



Village of Lytton

Annual Plan

April 2025

Introduction

The Village of Lytton's 2025 Annual Plan includes key targets and corporate and departmental activities that reflect the six strategic priorities established by Council in October 2024. Staff will measure and report on key targets quarterly and update the plan annually.

Strategic Priorities

In October 2024, Council established the following six strategic priorities for the Village of Lytton:

1. **Rebuilding** — We prioritize rebuilding to support residents and businesses to return to their community.

Areas of focus:

- Ensure that our critical water and sewer infrastructure is stable and sustainable
- Replace key community facilities that enhance safety, services and quality of life
- Continue to support businesses and homeowners as the Village rebuilds

2. **Organizational Excellence** — We are focussed on ensuring the Village of Lytton has the systems, policies, and resources to provide sustainable cost-effective services.

Areas of focus:

- Governance — Council is focussed on efficient, respectful, and inclusive decision making.
- Internal — Ensure we have personnel, policies, procedures, and systems to support a high functioning organization
- Financial — Align our revenues to ensure our costs are equitably distributed and that we plan for our long-term financial stability

3. **Relationships** — We recognize that our future is inextricably linked with others.

Areas of focus:

- Work closely with surrounding First Nation communities to align our work and ensure sustainable services
- Identify opportunities to work with the Thompson-Nicola Regional District to enhance services to our residents in a cost-effective fashion
- Continue to work with other orders of government to advance our Village's interests
- Build relations with volunteers / not-for-profit organizations



4. Economic Growth — We will focus on attracting businesses to the Village of Lytton to support our residents.

Areas of focus:

- Ensure we are clear with businesses and residents on the vision of “new Lytton”
- Ensure we have the infrastructure and systems to support our business community
- Identify key strategies from economic development plans
- Work closely with the business community and volunteer sector to support their business growth initiatives

5. Safety and Sustainability — We confront the challenge that our amazing location provides and work collaboratively with local partners to find solutions.

Areas of focus:

- Climate change mitigation adaptation — Make responsible decisions around the sustainability and the environmental impact that we have on our Village
- Emergency preparedness — Work closely with our regional partners to be prepared in a changing weather environment with unique natural risks
- Fire resiliency — Lead by example by incorporating fire resiliency methods into our operations and construction



6. Advocacy — We advocate strongly on behalf of the Village of Lytton on issues outside our control that impact our Village.

Areas of focus:

- Ensure our rebuilding remains a priority for funding and legislative support
- Remove barriers to rebuilding for our residents and businesses
- Continue to advocate for appropriate health supports in our Village

Values

In April 2023, as part of establishing Council’s code of conduct, the Village identified five key organizational values to communicate the purpose and guide the actions of Council and staff:

- Community
- Courage
- Communication and teamwork
- Respect and belonging
- Ownership and accountability

Targets – Key Performance Indicators

The following targets and timelines reflect the strategic priorities and will be used to report on progress to Council and the community:

Area	Target	Timeline
REBUILDING		
Remediation and backfilling	Complete all remediation and backfilling activities	September 2025
Homes occupied in the Village	30	December 2025
Commercial buildings under construction	5	December 2025
Total residential building permits issued	30	December 2025
Incremental Village water system investment	\$1,500,000 spent	December 2025
Incremental Village sewer system investment	\$2,000,000 spent	December 2025
Community Hub	Construction of pool Construction of market space	Fall 2025 December 2025
Public Works Building	Complete construction	August 2025
Village Office	Complete design Begin construction	July 2025 September 2025
Fire Hall	Submit federal funding application Complete design	April 2025 December 2025
ORGANIZATIONAL EXCELLENCE		
Service agreements with Thompson-Nicola Regional District (TNRD)	Enter into a service agreement with TNRD for building official services	April 2025
Property tax, utility charges policy	Develop a policy which includes stated objective for financial sustainability with guidelines on how to achieve this	June 2025

RELATIONSHIPS		
Lytton Chamber of Commerce	Work with the Chamber to develop materials aimed at attracting new business to Lytton	September 2025
Lytton First Nation	Continue to meet with Lytton First Nation Chief and Council, identify areas to work together	December 2025
	Memorandum of Understanding in place	June 2025
Skuppah, Siska, Nicomen, Kanaka Bar	As capacity allows, meet with Chief and Council to discuss common interests and identify ways to work together	December 2025
	Memoranda of Understanding in place	December 2025
Project Advisory Committee – Community Hub	Hire Cultural Advisor for project	April 2025
	Work with committee on plan, design and construction of Community Hub, incorporating ideas from surrounding communities to ensure Hub is for everyone	December 2025
Official Community Plan	Develop a project plan, accepted by surrounding First Nation communities that includes their participation in developing the plan	September 2025
ECONOMIC GROWTH		
Economic Development position	Hire economic development position	March 2025
Destination Development Plan	Implement recommendations for Year 1 of Destination Development Plan	December 2025
SAFETY & SUSTAINABILITY		
Regional emergency management organization and approach	Establish a regional Emergency Management Organization, potentially including mutual aid agreements to formalize	June 2025
ADVOCACY		
Health Services	Commitment from Interior Health Authority to return services to Lytton within 5 years	December 2025

Strategic Priority Areas

Rebuilding

The Village of Lytton is focussed on the following four main areas of rebuilding in 2025:

1. Water system upgrades
2. Sewer system upgrades
3. Community buildings
4. Final property remediations / backfilling



In addition to these four key areas, the Village will continue to provide support wherever needed for residents who are rebuilding.

1. Water System Upgrades

The Village of Lytton has received a \$5 million UBCM grant for water system upgrades, in addition to a previous grant with \$1.3 million remaining to be spent. These grants will be combined along with an updated list of projects to be funded through them. More funding is needed to address overall flows in the Village.

The Village is waiting for a report from Archimedes Consulting on the overall state of the water system to help prioritize projects.

Some key water projects (some of which are in progress) include the following:

- Improving the primary catchment (water intake) on Lytton Creek
- Completing repairs east of Main Street
- Installing a new water main with a pressure releasing valve along the highway to First Street to improve the flow to downtown
- Investigating the potential of using Well #1
- Installing air conditioning for Well #2
- Establishing five water sampling stations

2. Sewer System Upgrades

The Village received a report from Archimedes Consulting in July 2024 identifying several areas in the sewer collection system that require repair or upgrade, including the:

- Area east of Main Street where water repairs and upgrades are also needed
- Main line that leads to the wastewater treatment plant on River Road. The Village has posted a request for proposals for a contractor to complete this project.

Staff will bring forward additional project priorities to Council for approval.

3. Community Buildings

Work is in various stages of progress for the following community buildings:

- **Public Works Building**— Construction for this building is expected to start in April and take several months for a relatively simple building. The building permit has been issued, the archaeology workplan has been approved and work is expected to start the first week of April.
- **Village Office** — An architect has been engaged and met with Council in March for a pre-design meeting. When the geotechnical engineers are on site for the Public Works Building, geotechnical testing of the Village Office lot at 380 Main Street and archaeological assessment will also take place to inform site planning. Construction is expected to start later this year.
- **Community Hub** — The Village has signed a contribution agreement with the federal government and completed environmental and Indigenous consultation requirements. The Village issued a request for proposals for an architect for the design, and the Project Advisory Committee will be engaged in the evaluation of the proposals and a recommendation to Council. An archaeological assessment has been started, and a geotechnical assessment will be completed when engineers are in Lytton for the Public Works and Village Office buildings. The architect will prepare a final layout of the property elements. Once approved, they will begin the detailed design of the elements. A posting for a Cultural Advisor has closed and applicants are currently being assessed with interviews and hiring to be completed in April.
- **Fire Hall** — The Village has engaged an architect to prepare a concept plan for the site for submission to the federal government's Green and Inclusive Community Buildings program for funding. The architect was instructed to envision a Fire Hall, including an Emergency Operations Centre, for the site on Loring Way with the potential to add other elements in the future. Currently, the Village has received interest from other organizations that may wish to use space in the building but does not have any firm commitments.

Rebuilding Activities

These are some of the activities planned for 2025 to support this priority area:

- River Road sewer pipe repair / replacement
- Well #1 Assessment
- Wastewater treatment plant upgrade feasibility study
- Review water report and assess fire flows (following receipt of Archimedes report)
- Backfill remaining properties
- Support Chief Cexpe'nthlEm Park
- Using insurance proceeds, replace tools and equipment lost in the fire

4. Final remediation / backfilling properties

The Village staff continue to work with owners of 15 properties to complete remediation and backfilling activities by September 30, 2025, when funding and permitting will expire. These activities are in progress for one third of the properties.

The Village needs to address geotechnical issues on the slope east of Main Street through recommended remediation activities in the spring / summer of 2025.

Organizational Excellence

The Village will continue to focus on organizational excellence in several areas in 2025:

- **Internal systems** — The Village will focus on how Council functions and continual improvement of the organization, including improving communication tools, updating bylaws, and establishing accounting and human resources processes. Most of these are routine functions, which will be critical for Lytton to have in place once the organization is beyond the recovery funding.
- **Financial sustainability** — There has also been discussion about the structure of the organization for 2027 and beyond, once the recovery funding is finished. Although the Village's population is small, Lytton still needs to follow the same legislated procedures, and meet the same water, sewer, environmental, planning, development, finance, and reporting requirements as larger municipalities.

Organizational Excellence Activities

These are some of the activities planned for 2025 to support this priority area:

- Develop a records management policy; establish physical files and store them in a fire-proof vault
- Continue to review, update, modernize and create bylaws and policies
- Develop employee policies for onboarding, performance management, compensation, and career development
- Develop electronic billing for taxes and water
- Develop procedures manual for development applications
- Complete OCP and Zoning amendments started in 2024

Property Tax Comparison

The following is a comparison of taxes** in neighbouring communities for a house with a \$500,000 assessment, including the Village of Lytton's proposed tax rate for 2025.

For a Lytton property that has a consistent assessment, the annual property taxes assessed between 2024 and 2025 are going down.

Community	Property taxes	Water rates	Sewer rates
Lytton (2025)	\$2,998.65	\$399.00	\$414.00
Lytton (2024)	\$3,446.95	\$399.00	\$414.00
Ashcroft	\$3,290.85	\$550.00	\$504.00
Lillooet	\$3,218.91	Not available	Not available
Cache Creek	\$3,541.45	\$372.00	\$460.00
Merritt	\$3,549.55	\$467.58	\$373.96

***Based on 2024 rates published on the Province of BC and the communities' websites*

The organization will be extremely challenged to cover the costs of all the required municipal functions without a significant increase in taxes, water, and sewer fees.

Historically, the taxes in Lytton have been relatively low and Council has made decisions, including in 2025, to keep them that way.

Typically, a community will collect a significant amount of taxes from large, industrial taxpayers, which keeps the taxes lower for residential and small business taxpayers. One of the challenges for Lytton, however, is the lack of large, industrial tax base.

For 2025, Council has directed a tax increase of six per cent in revenue in all classes of properties that do not have a legislated limit. Properties in Class 2, Utilities, are limited to a tax rate of 40.00, so there is no change proposed for that class.

Based on the five-year financial plan for 2025-2029 with limited staffing in 2027-2029, the Village will require an increase of 21% in tax revenue between 2025 and 2029.

- **Partnership opportunities**— To keep property tax increases within a reasonable level, Lytton will need partnerships with surrounding communities to deliver the required services to its taxpayers.

Currently, the Village works with surrounding communities on emergency management. This year, the Village will also return to its historical relationship with the Thompson-Nicola Regional District's Building Services issuing building permits. Other areas of the organization that could be considered for partnerships are water and sewer operations, financial leadership, planning and development services, and bylaw development and enforcement.

Relationships

Relationships are essential for rebuilding Lytton and the sustainability, vibrancy, and success of the Village. Some of these include relationships with:

- **Surrounding communities, particularly First Nation communities, and the Thompson–Nicola Regional District (TNRD)**— Lytton has historically been considered the “town” or service centre for many of the surrounding communities and considering the heritage and including the voices of First Nation and TNRD residents is critical to the success of rebuilding plans. Ongoing meetings with local band leadership are required to understand the priorities of surrounding communities and how the Village can play a supporting role in achieving those priorities.
- **Community members** —Relationships and meaningful conversations about what is needed in the Village will help to rebuild a vibrant community with services and amenities to ensure the success of businesses returning to Lytton, encourage building on vacant lots, attract visitors, and community that can serve all and ensure the success of businesses returning to Lytton.

Relationships with surrounding communities

Two examples of relationships with surrounding communities are regular discussions with the Community Hub's Project Advisory Committee, which includes representatives from surrounding communities, and Lytton First Nation's operations team to discuss water and sewer priorities.

- **The not-for-profit sector and the volunteers**
— Historically, much of what was required to enhance the quality of life in Lytton was provided by not-for-profit organizations and their volunteers. Relationships with organizations such as the Two Rivers Community Services Society, New Pathways to Gold, and organizations that produce community events will continue to meet community needs that the Village does not have the capacity to do.

Economic Growth

The first step for economic growth in Lytton is supporting the return of core businesses to the Village through re-establishing reliable water and sewer services, providing efficient planning and development procedures, and helping with other rebuilding requirements, such as archaeology requirements.

The Village has hired a staff member to focus on economic development, including working with the Chamber of Commerce and businesses to resolve obstacles they are facing to return to Lytton and implementing recommendations from three economic development strategies:

- **Essentially Lytton – Tourism Economic Development Plan (2024):** a three-year phased plan, which aims towards the Village being fully prepared to welcome and host visitors once the rebuild is complete and community amenities, like parks and the pool, have been re-established and are open to the public
- **Lytton and Region Economic Recovery Work Plan and Recovery Needs (2023):** a plan that focussed on economic recovery generated from the community's needs and some longer-term strategies for tourism development, including positioning Lytton as an artisan community, attracting remote workers, and becoming a hub for the Fraser Canyon
- **Lillooet–Lytton Tourism Diversification Project (2005):** an older tourism strategy with several initiatives that are still relevant today

Relationship Activities

These are some of the activities planned for 2025 to support this priority area:

- Renew Official Community Plan (OCP)
- Work with Lytton First Nation to prioritize sewer projects and water projects
- Work with the Chamber to support businesses in returning to Lytton
- Participate in and support FireSmart committee initiatives
- Enter into new fire service agreements
- Launch communications and engagement survey to understand the community's needs and preferences

Economic Growth Activities

These are some of the activities planned for 2025 to support this priority area:

- Support “Rest Stop” initiative
- Hire an Economic Development Officer
- Implement Year 1 of Destination Development Plan
- Implement relevant recommendations of Economic Recovery Report

Safety and Sustainability

Safety and sustainability encompass emergency preparedness and response and environmental sustainability:

- **Emergency planning** — Lytton's geography is part of what makes it unique, however, it also presents many challenges including threats from natural events, such as wildfires and floods. The Village must maintain a focus on emergency management and response, including strengthening regional relationships to be prepared for potential disasters.
- **Climate change mitigation** — Directly related to the increased threat of natural disasters is environmental sustainability. The Village needs to prioritize climate change mitigation in its decision-making, whether it's rebuilding with energy-efficient technologies or using an electric vehicle for Village operations.
- **Environmental sustainability** — Developing rigorous operating procedures for water and wastewater continues to be a focus into 2025. The Village has made significant improvements in testing and monitoring, including implementing technology to monitor the water treatment system remotely. In 2025, remote monitoring will be extended to the wastewater when the Village completes the addition of the wastewater system to the SCADA system.

Safety and Sustainability Activities

These are some of the activities planned for 2025 to support this priority area:

- Develop emergency measures and program policy; consider regional mutual aid agreement for emergency management
- Include representatives from fire, police, BCEHS, Health Authority, TNRD, and neighbouring First Nations in Emergency Management Organization
- Continue following the Office of the Fire Commissioner's minimum training standards; provide Fire Officer/Chief leadership training leadership capacity
- Using insurance proceeds received, replace critical fire department equipment and supplies

Advocacy

The Village plays a key role in advocating for the taxpayers in the Village with current and emerging issues. The Village continues to advocate on the following issues:

- Leveraging financial and legislative support for residents rebuilding
- Developing a reasonable approach to archaeology requirements for rebuilding in the Village
- Meeting with Interior Health and requesting the return of services to the Village at least to the level of services that were available at the time of the 2021 fire
- Working with the railways to reduce fuel within the railway right-of-way

In 2024, through strategic communications and advocacy, the Village was successful in expanding the scope of the archaeology grant program to cover most of the costs for residents. The archaeology process is still cumbersome, but there has at least been consistent application of the requirements over the last six to 12 months.

Financial Summary

The Village is using grant proceeds from several sources to achieve the initiatives listed in the plan.

Funding commitments and remaining amounts

This shaded boxes will be updated once we receive final December 31, 2024, numbers.

Department / Grant	Initial Amount	Remaining to be spent
Municipal Affairs – Wildfire Recovery Grant	\$6,260,000	
Ministry of Emergency Management and Climate Readiness (EMCR) Recovery Grant (1)	\$23,359,000	\$ 0
Ministry of Emergency Management and Climate Readiness (EMCR) Recovery Grant (2)	\$1,882,569	\$0
Ministry of Emergency Management and Climate Readiness (EMCR) Recovery Grant (3)	\$19,017,431	\$11,723,710
Ministry of Forests – Economic Development	\$1,000,000	\$440,000
Municipal Affairs – Operations	\$4,200,000	
Water Grant	\$6,293,168	\$5,854,939
Sewer Grant	\$9,910,947	
Total	\$71,923,115	

In addition, the Village has been allocated \$64 million through the Infrastructure Canada Program that will be used to build most of the community buildings. The federal government recently approved \$25.9 million for the Community Hub, and the Village will apply for funding soon for the Fire Hall.

Grant Descriptions

NAME	DESCRIPTION
Municipal Affairs Wildfire Recovery Grant	<ul style="list-style-type: none"> Used to cover any unforeseen consulting expenses, office expenses, technology, Council, and some asset replacements (like the Village's dump truck)
Ministry of Emergency Management and Climate Readiness (EMCR) Recovery Grant (1)	<ul style="list-style-type: none"> Provided to the Village in 2022 Used to cover debris removal and remediation costs for uninsured and under-insured properties, and associated archaeology costs
Ministry of Emergency Management and Climate Readiness (EMCR) Recovery Grant (2)	<ul style="list-style-type: none"> Provided in January 2023 to cover salary and contractor costs intended to be funded from the \$21 million recovery grant announced from the provincial government An advance on the \$21 million grant to cover costs incurred in 2023

Ministry of Emergency Management and Climate Readiness (EMCR) Recovery Grant (3)	<ul style="list-style-type: none"> • Remainder of the \$21 million grant noted above divided into four categories: site readiness (backfilling), recovery support (staffing), housing for essential workers, and Public Works Building • Staff present a monthly report to Council before submitting it to EMCR for costs incurred under this grant
Ministry of Forests	<ul style="list-style-type: none"> • Provided to the Village shortly after the fire • \$500,000 for economic development allocated for the Tourism Economic Development Plan (completed in 2024), Economic Development Officer, Visitor Centre (cabinets, counter, etc.), and downtown signage and wayfinding. • Remaining priorities to be refined as the Village rebuilds
Ministry of Municipal Affairs	<ul style="list-style-type: none"> • \$4.2 million provided to Lytton to support extra operational expenses incurred during the recovery phase • Funding allocated as \$700,000 for 2022, 2023, and 2024 and \$1,050,000 for 2025 and 2026. • Covers expenses such as a full-time CAO/CFO and Corporate Officer, who would not normally be hired by the Village, office rent that is being incurred, and additional technology expenses for remote workers
Water Grant	<ul style="list-style-type: none"> • Includes specific projects and approximately \$4 million to be allocated once capital reinvestment plan is received from Archimedes Consulting
Sewer Grant	<ul style="list-style-type: none"> • A grant of \$5.5 million approved for Lytton based on a 2/3 funding model from the federal and provincial governments; provincial government provided Lytton \$2.9 million as the 1/3 contribution required • In addition, provincial government contributed \$1.5 million to Lytton to pay for archaeology costs associated with sewer repairs • Funds to be allocated to specific projects once a plan is presented and approved by Council