



2020 ANNUAL MUNICIPAL REPORT

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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 2020. This report is important to staff and Council in monitoring the fiscal situation and evolution of the village.

During the year we started a six-part water infrastructure upgrade totalling 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.

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.

2020 Council Remuneration		
Name	Remuneration	Amount
Mayor Jan Polderman	2020 Stipend	\$7,500
	Expenses	\$400
Councillor Jason Phillips	2020 Stipend	\$1,500
	Expenses	\$25
Councillor Tiffany Callewaert-Haugen	2020 Stipend	\$5,000
Councillor Ian Hay	2020 Stipend	\$5,000
Councillor Gordon Murray	2020 Stipend	\$2,500
	UBCM Conference	\$350

OBJECTIVES AND PROGRESS REPORTS

2020 Goals and Progress Report

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.

Objectives	Status
Develop a Sewer Master Plan	In progress.
Negotiate a new Collective Agreement	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 to 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.
Community 2 Community 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 started yet.
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.
Emergency Support Services 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.

Statement of Municipal Objectives and Progress Measures for Current Year (2020) and Next Year (2021)

Again, the goals for 2021 were created with the best of intentions. However, the devastating wildfire of June 30, 2021, which burnt down 90% of the community, combined with the ongoing effects of the COVID-19 global pandemic, will result in a shift in the goals set for 2021 to recovery and rebuilding.

Objectives	Status
Develop a Sewer Master Plan	This Plan will form the basis of our rebuilding efforts.
Implement the recommendations of the Water Master Plan	This Plan will form the basis of our rebuilding efforts.
Continue to 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.
Community 2 Community 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.
Economic Development Officer	Not started yet.
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.
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.

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.

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.

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.

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.

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

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.

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.

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.

Finance

All local governments in BC 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.

2020 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;

AUDITED FINANCIAL STATEMENTS