

# Village of Lytton 2023 Annual Report

---

**June 2024**



# Table of Contents

- Mayor’s Message ..... 2
- Chief Administrative Officer’s Message ..... 3
- Introduction ..... 4
  - Community Profile ..... 4**
  - Government Structure..... 5**
    - Administration ..... 5
    - Governance ..... 5
    - Committees ..... 6
- 2023 Year in Review ..... 7
  - Core Operations ..... 7**
    - Infrastructure ..... 7
    - Corporate ..... 7
  - Recovery Operations ..... 8**
- 2024 Priorities ..... 9
- Chief Financial Officer’s Message ..... 10
- 2023 Permissive Exemptions ..... 12
- Audited Financial Statements ..... 14

# Mayor's Message

On behalf of Council, I am pleased to present the Village of Lytton's 2023 Annual Report.

As we approach the third anniversary of the June 30, 2021, Lytton Creek wildfire that destroyed 90 per cent of the Village, we are now seeing momentum in the community's rebuilding. The Village has issued 10 residential and two commercial building permits. Construction and planning are underway for several homes and businesses. The Village is also developing plans to rebuild municipal infrastructure with funding committed by the federal and provincial governments. We are also working with partners to envision and support economic development, including tourism opportunities, in the future.



*Mayor Denise O'Connor*

In 2023, the Village marked significant progress as we moved from recovery to rebuilding. Notably, the state of local emergency which had been in place since the 2021 wildfire was lifted in June. This meant that residents and property owners could return to access their properties. Two water advisories (a boil water advisory for remaining properties and a do not consume advisory for the downtown core) were also lifted. Significant work was done to backfill remediated lots in the Village, repair and restore water and sewer systems, and recover and rebuild corporate records. This work was not completed in 2023 and continues through 2024.

In 2024, the Village is planning to rebuild the municipal Public Works building and community infrastructure and continuing to support property owners to rebuild their homes or develop new properties in the Village. We are also working with community partners, such as the RCMP and Interior Health, as they plan to restore permanent services to residents of Lytton and surrounding areas.

We are thankful for our relationships with neighbouring Nlaka'pamux Peoples on whose Lands Lytton is located. We are also thankful for recovery funding provided by the federal and provincial governments. The Village's elected Council continues to advocate on behalf of its community members.

## **Denise O'Connor**

Mayor, Village of Lytton

# Chief Administrative Officer's Message

On behalf of the Village of Lytton staff and administrative, I am pleased to introduce the 2023 Village of Lytton Annual Report.

During the past year, the Village of Lytton's staff and contractors have been focused on restoring regular services and operations to community members, as the Village has shifted from recovery to rebuilding from the 2021 Lytton Creek Wildfire.

Some of the key projects and programs we implemented in 2023 included priorities in both the core operations of the Village and in the recovery / rebuild operations. These are described in more detail below.



*CA/CFO Diane Mombourquette*

It starts with having a team of people in place that can get the work done. In 2023, we filled several key positions including CAO / CFO, Recovery Director, Accounting Manager, Manager of Municipal Operations, Corporate Officer, Communications Advisor, Content Writer, Planning, Public Works Lead Hand, and Community Navigator. These employees are working together with longer-serving employees. Our team is committed to following Council's direction and providing exceptional service to support rebuilding for residents who live in Lytton or may still be displaced, business owners, and property owners.

If you have any questions about any information included in this report, contact me by email or phone. Contact information for staff and Council can be found on the Village's website: [lytton.ca](http://lytton.ca).

## **Diane Mombourquette**

Chief Administration Officer / Chief Financial Officer, Village of Lytton

# 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 located in one of the longest continuously inhabited areas in North America on the Traditional Territory of the Nlaka'pamux People.



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 Village. 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 are expected to return.



# Government Structure

The Village of Lytton is a small municipality that serves residents, property owners, and businesses in Lytton.

## Administration

Village staff are led by a Chief Administrative Officer, who receives direction from the elected Council. As the Village is rebuilding, some staff and contractors fill roles related to recovery and rebuilding, which are out of the scope of normal core municipal operations.

## 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 administration 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



*Councillor Jennifer Thoss, Mayor Denise O’Connor, Councillor Melissa Michell, Councillor Nonie McCann, and Councillor Jessoa Lightfoot*

No members of Council were disqualified from elected office in 2023.



*Councillor Melissa Michell and Mayor Denise O'Connor with Lytton's flag*

## 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.

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
- Lytton Unmet Needs Committee
- 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
- TLKemchEEEn FireSmart Committee
- Thompsom Nicola Regional Hospital Board

# 2023 Year in Review

In 2023, the Village of Lytton focused on both core municipal operations and recovery operations. Some of the key accomplishments are described below.



*Temporary Village Office at Old Mill Site*

## Core Operations

The Village accomplished the following key projects in the core operations area in 2023:

## Infrastructure

- Water system repairs resulting in the removal of the boil water advisory for properties outside of the downtown Village area
- Opening of a temporary Village office location at the former Old Mill Site

## Corporate

- Improvements in regular financial reporting to Council and granting agencies
- Completion of the Building Bylaw and Zoning Bylaw amendments to modernize the Village bylaws and provide direction to residents looking to rebuild
- Completion of a lease of the Parish Hall in the downtown Village area to provide a space for in-person Council meetings and other community events
- Development of important bylaws lost in the fire, for example, a Council Procedure Bylaw
- Improvements in weekly communications to residents through updates to the weekly community e-newsletter.



*Community meeting at Parish Hall*





*Backfilling and clearing Village lots*

## Recovery Operations

The Village accomplished the following key projects in the recovery operations area in 2023:

- Removal of the State of Local Emergency in the downtown Village area allowing residents to return and access their properties
- Completion of the debris removal and soil remediation, including the associated archaeological testing
- Backfilling of properties in Zones 1 to 6 resulting in properties being ready for rebuilding
- Work with the Ministry of Forests, Archaeology Branch to clarify and simplify the archaeology process for residents looking to rebuild
- Hosting community engagement sessions to receive feedback about prioritizing critical Village infrastructure to be rebuilt



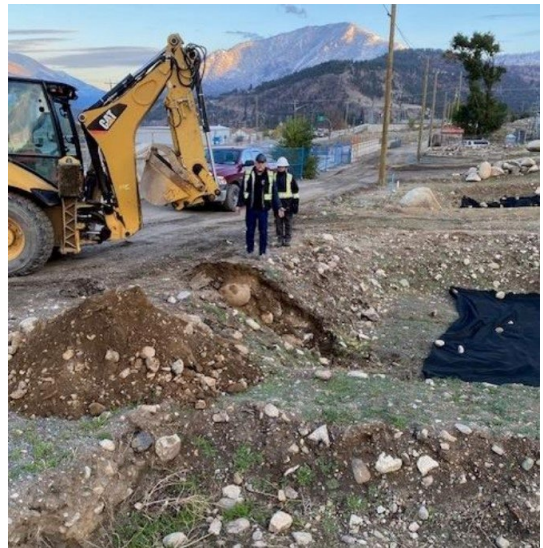
*Backfilling in Village*

# 2024 Priorities

In 2024, the Village of Lytton's focus continues to be split between core operations and recovery operations. Over time the proportion of recovery operations will decrease.

For the 2024 year, our focus will include:

- Completion of the backfilling of Zone 7 and properties not identified in a zone
- Completion of the work with the Ministry of Forests, Archaeology Branch to simplify the information for residents resulting in 8 categories of requirements under the *Heritage Conservation Act*
- Develop plans for rebuilding critical Village infrastructure and submit them for confirmation with granting partners
- Improvements in financial reporting and financial processes to ensure all reporting deadlines are met
- Re-establish Public Works activities to ensure all Village property is maintained and improved, where applicable
- Water and sewer repairs to revitalize aging infrastructure and increase capacity
- Water repairs and improved water testing processes to allow the removal of the Boil Water and Do Not Consume water advisories.
- Development of Emergency Management process and staff and volunteer training to increase community capacity
- Rebuild Village infrastructure, including the Village Office and Public Works Building
- Continue to work with neighbouring First Nations to build relationships and foster collaborative partnerships



*Sewer system repairs*

# Chief Financial Officer's Message

The Village of Lytton made great progress in 2023 to catch up on financial reporting and reconciling grant funding received and recovery expenses incurred since the June 2021 wildfire. The Village continued to adjust systems and processes to ensure that all expenditures were properly incurred and authorized and that suppliers were paid on time. As the activity in the Village increased, so did the demands on financial management.

Shortly after the fire, the Village received three primary grant amounts from the Province of B.C. to assist in recovery costs: \$1 million from Ministry of Forests, \$6.26 million from the Ministry of Municipal Affairs and \$23.4 million from the Ministry of Emergency Management and Climate Readiness (EMCR) for debris removal, remediation and associated environmental and archaeology costs. At the end of 2023, \$2.1 million was remaining to be spent.

The operating budget received a contribution of \$700,000 from the Ministry of Municipal Affairs to assist with the extraordinary operational expenses incurred as the Village restarted some of the day-to-day activities in Public Works and Utilities. Council resumed biweekly meetings in person in the Village and a temporary Village Office was opened at the Old Mill Site, just south of the Village. A Corporate Officer was hired to continue with bylaw development and to assist Council in meeting their obligations around open, transparent government.

The Village of Lytton finished 2023 with a budget shortfall of \$130,000 primarily due to fewer building permit fees being generated than anticipated. The pace of building didn't take place as quickly as originally hoped. At the end of the fiscal year, the Village had \$6.4 million invested in assets, \$3.6 million in reserves, and \$4.1 million in unrestricted surplus for a total Accumulated Surplus of \$14.1 million.



*Councillor Jennifer Thoss, Councillor Melissa Michell, Mayor Denise O'Connor, CAO/CFO Diane Mombourquette, Councillor Jessa Lightfoot, and Councillor Nonie McCann*



## CFO's Message Continued

In 2024, the Village continues to focus on returning to regular operations and supporting the recovery team to reestablish Village infrastructure. Water, sewer, and municipal buildings are all in the plans for 2024.

Grant funding for water and sewer repairs and recovery funding from EMCR have been approved, and the Recovery and Public Works team will be busy executing the various projects. Additional staff in engineering, construction management, and emergency management have been added in 2024 to ensure these projects get completed.

The Village continues to streamline financial recording and reporting processes and to meet all deadlines for grants and statutory filings. The total expenditures for the year are expected to be over \$20 million, including capital projects. A new Public Works building should be completed during the year, and work is expected to start on the Community Hub (a market space, pool, and community building) on Fraser Street and the new Fire Hall / Emergency Building on Loring Way. Plans are just being finalized for a permanent Village Office.

The Village will be examining the reserves and realigning savings to provide for future needs. It is expected that the Village will have a strong financial position at the end of 2024.

### **Diane Mombourquette**

Chief Administrative Officer / Chief Financial Officer, Village of Lytton



*Pocket Park with new potable water pump*



# 2023 Permissive Exemptions

The following were the permissive exemptions for 2023, as approved through Permissive Tax Exemption Bylaw No. 726, 2022. The total amount of exemptions was \$2,130.41.

Folio# /PID #	Description of Property	Civic Address	Class	Municipal Rate 2022	Per Cent Exemption	2022 Assessed Value	2023 Estimated Municipal Tax
542-00014.050 023-013-575	Lot A, Plan KAP54179, Section 1, Township 15, Range 27, Meridian W6, Kamloops Division of Yale Land District, owned by the Fraser Basin Property Society used for the purposes of public worship	140 - Seventh St	8	5.8918	100%	\$15,700.00	\$92.50
542-00011.010 012-866-661	Lot 4, Block 3, Section 1, Township 15, Range 27, Meridian W6, Kamloops Division of Yale Land District, save and except that portion used for the residential building, owned by the Roman Catholic Church used for the purposes of public worship	378 Fraser St	8	5.8918	100%	\$1,100.00	\$6.48
542-00014.075 023-013-621	Lot F, Plan KAP54179, Section 1, Township 15, Range 27, Meridian W6, Kamloops Division of Yale Land District, owned by Fraser Basin Property Society used for the purposes of a memorial to Chief David Spintlum	130 - Seventh St	6	15.00000	100%	\$8,100.00	\$121.50
542-00014.060 023-013-591	Lot C, Plan KAP54179, Section 1, Township 15, Range 27, Meridian W6, Kamloops Division of Yale Land District, Except that portion of Lot C, Plan KAP67302 which forms part of the highway 12 access to the Chief David Spintlum Bridge, owned by Fraser Basin Property Society used for the purposes of the corporation	734 Main St	8	5.8918	100%	\$1,600.00	\$9.43



Folio# /PID #	Description of Property	Civic Address	Class	Municipal Rate 2022	% Exemption	2022 Assessed Value	2023 Estimated Municipal Tax
542-00031.000 006-443-354	Lot 4, Block 10, Section 1, Township 15, Range 27, Meridian W6, Kamloops Division of Yale Land District, owned by the Royal Canadian Legion Branch 62 used for the purposes of the corporation	141 - Fourth St	6	15.00000	100%	\$9,000.00	\$135.00
542-00032.000 003-149-668	Lot 5, Block 10, Section 1, Township 15, Range 27, Meridian W6, Kamloops Division of Yale Land District, owned by Thompson Nicola Regional District for the purposes of the Village of Lytton administration office and the Thompson Nicola Regional District Librarv	380 Main St	6	15.00000	100%	\$5,200.00	\$78.00
542-00070.010 026-651-076	Lot 1, Plan KAP80787, Section 1, Township 15, Range 27, Meridian W6, Kamloops Division of Yale Land District, except Plan KAP84916; Lot A, Plan KAP84916, Section 1, Township 15, Range 27, Meridian W6, Kamloops Division of Yale Land District, owned by the Interior Health Authority for the purposes of assisted living	575 Main St	6	15.00000	100%	\$32,800.00	\$492.00
542-00104.300 025-677-969	Lot 2, Plan KAP73627, Section 1, Township 15, Range 27, Meridian W6, Kamloops Division of Yale Land District, owned by the CN Rail Company for the purposes of the Pioneer Cemetery	No civic address	6	15.00000	100%	\$9,000.00	\$135.00
542-00122.000 013-222-422	District Lot 4041, Kamloops Division of Yale Land District, owned by Village of Lytton for the purposes of the Lytton Cemetery	Trans Canada Hwy	6	15.00000	100%	\$70,700.00	\$1,060.50

# Audited Financial Statements

## Village of Lytton Financial Statements

### For the year ended December 31, 2023