



VILLAGE OF



2022  
Annual Report



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## Acknowledgements

We acknowledge that the Village of Cache Creek is situated on the unceded ancestral and traditional territory of the Secwépemc and Nlaka'pamux Nations.

The Village is committed to reconciliation with these Nations, who have lived on these lands since time immemorial.



### What is an Annual Report?

Every year local governments must prepare an annual report and hold an annual meeting at least 14 days after the report is made available to the public. The Village must also give notice of the date, time, and place of the annual meeting. These requirements are laid out in section 98 of the Community Charter.

Due to extenuating circumstances within the community at the normal time of preparing the report, the Village of Cache Creek was delayed in the creation of the 2022 Annual Report.

The annual report must include:

- Financial Statements - The audited financial statements referred to in section 167 (4) of the Community Charter for the previous year
- Permissive Tax Exemptions - For each tax exemption provided by a council under Division 7 of Part 7, 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
- Municipal Services and Operations Report – A report containing the status of services and operations from the previous year
- Progress Report – A report showing the progress towards previous municipal objectives
- Declarations of Disqualifications – Declarations of disqualifications made under section 111 of the Community Charter in the previous year, including identification of the council member or former council member involved and the nature of the disqualification
- Municipal Objectives and Measures – A summary of objectives and measures for the next year outlining objectives and how their progress will be measured

The Annual Report may also contain other information that council considers advisable.



## Community Overview

The Village of Cache Creek is a small community of just under 1,000 people located in the south-central interior of British Columbia, within the Thompson-Nicola Regional District. Surrounded by semi-arid desert and higher elevation forests, the Village sits at the crossroads of Highways 1 and 97 North, making it a hub for transportation and tourism.

Fuel stations, restaurants, and motels make up much of the downtown core and many residents are employed in the service industry in these businesses. Other major industries in the area include mining, processing, shipping, and manufacturing. In 2021 the new Campbell Hill Landfill, located adjacent to the previous Cache Creek Landfill, started operations with an expected lifespan of 30+ years based on capacity.

Cache Creek offers residents and visitors alike a chance to experience a unique climate and atmosphere. Nestled along the Bonaparte River, the community is known for low precipitation and humidity, and hot weather in the summer. Those interested in the outdoors are no more than 20 minutes away from amazing backroads, provincial parks, lakes, and scenic lookouts.



## **Mission Statement**

### **Our Mission:**

To protect and enhance all aspects of our community's rural lifestyle in a sustainable way

### **Our Vision:**

The Village of Cache Creek has a strong, attractive, economically vibrant downtown core, a range of housing choices, and a diversified business sector. Capitalizing on the location at the intersection of the Trans-Canada Highway and Highway 97, the downtown is known for its safe, pedestrian-friendly streets, local tourist attractions, community events, and unique identity. Residents and businesses are attracted to the community due to its welcoming, small town feel, affordability, and services.

### **Our Guiding Principals:**

Provide Services  
Connect the Community  
Ensure Safety  
Promote Economic Development  
Foster Environment Stewardship



### Major Events in 2022

2022 was a quiet year for disasters, but the municipality was busy.

**Utility Incidents** – The Village had three substantial water line failures. Lines were repaired on Semlin Drive, Collins Road, and adjacent to Highway 1. The three repairs cost the Village approximately \$25,000. The sewer system had issues with electrical controllers, and repairs cost approximately \$12,000.

**Wildfire Camp** – The Village was host to BCWildfire crews for part of the summer. As they actioned fires in the area around us, the organization utilized our park as an area of respite.

**Long Term ESS Activations** – At various points during the summer, our ESS team was activated to assist residents from other communities with large scale evacuations.

**Election 2022** – One of the highlights of 2022 was the Municipal Election. Occurring in the fall, this election saw a change of 4 out of 5 members of Council.



## Mayor's Message

Dear Residents of Cache Creek,

I am pleased to present the Mayor's message for the annual report of our village, reflecting the year 2022. The purpose of the Annual Report is to provide members of the public with a transparent and concise overview of the work of Council and staff and a clear report on the Village's finances. I was sworn in as Mayor in November 2022, along with the rest of the Council, so the activities outlined in this report mostly reflect the goals, priorities, and results of the previous Council.

The audited financial statements for 2022 reveal that we have \$1,225,434 remaining in the Landfill Legacy Reserve. It is my personal goal to retain the Legacy Reserve as a buffer for future years and allow it to grow over time.

In 2022, the community underwent changes to our property taxes as a result of increases in assessed property values, and the Council implemented a 7% increase in the mill rate in 2022. These changes were necessary to secure the resources required to maintain and improve our village's infrastructure and services. While these changes may have led to an average increase of \$955.00 in costs for homeowners with properties assessed at \$250,000, they were undertaken to ensure the Village's long-term sustainability.

Additionally, in 2022, the Council increased the water frontage rate by 24% and the sewer frontage rate by 45%, directly contributing to the improvement of our water and sewage systems. These increases were made to ensure that each service is self sustaining without requiring transfers from reserves. The Council also implemented a 25% increase in utility rates to support ongoing maintenance and upgrades. We hope to avoid such dramatic increases in the future, starting in 2023 and onward.

This report also shows that the village's financials for 2022 remained balanced. Revenues and expenditures both totaled \$4,473,055, demonstrating the commitment to prudent financial management. This ensures that your tax dollars are put to good use, directly benefiting you and your neighbours.

The report contains information about the services, facilities, and staff positions in place in 2022. It offers a concise overview of the Village's key work during the year. For more details, such as Council agendas and Village recovery plans, please visit our Village website at <https://cachecreek.ca>. I also encourage everyone to join our Voyent Alert! communication program, available through the app, email, or telephone messages. It provides valuable information regarding issues of interest to the community. For more information, please call the office.

As I write this message in the fall of 2023, I want to reassure the public that Council and staff are working well together, committed to building and, in some cases, re-building our community. We are actively seeking funding from the province for flood recovery following





## Mayor's Message

the devastation of May 2023. While we anticipate added costs not initially budgeted for in 2023, Council and staff are determined to obtain as much support as possible to repair and enhance our Village. All projects require approval from the BC Government before they can commence, which can lead to longer timelines than we would prefer.

We understand that many citizens and businesses are also experiencing loss and uncertainty. We are working diligently to provide specialized staff, meetings, and guidance to external support. While there is a limit to the financial support the Council can provide to individuals and businesses, we are doing our best, in collaboration with our staff, to support businesses and residents to the best of our collective ability.

A vibrant community is primarily built through the dedication of its businesses and citizens. We applaud and thank those who continue to support one another, as it exemplifies the true spirit of our community. We also extend our gratitude to the many volunteers who dedicate their time to such a wide variety of initiatives, from creating beautiful planters to supporting youth sports and supporting social needs. We recognize the valuable contributions of our service clubs and those who volunteer at Cache Creek Elementary School, which all play a pivotal role in our community. We also thank those who keep us safe including the Fire Department, and those who create fun and recreation for all to enjoy. Many thanks also to those who volunteer in big or small ways. Together we are better!

In conclusion, 2022 was a year of transition, and as we move forward, we remain dedicated to managing our resources responsibly and transparently. While we are actively working to find solutions to the recurring flooding issues, these solutions may take longer than desired. Council, together with you, is committed to identifying the best path forward and to take action as soon as possible.

I extend my heartfelt gratitude to our residents, our dedicated Village Council, and our caring village staff, who all continue to make our village a special place to call home. Together, we are building an even stronger, thriving, and more vibrant community. Please feel free to reach out to me, our Village Council, or staff with any questions or concerns. We value your input and are committed to working together for the betterment of our community.

Thank you for your continued support, and here's to a bright and prosperous future for Cache Creek.

Sincerely,

P.A. John Ranta  
Mayor



## Village Services

The Village of Cache Creek provides many different services to the residents of the Community such as:

Animal Control and Licencing  
Bylaw Enforcement  
Water Services  
Wastewater Services  
Recreational Facilities

Fire Protection  
Corporate Services  
Economic Development  
Land Use Planning and Building

Services within the Village are facilitated by a Public Works team of five full time team members, and four full time office personnel. Seasonally we add an additional person and have two casual/on-call people in our Public Works team. Services are outlined over the next few pages showing the latest developments in each department.

## Land Use Planning and Building Inspection Services

Year	Permits
2020	\$720,000
2021	\$1,999,300
2022	\$3,400,789

Construction in Cache Creek continues, with year over year increases in permits issued. Residents have no doubt noticed the low housing availability and fast turnover of properties in the area that has driven the increase in property assessments. The 2022 numbers represent three commercial, one institutional, and three home building permits.

Council and Staff continue to actively approach developers and other levels of government in an effort to increase housing capacity with a specific focus on higher density housing. The majority of Cache Creek housing consist of single detached homes, and higher density offers lower rental costs and opportunities for renters to make a step forward into home ownership.

Permit numbers represent expected costs of construction, and the breakdown of costs is considerably higher for Commercial than Residential.



## Corporate Services

The administration team manages all corporate services for the community. Those include activities such as creation of bylaws and policies, creation/management of council meeting documents, and overall records management.

In 2022 the Village of Cache Creek created/amended nine bylaws and four policies.

Bylaws	Policies
2-005 2022 Utility Rates Bylaw	A-12 ICBC Information Protection Policy
2-006 Cache Creek Financial Plan Bylaw	A-13 Website Privacy Policy
2-007 Tax Rates Bylaw	B-5 Purchasing Policy
2-008 Sewer System Frontage Tax Amendment	C-10 Technology and Cybersecurity Policy
2-009 Permissive Tax Exemption Bylaw	
2-010 2023 Utility Rates Bylaw	
5-005 Bylaw Notice Enforcement Bylaw	
6-002 Zoning Amendment	
6-003 Zoning Amendment	
6-004 Zoning Amendment	

Many of the Policy changes centered around adapting the Village website to a more modern platform and allowing the incorporation of current cyber security practices.

## Economic Development

In 2022 The Village of Cache Creek contracted a Grant Writer for the municipality. The Grant Writer was contracted from April until December, and during that time they applied for a total of \$1,682,000 in funding on behalf of the Village. The cost of the Grand Writer was covered by grant funding.

The Cache Creek Visitor Information Centre had a busy year. They were successful in their application to become a member of the Visitor Services Network, commonly known as Destination BC. They also applied for and received a \$10,000 Indigenous Projects Grant that will see a mural installed in the basement of the hall, interpretive signage by the Visitor Information Centre, and additional staff training. Also, the team attended a tradeshow in Abbotsford.



## Animal Control and Licensing

The Village of Cache Creek offers dog licensing and animal control services for the community. A dog license is required annually for any dog over the age of 4 months old. The Village team keeps track of owners and has contact information for each animals. When the Village receives calls from people that have found lost animals, we then use this information to assist in reuniting the animal with their owner. Licensing is inexpensive and offers an easy way to assist in the recovery of your pet if lost. We also share Facebook content for lost and licensed dogs within the community upon request.

We currently maintain a contract with an Animal Control Officer local to our community who does regular rounds and handles calls and complaints.

Also for anyone wondering, the Village Office is a pet friendly office, so you are more than welcome to bring your four legged friends in with you when you stop in!

## Water Distribution Services

### Water Usage

Water usage for 2022 stayed fairly consistent compared to previous years.

On average, Cache Creek used:

1380 litres per resident per day in 2020  
1481 litres per resident per day in 2021  
1408 litres per resident per day in 2022

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*A 2016 study conducted by UBC concluded that British Columbians use on average 312 litres of water per capita daily.*

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2022 was the first year of implementation for our Water Conservation Bylaw. Volumes did drop slightly, and more education and enforcement is planned in future years.



## Water Distribution Services

### Facility Upgrades

Following the 2020 flooding, the Village administration applied for and received 100% funding for a large infrastructure project to mitigate flood risk. This project began construction in 2021 and reached substantial completion in 2022. The upgrade includes changes to the road to the Water Treatment Facility, an additional well drilled and activated, and significant upgrades to the internal infrastructure of the facility.

## Wastewater Collection and Treatment Services

### Effluent Quality

Effluent is the water that has completed the treatment process and is then returned to the environment. There are two common measures for effluent quality within a Wastewater Treatment Facility:

#### CBOD – Carbonaceous Biological Oxygen Demand

This index measures the amount of oxygen that will be consumed by the decomposition of organic matter in wastewater. Think of it as a measure of the strength of the wastewater, for example, wastewater coming straight from a household that contains mostly water will have a much lower CBOD than waste coming from a septic holding tank. The effluent standard for this measure is under 25 milligrams per litre.

#### TSS – Total Suspended Solids

This could be anything that floats or suspends in water such as sand, sediment, or plankton. The effluent standard for this measure is also under 25 milligrams per litre.

Both of these standards are measured three times a year on the inflow side, and once a month on the outflow side.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CBOD	2	3.6	2.3	3.1	2.1	2.1	2	2	2.7	3.9	2.5	4.1
TSS	8.2	5.4	7.6	5.8	4.4	6.3	7.0	3.9	4	4.1	3.9	8.1

\*All fields are measured in mg/L

Our team takes great pride in ensuring that these numbers are well below the legislated standard of 25mg/L for both measures. They have set an in-house target of under 7 mg/L for CBOD and under 10 mg/L for TSS levels which they achieved month over month for both categories.



**Recreational Facilities**

Community Hall Financial Breakdown

	<b>2020</b>	<b>2021</b>	<b>2022</b>
Generated hall rental revenue of	\$4,865.00	\$6,184.75	\$6,440.75
Generated Fitness Centre revenue of	\$1,620.00	\$1,682.50	\$1,800.00
Incurred expenses totalling	\$22,295.61	\$22,550.72	\$35,836.61
Final Cost	\$13,790.61	\$12,622.47	\$27,595.86

2022 saw a significant jump in hall rentals for regular programming with averages between 20 and 35 rentals per month, with a total of over 330 bookings. That was a dramatic increase over the previous years, which averaged 120 per year in 2020 and 2021, and higher than pre-covid levels of approximately 250 bookings per year.

Major increases were seen in expenses due to a budgeted replacement of all exterior lights and multiple unforeseen issues with the HVAC Systems.

Cache Creek Recreational Pool

The Pool Facility was closed during the 2020, 2021, and 2022 seasons. During closure there was still heating and circulation costs, as well as monitoring costs.

	<b>2020</b>	<b>2021</b>	<b>2022</b>
Supplies	\$1,895.07	\$982.19	\$572.40
Permits	505.44	494.32	506.32
Electricity	6,333.42	7,154.01	5,297.69
Natural Gas	6,527.65	4,353.95	9,892.69
Telecommunications	381.49	173.40	255.24
Repairs/Maintenance	330.95	0	144.83
Staff Costs	7,414.93	5,080.08	5204.51
<b>Total Costs</b>	<b>\$23,388.95</b>	<b>\$18,237.95</b>	<b>\$21,873.68</b>

In early 2022 administration completed a report looking at historical data of the facility and reached out to multiple agencies for input during the process. Additional reports and analysis are currently underway.



### **Fire Protection**

The Cache Creek Fire Department is a 100% volunteer fire department that is working towards full exterior operations certification. Membership has held strong with 16 regular members and 1 junior at the beginning of 2022, and ended with 19 regular and 2 junior members by the end of the year.

A big change for the department in 2022 was an increased focus on personal fitness, that has been implemented by introducing a second practice day each week that has a heavy focus on intense workouts. Members of Ashcroft Fire Rescue also regularly join in the Cache Creek's fitness sessions.

### **Bylaw Enforcement**

2021 saw the addition of a dedicated bylaw enforcement officer to the team and this continued throughout 2022.

A major focus was the creation of a proper ticketing bylaw. Completed in the fall of 2022, the bylaw increased enforcement options available for 15 of the most commonly referenced bylaws.



**2022 Statement of Objectives and Measures**

**Safety – Create a safe community**

**Crime Reduction**

To engage government agencies to see where there is room for improvement. Stakeholders would include RCMP, Ambulance, Interior Health, Mental Health, MCFD, Ministry of Public Safety and Solicitor General, Probation, and Crown Counsel.

**Status : In Progress** – The Village has engaged some stakeholders regarding crime reduction and implemented recommendations into practice.

**Pedestrian Crossing Safety**

To Discuss with Ministry of Transportation and Infrastructure areas of concern regarding the pedestrian crosswalks at the intersection of Highways 1 and 97 to determine the best course of action to ensure public safety.

**Status: Delayed** – Primary conversations have occurred but a concrete plan has not been developed yet.

To apply for funding to improve the intersection at Quartz Road and Stage Road.

**Status: In Progress** – Administration applied for a grant to work on signage for the intersection and beyond. \$20,000 was awarded to the community under the Vision Zero Road Safety Program, and work will be underway in 2023/2024.

**Speed Reduction / Traffic Control**

To liaise with RCMP, Ministry of Transportation and Infrastructure, ICBC, and Bonaparte First Nation to discuss the speed limits of the highway corridor around Cache Creek and to work on signage and physical mitigation strategies.

**Status: In Progress** – Initial conversations have occurred between the Village and above listed parties. Further discussion and planning to be scheduled in 2023/2024.





## Community Lighting

To survey all current exterior lighting on municipal structures and determine cost to improve lighting.

**Status: Complete** – Admin completed assessment of structures that needed upgraded fixtures. Completion of the Fire Hall and Community Hall changes to LED took place in 2022, and all other street lights in the community were changed to LED in the spring of 2023 using funding from the Local Government Climate Action Program and the Canada Community-Building Fund.

To inform community members on ways to assist with remediation of streetlight outages, since members of the public are first to notice.

**Status: Complete** – Information was circulated in social media and on our website on how to report street light outages.

## Community Preparedness

To create a series of videos outlining actions that can assist community members during emergencies.

**Status: To Be Reviewed** – Staff and Council have to review this goal to determine if changes are needed in light of continued flooding events.

To share tips in the Newsletter regarding emergency preparedness recommendations.

**Status: Complete** – During the run of the newsletter, a section was dedicated to emergency preparedness that was applicable to the time of year.

## Cache Creek Remediation

To design and plan corridor remediation from downstream up. While the Ministry of Transportation and Infrastructure is working on Highway 97, the Village of Cache Creek is set to start works on planning for what the watercourse should look like.

**Status: In Progress** – The Village continues to work with stakeholders in the area to implement the plans laid out in the 2021 Flood Mitigation Plan. In the spring of 2023 the Village received confirmation that our application for the Community Emergency Preparedness Fund was awarded in the amount of \$284,000 to create shovel-ready projects around the Cache Creek waterway.



## Critical Infrastructure Security

To reevaluate current security measures in all municipal structures and data systems.

**Status: Complete** – Staff evaluated current security measures in all municipal structures.

To analyze and create a comprehensive list of actions to implement in our critical infrastructure.

**Status: Complete** – Security measures for current facilities were updated. Trial of the system will be conducted and a re-evaluation will take place to see if these solutions were proper or if corrections would be required.

## Growth – Prepare ourselves for growth

### Communicate with Brownsites

To communicate with every landowner on an individual basis the need for change on these types of sites and gauge interest in remediation, development, and/or disposal of these sites.

**Status: In Progress** – Staff have been in conversation with multiple site owners in the downtown core. Many are actively seeking Certificates of Compliance in order to be able to market or develop their properties, and expect positive responses soon.

### Vacant Land Maintenance

To institute communication with vacant land owners for requirements for weed control, grass control, and unsightly premises, and to issue specific deadlines that work must be completed by and remediate as needed.

**Status: Delayed** – Changes to staff, staffing levels, and bylaws impacted the progress of this task. Council is currently looking at this through bylaw changes.

### Asset Management

To create an Asset Management program from the ground up. A proper program would include maintenance schedules for all serviceable items and components, and recommend replacement dates for all critical infrastructure items.

**Status: Delayed** – Other tasks have been given higher priorities. In 2023 there has been internal restructuring to attempt to solve this issue and put a focus back on this topic.



## **Promote our Airport**

To work on acquiring federal funding for infrastructure at the airport site.

**Status: On Hold** – Grant opportunities have come up but other projects that qualified for the same grants have taken priority.

To work with local stakeholders and create shovel-ready projects that could have an impact on usage at that site.

**Status: In Progress** – Council and staff have been looking into works needed on site and discussing projects with regional stakeholders.

## **Re-Align Mill Rates**

To align mill rates with neighbouring area and provincial levels during budgeting season.

**Status: In Progress** – In 2021, 2022, and 2023 budget years mill rates have been shifting in industrial areas to better align with regional and provincial levels.

## **Business License Revisit**

To review and revise the business license bylaw to better align with the needs of the area.

**Status: On Hold / Applied for funding** – An application for funding was made successfully for a Community Development Coordinator. The position should be filled in the second half of 2023 and then work will resume.



### Communication – Change and clarify how we engage the community

#### Monthly Newsletter

To create a Newsletter to inform residents as to what is happening in the community. The Newsletter will be distributed monthly via mail drop, our website, social media, and email.

**Status: Revised** – Initially the project was going ahead as a monthly newsletter, but the staff time necessary to create a successful newsletter had delayed other projects. In 2023 Council decided to enstate a quarterly newsletter, with the first issue expected in the fall of 2023.

#### Communication Policy

To create a policy to outline how the Village will communicate with the public. That would include specifics on all methods of communication and platforms to be used.

**Status: Delayed** – This objective is still in progress with an anticipated public engagement and completion in 2024.

### Spirit – Build Community Spirit

#### Downtown Beautification

To complete an assessment of the highway corridors irrigation system and to fix and replace parts of the system as necessary.

**Status: Re-Opened** – While initially completed in early 2023, flooding caused significant damage to irrigation systems in the downtown core. Staff is actively working on repairs.

To institute an “Adopt a Planter” program Groups, businesses and individuals will be able to adopt a planter and arrange it within a set of guidelines set by Council on an annual basis.

**Status: Completed** – Staff has worked with the community to designate 30 planters to be adopted as part of the program. The 2022 program was a success and Council decided to extend it for future years. Comments and feedback were solicited by participants and residents which is being incorporated into the 2023 program.



## Recreate Recreation Policies

To revise the Facilities and Events Bookings Policy to enable the creation of “Community Champions,” to facilitate events and drop in uses of facilities at scheduled dates and times to encourage more optimal use.

**Status: On Hold / Applied for funding** - An application for funding was made successfully for a Community Development Coordinator. The position should be filled in the second half of 2023 and then work will resume.

## Love Cache Creek

To work with NDIT to facilitate a program that has will promote small independent businesses through their Love Northern BC Program.

**Status: On Hold / Applied for funding** – There were substantial changes with this task as the formal program closed after the creation of the Strategic Plan. The Village applied for a grant that focused on the same ideals, and the funding is pending.

## Cleanup Day

To create and facilitate a community cleanup day where members of the public volunteer their time and services to assist fellow community members and downtown.

**Status: Delayed** – This program was intended to occur in the spring, but due to flooding in 2023 the project was cancelled for the year.

## Local Government Day

To work with our School and PAC to create a Local Government Day, where students have the ability to learn about the purpose of government and Village operations.

**Status: Delayed** – The 2022 General Election occurred during the planned discussion time, and the project was postponed.



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### **Encourage Community Love**

To create a series of clothing and accessories available to the public to promote the community.

**Status: In Progress** – Staff have been having conversations with area not-for-profit organizations regarding implementation and capacity.

Proceeds from sales will be used for Village lead initiatives that promote the community.

**Status: On Hold** – Will be reviewed as part of other discussions.



**Financial Report**

Local governments in BC are required through provisions in the Community Charter to have balanced financial plans. Current revenue, including transfers from reserves must be sufficient to support current expenditures for each of the three funds: general operating, sewer, and water.

Village of Cache Creek’s financials for 2022 balance \$4,473,055 in revenues and transfers with \$4,473,055 in expenditures.

**Municipal property taxes**

The largest single source of revenue for the Village is property taxes. Property taxes are levied on owners of properties situated in Cache Creek based on the assessed value of their property.

To balance the financials:

1. A municipal residential property tax increase of 35% due to property tax assessment in 2022, with an increase in the mill rate of 7%.
2. A water frontage increase of 24% and sewer frontage increase of 45% in 2022 to allow raise in water and sewer reserve to facilitate access to grant funding for capital projects.
3. Utility rates increase of 25% in 2022 to allow waste removal, water, and sewer operating funds balancing.

Including all property taxes and utilities, an average homeowner with a house assessed at \$250,000 in 2021 paid more in 2022 by:

	<b>2022</b>	<b>2021</b>
Assessment	<u>\$336,450</u>	<u>\$250,000</u>
Municipal taxes and frontages	1,872	1,348
Other levels of govt levies	1,692	1,438
Sewer	420	336
Water	345	276
Refuse collection	120	96
	<u>\$4,449</u>	<u>\$3,494</u>
Increase from previous year	<b>\$955</b>	



**Financial Report**

**Reserve fund**

Reserve funds have decreased in 2022 by \$17,338 as previously allocated funds were used to complete capital projects planned in previous years and funding was provided for equipment replacement, capital projects, and acquisitions.

	<b>2022</b>	<b>2021</b>
Landfill legacy	\$1,225,434	\$1,225,434
General reserve	526,141	580,624
Water reserve	156,555	117,169
Sewer reserve	40,053	15,860
Community Works Fund	1,069,401	1,019,829
Covid-19 Restart Grant Reserve	-	76,006
	<b>\$3,017,584</b>	<b>\$3,034,922</b>

**Financial planning process**

Financial planning is an on-going, year-round process. The cycle begins in September and continues until the following May when the plan is adopted by Council:

September – October	Council develops budget guidelines.
October – January	Draft financial plan is prepared.
January – March	Senior management review
April	Public meetings
May	Final financial plan and bylaws adopted.

A work plan that contains major activities to accomplish in the coming year, including those initiatives contained in the Strategic Plan, is being created. Based on those activities and while adhering to the budget guidelines, departmental budgets are created outlining expected costs and associated revenues. The departmental budgets are compiled to create a draft financial plan to be reviewed by Council.

Public meetings are scheduled upon finalization of the draft financial plan. As Council discusses financial plan priorities, the proposed financial plan is revised until a final version is reached. This becomes the document the Village uses to develop the Financial Plan Bylaw. The property tax revenue requirement established in the Financial Plan Bylaw forms the basis for the tax rates approved through the property tax bylaw.





## Permissive Tax Exemptions

There were three organizations that received Permissive Tax Exemptions in 2022. The Village of Cache Creek offers these types of exemptions to places of worship and registered not-for-profits organizations in return for the services that they provide offer to residents. These groups are required to submit an application and financial information every year. The following properties were exempt from municipal taxation, pursuant to Section 224 of the Community Charter:

### Equality Project Society

1260 Stage Road - The whole of the taxable assessed value of the land and improvements owned and used exclusively by the "EQUALITY PROJECT SOCIETY" located in the Village of Cache Creek, Province of British Columbia and more particularly known and described as LOT 11, PLAN KAP11443, DISTRICT LOT 104, KAMLOOPS DIVISION OF YALE DISTRICT. The estimated Municipal Tax Exemption was \$1,498.77.

### South Cariboo Sportsmen Association

The whole of the taxable assessed value of the land and improvements owned and used exclusively by the "SOUTH CARIBOO SPORTSMAN ASSOCIATION" LOCATED IN THE Village of Cache Creek, Province of British Columbia and more particularly known and described as SECTION 13, TOWNSHIP 21, RANGE 25, MERIDIAN 6, KAMLOOPS DIVISION OF YALE DISTRICT, PT OF E ½ LICENSE 347091. The estimated Municipal Tax Exemption was \$1,724.95.

### Pentacostal Assemblies of Canada

1535 Stage Road - The whole of the taxable assessed value of the land and improvements owned and used exclusively by the "PENTECOSTAL ASSEMBLIES OF CANADA," British Columbia located in the Village of Cache Creek, Province of British Columbia, and more particularly known and described as LOT 1, PLAN 36554, SECTION 30 TOWNSHIP 21, RANGE 24, MERIDIAN 6, KAMLOOPS DIVISION OF YALE DISTRICT, EXCEPT PLAN KAP60706. The estimated Municipal Tax Exemption was \$6,156.40.

No other organizations recieved a Permissive Tax Exemption in 2022.



## Declaration of Disqualifications

There were no declarations of disqualifications under Section 111 of the Community Charter for the Year 2022.



**Statement of Financial Information (SOFI)**

**MANAGEMENT REPORT**

Prepared under the Financial Information Regulation, Schedule 1, Section 9

The Financial Statements contained in this Statement of Financial Information under the Financial Information Act have been prepared by management in accordance with Canadian public sector accounting standards, and the integrity and objectivity of these statements are management's responsibility. Management is responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Council is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control.

The external auditors, BDO Canada LLP, conduct an independent examination, in accordance with Canadian Generally Accepted Auditing Standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the municipality's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to Council.

On behalf of the Village of Cache Creek

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Cristina Martini, CPA, CMA, B.Eng.  
Chief Financial Officer



**Statement of Financial Information (SOFI)**

**STATEMENT OF FINANCIAL  
INFORMATION APPROVAL**

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9 (2), approves all the statements and schedules, included in this Statement of Financial Information, produced under the **Financial Information Act**.

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Cristina Martini, CPA, CMA, B.Eng.  
Chief Financial Officer

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John Ranta  
Mayor



**Statement of Financial Information (SOFI)**

**SCHEDULE OF REMUNERATION AND EXPENSES**

*Prepared Under the Financial Information Regulation, Schedule 1, Section 6*

**1. SCHEDULE OF COUNCIL REMUNERATION**

NAME	POSITION	REMUNERATION	EXPENSE	TOTAL
TALARICO, SANTO	Mayor	\$ 12,088		\$ 12,088
PETERS, SUSAN JEAN	Council	10,097		10,097
PITTMAN, ANNETTE G	Council	8,414		8,414
DAFOE, LISA R	Council	8,414		8,414
COOMBER, WENDY	Council	8,414		8,414
RANTA, P.A. JOHN	Mayor	2,418	225	2,642
DUBOIS, DAVID	Council	1,683	107	1,790
DEBERT, KELLY J	Council	1,683		1,683
RANTA, CARMEN	Council	1,683		1,683
<b>TOTAL: elected officials' remuneration</b>		<b>\$ 54,893</b>	<b>\$ 332</b>	<b>\$ 55,224</b>

**2. SCHEDULE OF EMPLOYEE REMUNERATION**

NAME	POSITION	REMUNERATION	EXPENSE	TOTAL
COUTURE, DAMIAN	CAO	\$ 86,894	\$ 3,022	\$ 89,916
MARTINI, CRISTINA	CFO	86,624	998	87,622
PEACOCK, STEVE K	Water Plant Operator	86,444	749	87,193
BILLY, SHAYNE	Foreman	84,463	247	84,710
CUMMING, JORDAN D	Utility Operator	83,573	351	83,924
BATTEL, GABRIEL	Utility Operator I	75,647	180	75,827
<b>Consolidated total</b> of other employees with remuneration of \$75,000 or less		371,775	1,270	373,045
<b>TOTAL: employee remuneration</b>		<b>\$ 875,420</b>	<b>\$ 6,817</b>	<b>\$ 713,603</b>



**Statement of Financial Information (SOFI)**

**SCHEDULE OF REMUNERATION AND EXPENSES**

*Prepared Under the Financial Information Regulation, Schedule 1, Section 6*

<b>3. RECONCILIATION</b>	Remuneration	Expenses
Remuneration - Mayor and Council	\$ 54,893	\$ 332
Total employees with remuneration greater than \$75,000	503,646	5,547
Total employees with remuneration lower than \$75,000	371,775	1,270
<b>Total remuneration and expenses</b>	<b>\$ 930,313</b>	<b>\$ 7,148</b>

The variance between the Schedule of Remuneration and Expenses and the wage and benefits expense reported in the financial statements is due to the following factors:

1. The remuneration schedule is based on actual payments made during the year while the financial statements are prepared on an accrual basis.
2. Wages and benefits include benefits that are recorded at full cost in the financial statements. That includes items such as the employer portion of federal deductions, retirement benefits and medical benefits.

Expenses as defined by the Financial Information Act to include travel expenses, memberships, tuition, extraordinary hiring expenses, registration fees, and similar amounts paid to the employee, or to a third party on behalf of the employee, and which has not been included in “remuneration”.

Expenses are not limited to those that are generally perceived as perquisites, or bestowing personal benefit, and include expenditures required for employees to perform their job functions and exclude benefits of a general nature applicable to all employees pursuant to an agreement such as medical, dental, counselling, insurance, and similar plans.



**Statement of Financial Information (SOFI)**

**STATEMENT OF SEVERANCE  
AGREEMENT**

*Prepared Under the Financial Information Regulation, Schedule 1, Section 6 (8)*

There were no severance agreements made between the Corporation of the Village of Cache Creek and its non-unionized employees during the 2022 fiscal year.



**Statement of Financial Information (SOFI)**

**SCHEDULE OF PAYMENTS TO VENDORS**

*Prepared Under the Financial Information Regulation, Schedule 1, Section 7*

**1. SUPPLIERS WHO RECEIVED AGGREGATE PAYMENTS EXCEEDING \$25,000**

Supplier Name	Aggregate amount paid to supplier
BREE CONTRACTING LTD	\$ 1,128,957
MINISTER OF FINANCE - ePAT	\$ 270,257
TRUE CONSULTING LTD	\$ 264,728
RECEIVER GENERAL - PAYROLL	\$ 210,157
B.C. HYDRO	\$ 150,073
VILLAGE OF ASHCROFT	\$ 138,556
CANADA REVENUE AGENCY	\$ 115,949
SUTTON GROUP WEST-COAST REALTY	\$ 58,275
THOMPSON-NICOLA REGIONAL DISTRICT	\$ 55,414
GREAT-WEST LIFE ASSURANCE COMPANY	\$ 47,958
JIM PATTISON LEASE	\$ 41,483
PETRO CANADA SUPERPASS	\$ 40,077
XCEED MACHINE WORKS INC.	\$ 39,876
MIABC	\$ 39,150
FORTIS BC-NATURAL GAS	\$ 33,932
ARCONA ROOFING & SHEET METAL LTD	\$ 31,394
ASSOCIATED ELECTRICAL SERVICES	\$ 30,632
ROLLINS MACHINERY LTD.	\$ 29,125
<b>Total aggregate amount paid to suppliers</b>	<b>\$ 2,725,993</b>

**2. Consolidated total paid to suppliers who received aggregate payments of \$25,000 or less**

	\$ 547,479
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**3. Reconciliation**

Total of aggregate payments exceeding \$25,000 paid to suppliers	\$ 2,725,993
Consolidated total payments of \$25,000 or less paid to suppliers	\$ 547,479
Consolidated total of all grants and contributions exceeding \$25,000	\$ -
<b>Total suppliers and grants</b>	<b>\$ 3,273,472</b>

The schedule of payment is based on actual disbursements through the accounts payable system and therefore the total will differ significantly from the expenditures in the financial statements which are reported on an accrual basis. There are also several disbursements that are not considered expenses, including payments for the acquisition of tangible capital assets, rebates, and deposit refunds.





**Statement of Financial Information (SOFI)**

**SCHEDULE OF GUARANTEE AND  
INDEMNITY AGREEMENTS**

*Prepared Under the Financial Information Regulation, Schedule 1, Section 5*

The Village of Cache Creek has not given any guarantees or indemnities under the Guarantees and Indemnities Regulations.