of C2C forums to further develop relationships and to partner on the Groundwater Development Project, the last forum was held in February, 2020.
Conduct a by-election	Complete.



Mobile EOC Set Up

Statement of Municipal Objectives and Progress Measures for Current Year (2019) and Next Year (2020)

Although the goals for 2020 were created with the best of intentions, the spread of COVID-19 quickly changed everything. With new and different requirements of staff, disruption in supply chains, and reduced contractor availability, the pandemic placed severe restrictions on the ability to achieve the goals set for 2020.

Objective	Strategies
Develop a Sewer Master Plan	In progress.
Negotiate a new Collective Agreement	This task is complete.
Implement the recommendations of the Water Master Plan	This remains a priority of Council, pending the availability of funds to enable the Village to proceed.
Continue work on the Groundwater Development Project	The project has been delayed by some implementation challenges, and then by COVID-19, but is complete pending the resolution of the last few project deficiencies.
C2C Forums	As part of a series of C2C forums to further develop relationships and to partner on the Groundwater Development Project, the last forum was held in February, 2020.
Website Redesign and Economic Development Working Group	The website redesign is almost complete, with a new host site for the website.
Economic Development Officer	Not yet started.
Fraser Canyon Tourism Master Plan	In progress.

Operational Fuel Treatment	This project is well underway, with a number of polygons treated.
Fire Smart	This ongoing function was more challenging to accomplish due to COVID-19. Community education events were curtailed or redesigned. A Community Clean Up Event was held in November, 2020.
Budget Software and GL Fix	This project is nearing completion, with some data repairs to complete prior to finalization.
New Fire Truck	The new Fire Truck has been ordered, the chassis has arrived and the build has begun. Anticipated completion date is June, 2021.
ESS Modernization Upgrades	The purchase of the equipment for the ESS Modernization has been made.
Pool resurfacing	The Village has so far been unable to have a contractor quote on the sandblasting of the pool surface.
Water System Improvement Project	This multi-phase project is in progress, with the SCADA system component almost complete.



New Fire Truck under construction

Administration

Administration is the staff side of the organization, as differentiated from Council, which is the governance side. The staff functions very broadly include Corporate Services, Public Works, Protective Services, Economic Development and Finance.

Corporate Services

This department includes the functions of Chief Administrative Officer, Corporate Officer (which includes agendas and minutes, records management, FOI requests, elections) and Human Resources.

With the resignation of Councillor Richard Swan, one of the first tasks for this department was conducting a by-election.

Of all resources that corporations manage, human resources are the most vital to any operation. This year the Village of Lytton saw turnover in the Chief Financial Officer, Administration Clerk and Finance Clerk positions. The Village welcomed Carolyn Bidwell as the new Chief Financial Officer, Sam Walters as the new Administration Clerk and Symone Curry as the new Finance Clerk.

*Did you know:
In 2019, the Village issued 41
business licenses*

Public Works

Public Works is responsible for the reliable delivery of many of the Village services that citizens use. Services such as water, sewer, road and street maintenance, park maintenance, fire hydrant maintenance, the cemetery, the pool, building maintenance, vehicle maintenance and often, project management or project work fall into this department.

The Village has 24 fire hydrants for use by the Fire Department in protecting the community from fire.

Village crews spent 60 hours in 2019 weed whacking at the cemetery.

*Did you know:
The new Water Treatment Plant was
brought online on May 22, 2019*



2019 Water and Sewer Statistics	
Cubic metres of water treated	
Note – a faulty meter in the first part of 2019 resulted in falsely high numbers	612,084 ^{m3}
Cubic metres of effluent from the Sewer Treatment Plant	59,775 ^{m3}

Protective Services

Protective Services includes Lytton Fire Rescue, Bylaw Services, Building Inspection, Emergency Social Services (ESS) and Emergency Preparedness.

Lytton Fire Rescue is a fully volunteer Fire Department, providing ambulance assist, road rescue and fire suppression services. They currently have 1 Fire Chief, 1 Assistant Fire Chief, 2 Captains and 6 volunteer Firefighters.

Did you know:

In 2019, Lytton Fire Rescue attended well over an average of one call per week (over 75 calls in total), ranging from fire alarm calls to vehicle incidents.

The members also attended training and practices throughout the year, facilitated a Firesmart presentation, hosted an annual Santa Truck event and hosted community engagement events.

Building Inspection Services are contracted through the Thompson Nicola Regional District.

Did you know:

You need a building permit if you are going to:

- *Construct a new home*
- *Construct a new accessory building such as a garage or storage shed greater than 20 square metres (215 square feet) in size*
- *Construct a new accessory building greater than 55 square metres (592 square feet) within AF-1, RL-1, SH-1 or CR-1 zones*
- *Construct an addition to an existing building or manufactured home*
- *Construct a commercial, industrial or public use building*
- *Undertake any interior work such as partitions, etc.*
- *Construct a sundeck*
- *Enclose a porch or roof over a sundeck*
- *Construct a retaining wall more than 1.2 metres (4 feet) in height*
- *Move a building*
- *Locate a manufactured home*
- *Demolish a building*
- *Change of occupancy or use of a building or part thereof*

2019 Building Permit Statistics		
Type	# of Permits	Value
Commercial	3	\$250,000
Institutional	1	\$1,200,000
Residential	0	\$0

While the Village has bylaws that people in the community are expected to comply with, the Village does not have a Bylaw Officer dedicated to the education, investigation and enforcement of the bylaws.

*Did you know:
In 2019, the Village issued just four dog licenses.*

ESS services are provided by a dedicated team of volunteers who assist people displaced from their homes in times of emergency.

Emergency Preparedness includes the establishment and maintenance of an Emergency Plan, emergency response training, the equipment and maintenance of an Emergency Operations Centre, development of emergency communications means, emergency mitigation actions and public education.



November 14, 2019 Emergency Planning and Preparedness Workshop – Lytton BC



October 19-20, 2019 VOL/LFN Fire Smart Community Clean up

The Village supports a Fire Smart Board which is responsible for mitigation of fire risk and public education.

Economic Development

Under the Economic Development function, the Village provides a museum governed by a Commission established by the Council, and a Visitor Information Centre, managed by the Lytton Chamber of Commerce.

Parties Per Hour	Q1 Total	Q2 Total	Q3 Total	Q4 Total	TOTAL
2020	0.00	0.83	1.88	0.00	1.73
% change 2020 - 2019		-65.3%	-50.0%		-47.2%
2019	0.00	2.39	3.75	0.00	3.28
Total Hours	Q1 Total	Q2 Total	Q3 Total	Q4 Total	TOTAL
2020	0.00	59.00	377.00	0.00	436.00
% change 2020 - 2019		-83.7%	-45.5%		-58.7%
2019	0.00	362.50	692.00	0.00	1,054.50
Total Parties	Q1 Total	Q2 Total	Q3 Total	Q4 Total	TOTAL
2020	0	49	707	0	756
% change 2020 - 2019		-94.3%	-72.8%		-78.2%
2019	0	867	2,596	0	3,463
Total Parties-Event/Roaming	Q1 Total	Q2 Total	Q3 Total	Q4 Total	TOTAL
2020	0	0	0	0	0
% change 2020 - 2019					
2019	0	0	0	0	0
Total Visitors	Q1 Total	Q2 Total	Q3 Total	Q4 Total	TOTAL
2020	0	108	1,195	0	1,303
% change 2020 - 2019		-94.0%	-77.5%		-81.6%
2019	0	1,795	5,302	0	7,097
Total Visitor-Event/Roaming	Q1 Total	Q2 Total	Q3 Total	Q4 Total	TOTAL
2020	0	0	0	0	0
% change 2020 - 2019					
2019	0	0	0	0	0
Total Phone Calls	Q1 Total	Q2 Total	Q3 Total	Q4 Total	TOTAL
2020	0	3	33	0	36
% change 2020 - 2019					
2019	0	0	0	0	0
Total Mails/Fax/Email Enquiries	Q1 Total	Q2 Total	Q3 Total	Q4 Total	TOTAL
2020	0	0	0	0	0
% change 2020 - 2019					
2019	0	0	0	0	0
Total Social Media	Q1 Total	Q2 Total	Q3 Total	Q4 Total	TOTAL
2020	0	5	0	0	5
% change 2020 - 2019					
2019	0	0	0	0	0
Total Buses	Q2 Total	Q3 Total			
2020	0	0			
% change 2020 - 2019	0.0%	-100.0%			
2019	0	10			

2020 was a challenging year for the tourism industry, and this is reflected in the difficult decision to not open the Visitor Information Centre in 2020. The percentage changed statistics between 2019 and 2020 are, as a result, skewed meaninglessly. (Shown left.)



The Museum Commission has struggled to find volunteers to help inside the museum, and in 2019, Marie Heaster, the Curator since 2014, handed in her retirement notice.

The Museum was fortunate in 2019 to have been gifted an ammonite found in the local area. Pictured above with the ammonite is (l to r) Lloyd Hume - one of the discoverers and donors, Curator Edie Polderman and Terry James, another of the discoverers and donors.

Below is the Two Rivers Farmers Market



Finance

All local governments in B.C. operate within a legislative framework that governs their administration and finances including revenues, liabilities, financial planning, reporting, capital financing, development financing, insurance, and property acquisition and disposition. The Finance Department provides the functions of budgeting, tax collection, accounts payable, accounts receivable, insurance management, payroll and asset management.

The 2019 Tax Allocation was broken down as shown in figure 1.

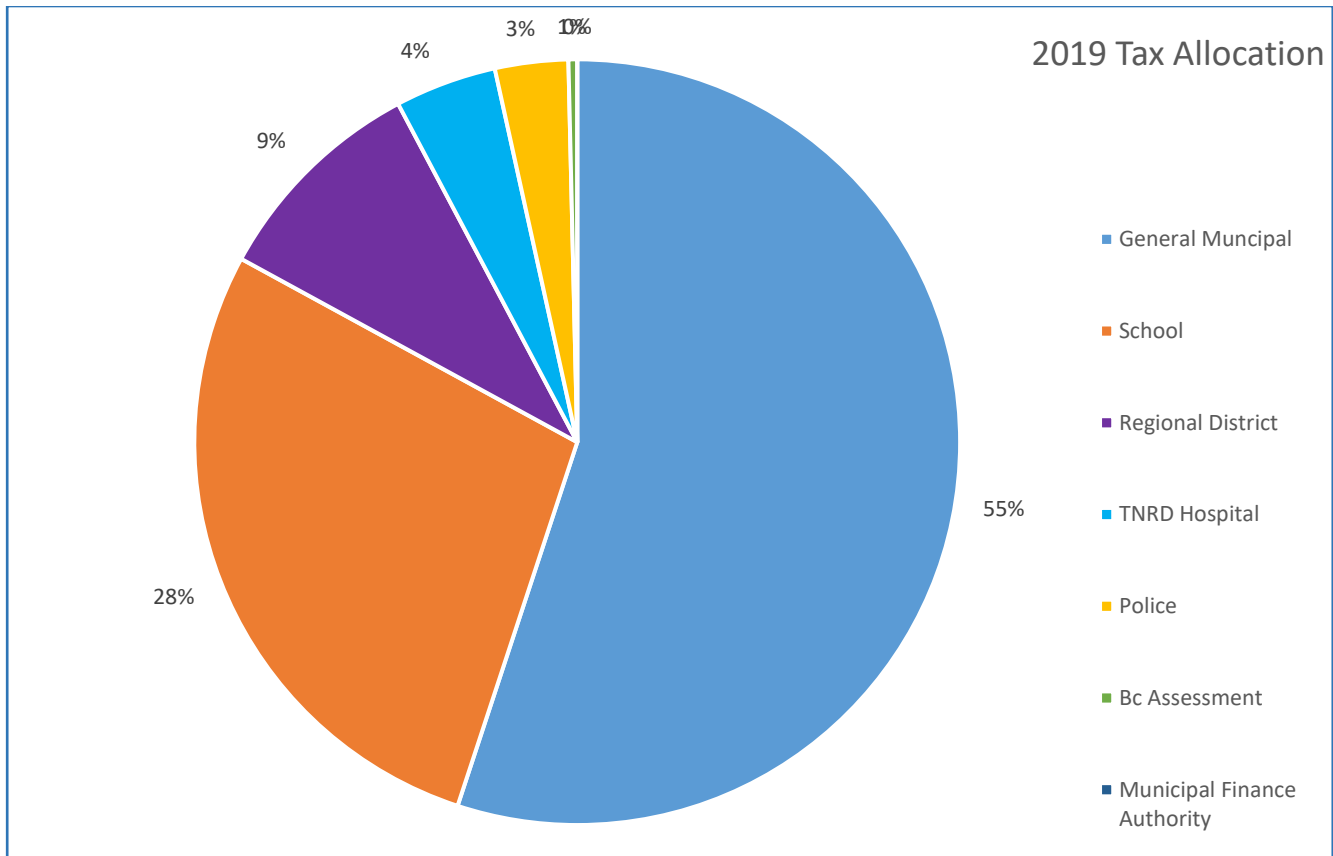


Figure 1

2019 Permissive Tax Exemptions

Under Section 227 of the Community Charter the Village of Lytton Council bylaw provides exemption of the total assessed value of the land and improvements of designated properties. Council approved the Permissive Tax Exemption Bylaw on October 24, 2016 for five years for the following properties:

Properties Approved for Permissive Tax Exemptions

The Lytton Elementary School, which includes the Nzenman Daycare and Childcare Programs on its site, and the surrounding land; civic address 270 – 7th Street, Lytton, BC; and being legally described as Lot 1, Plan KAP65003, Section 1, Township 15, Range 27, Kamloops Division of Yale Land District; PID #024-568-902;

The Pioneer Cemetery located on lands owned by CN Rail Company; civic address Trans Canada Highway, Lytton, BC; and being legally described as Lot 2, Plan KAP73627, Section 1, Township 15, Range 27, Meridian W6, Kamloops Division of Yale Land District; PID #025-677-969;

The Lytton Cemetery; civic address Trans Canada Highway, Lytton, BC; and being legally described as District Lot 4041, Kamloops Division of Yale Land District, PID #013-222-422;

Kumsheen Secondary School, and the surrounding land; civic address 365 Trans Canada Highway, Lytton, BC; and being legally described as District Lot 5809, Kamloops Division of Yale Land District, Except Plan H9746; PID #013-255-568;



Pocket Park

Audited Financial Statements