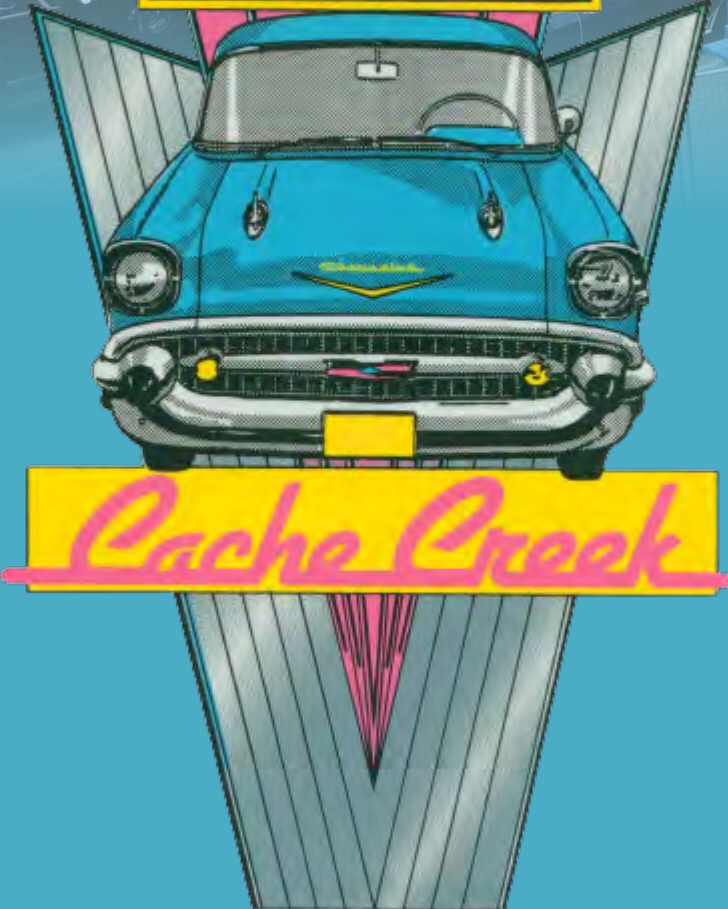


VILLAGE OF



Cache Creek

2023
Annual Report



CONTENTS

	Pages
Introduction	
Acknowledgements	2
What is an Annual Report?	3
Community Overview	4
Mission Statement	5
Mayor's Message	6
Chief Administrative Officer's Message	7
Village Operations	
Village Services	8
Land Use Planning and Building	9
Corporate Services	9
Economic Development	10
Animal Control and Licencing	10
Water Distribution Services	11 - 12
Wastewater Collection and Treatment Services	13 - 14
Recreational Facilities	14 - 15
Fire Protection	16
Bylaw Enforcement	17
Objectives and Measures	18 - 24
Village Financials	
Financial Report	25 - 26
Permissive Tax Exemptions	27
Declaration of Disqualifications	28
Statement of Financial Information (SOFI)	29 - 37
Appendix A – Financial Statements	38 - 71



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.

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 by its welcoming, small town feel, affordability, and services.

Our Guiding Principals:

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



Mayor's Message

Dear Residents of Cache Creek,

As we reflect on the year gone by, 2023 will be remembered as a time of both challenge and progress for our community. The severe flooding we experienced brought to light the immense challenges of emergency response, but through the dedicated efforts of our Emergency Operations Centre (EOC), we managed to coordinate responses, ensure public safety, and begin the journey towards recovery.

I am pleased to report significant strides in our recovery efforts. We have identified and commenced work on 25 recovery projects, representing an investment exceeding \$5.4 million. Key among these achievements is the completion of the \$2.07 million upgrade to our Water Treatment Plant, which has greatly bolstered the reliability of our water supply. Furthermore, securing \$2.2 million for enhancements to our Wastewater Treatment Plant underscores our commitment to modernizing essential infrastructure.

Looking ahead to 2024, we have already secured funding for a crucial geomorphological study of Cache Creek and the Bonaparte River. This study will help us better understand and mitigate future flood risks posed by sediment, ensuring a more resilient future for our community. Additionally, the development of a new Floodplain Bylaw, incorporating insights from recent flooding events, will guide our zoning and building practices to further enhance our resilience.

I want to express my heartfelt gratitude to each resident, council member, and member of our dedicated team for their unwavering resilience and dedication throughout this challenging period. Together, we have faced adversity head-on and made significant progress towards a stronger, more resilient Cache Creek.

As we continue on our path of recovery and rebuilding, I am confident that our collective efforts will pave the way for a brighter and more secure future for all. Let us move forward with optimism and determination, knowing that together, we are building a community that can withstand and thrive in the face of any challenge.

Warm regards,

P. A. John Ranta
Mayor of Cache Creek



Chief Administrative Officer's Message

As we reflect on 2023, it is important to acknowledge both the challenges and progress that have marked this year. One of the most significant events was the severe flooding we experienced, which brought to light the complex challenges faced during such emergencies. While residents see the immediate impact, the behind-the-scenes efforts at our Emergency Operations Centre (EOC) often go unnoticed. Coordinating emergency responses, managing logistics, ensuring public safety, and communicating effectively under pressure are just some of the tasks that our dedicated team handles. These efforts are crucial in mitigating the effects of such natural disasters and promote a swift recovery.

Despite these challenges, I am pleased to report that we are well on the way to recovery. Of the 25 identified recovery projects, significant progress has been made, with more initiatives set to commence in 2024. The total investment in these projects is estimated at over \$5.4 million, and we are hard at work proving out these projects and actioning them.

One of the major accomplishments of 2023 was the completion of the Water Treatment Plant upgrade. This \$2.07 million dollar project has significantly improved the resiliency of our plant and saw the installation of a new well, ensuring a reliable and safe water supply for all residents. Additionally, we secured \$2.2 million in funding for improvements to our Wastewater Treatment Plant. These improvements will include the replacement of our belt press with a modern centrifuge system and essential repairs to our lower elevation wastewater systems.

Looking ahead, we have applied for and received funding in 2024 for a geomorphological study of Cache Creek and the Bonaparte River. This study aims to assess whether sediment will continue to pose a problem in future floods and will help us identify potential projects to address this issue effectively. We were also successful in funding the creation of a new Floodplain Bylaw that will incorporate learnings from recent flooding events into our zoning and building practices.

As we continue to recover and rebuild, I want to extend my gratitude to residents, council members, and the team for their resilience and dedication. Together, we have faced adversity and made substantial strides towards a stronger, more resilient Cache Creek. I am confident that our ongoing efforts will pave the way for a brighter and more secure future for our entire community.

Sincerely,

Damian Couture
Chief Administrative Officer
Village of Cache Creek



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 one seasonal, and four full time office personnel with one casual team member.

Additionally we have contracts for Animal Control, Bylaw Enforcement, Building Inspection, Janitorial, and Economic Development.

In 2023 we also saw the addition of a contract for a Community Recovery Liaison as a direct response to flooding tasks that needed to be completed.

Outlined over the next few pages showing the latest developments in each department.



Photo of Campbell Hill communication towers taken from North East of Cache Creek



Land Use Planning and Building Inspection Services

Land use planning is crucial for communities, because it helps manage how land is used and developed in a way that benefits everyone. By carefully planning where homes, businesses, parks, and roads should go, communities can ensure that they grow in an organized and sustainable way. This helps protect the environment, improve residents' quality of life, and make sure there are enough resources and services for everyone. Good land use planning also helps avoid problems like overcrowding and traffic congestion making the community a better place to live.

The 2023 numbers represent two commercial and two home building permits.

Year	Permits
2021	\$1,999,300
2022	\$3,400,789
2023	\$768,000

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 2023 the Village of Cache Creek created/amended eight bylaws and seven policies.

- | | |
|--|--|
| <p style="text-align: center;">Bylaws</p> <ul style="list-style-type: none"> 2-010 2023 Utility Rates Bylaw 2-011 2023 Five Year Financial Plan <li style="text-align: center;">Bylaw 2-012 2023 Tax Rates Bylaw 2-013 Permissive Tax Exemption Bylaw 2-014 2024 Utility Rates Bylaw 5-005 Bylaw Notice Enforcement Bylaw 5-006 Building Bylaw Amendment 5-007 Business Licence Bylaw | <p style="text-align: center;">Policies</p> <ul style="list-style-type: none"> A-1 Code of Responsible Conduct B-16 Expense Reimbursement <li style="text-align: center;">C-3 Hiring C-10 Technology and Cybersecurity C-12 Staff Pay for Fire Department Duties <li style="text-align: center;">E-7 Fitness Centre Access F-4 Fire Department Service Level |
|--|--|



Economic Development

In 2023, Cache Creek's economic development received a significant boost with the introduction of the Community Development Coordinator (CDC) role, made possible through a grant from the Rural Economic Diversification and Infrastructure Program. This new position, initiated in the Fall, is dedicated to spearheading innovative programs and initiatives aimed at fostering community growth and securing funding for various projects. Throughout the year, the CDC applied for grants totaling over \$225,000, earmarked for initiatives such as promoting local businesses through a shop-local campaign, enhancing commercial areas with a facade program, and facilitating engaging community events.

With the successful applications, Cache Creek is poised to roll out new programs benefiting local businesses, including a rewards program in collaboration with the Driftscape App, several community events and creating a comprehensive plan for the future development of the downtown core and improving accessibility in our community.

Despite facing the challenge of opening late due to flooding in the Spring, the Cache Creek Visitor Information Centre (VIC) open its doors and welcomed a influx of supportive visitors throughout the season. Over 8000 people came into the centre in 2023. With funding assistance from the Canada Summer Jobs Program, the VIC was able to employ a full-time student for the 12-week operating period, with the program covering a third of the position's cost. The VIC team secured three additional grants in 2023: the Indigenous Learning & Projects grant will enable the installation of new displays and signage, an accessibility grant facilitated the replacement of the downstairs washroom facilities, and attendance at two tradeshow, one in British Columbia and one in Alberta, further promoted community tourism initiatives.

Animal Control and Licensing

The Village of Cache Creek provides dog licensing and animal control services to the community. In 2023, 92 dogs were licensed. All dogs over four months old must be licensed annually. Our team maintains updated records of owners and contact information, enabling us to quickly reunite lost pets with their families. Licensing is affordable and facilitates the swift recovery of lost pets. Additionally, we share information about lost and licensed dogs on Facebook upon request.

We have a local Animal Control Officer who conducts regular patrols and handles calls and complaints.

The Village Office is pet-friendly, so feel free to bring your four-legged friends when you visit



Water Treatment and Distribution Services

Water Usage

Water usage for 2023 saw a 15% increase over 2022.

On average, Cache Creek used:

1481 litres per resident per day in 2021
1408 litres per resident per day in 2022
1628 litres per resident per day in 2023

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

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 along with future reviews of municipal water usage.

Water line testing is set to occur in 2024 which will help determine the location of potential issues in the system. Based on comparing levels of water use to other communities it is believed that there could be multiple leaks in the system is contributing to increased usage.

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 (Well #9) and activated, and significant upgrades to the internal infrastructure of the facility.

Specifically in 2023 the following works were completed:

March

Pitless adapter for Well #7 (previously existing well) was replaced and a new isolation valve was installed.

May

Substantial failure of the water main crossing at the Highway 1 Bridge adjacent to the Sandman Inn resulted in a significant issue during flooding. A boil water advisory was enacted immediately and a plan was formulated to run fire hoses from Collins Rd over the pedestrian bridge, and connect to the hydrant in front of the Riverside Motel. Fire hose was also run from a fire hydrant on the east side of Todd Road Bridge to the west side to supply water to Old Cariboo Road. Phase 1 of this temporary fix was completed within 48 hours of system failure which saw restoration of water service to all properties except for two.



Water Treatment and Distribution Services

A week later, Phase 2 was completed and saw the installation of semi-permanent HDPE pipe in these same locations. This allowed for higher volumes of water to flow and created a stable, temporary system.

July-October

Phase 3 of the system restoration occurred that resulted in the relocation of the water crossing to Collins Road. This solution was completed by directional drilling under the waterway, and resulted in higher operating pressures compared to the original line, and was less expensive to install than a repair would have been at the other crossing.

November-December

The Ministry of Transportation and Infrastructure completed a water line relocation adjacent to the new Highway 97 Bridge Construction Project. The preliminary project relocated the existing waterline that travelled over the existing culvert to below Cache Creek, which assists in making the bridge project possible as well as makes the line less susceptible to future issues.

Water Sampling

In 2023, a total of 188 samples were collected. These samples are then sent to an approved lab for testing. The lab tests the samples for E. coli bacteria and total Coliform Colonies /100 ml.

All samples in 2023 met the bacteriological requirements of the Canadian Drinking Water Quality Guidelines.



Photo of Phase 3 excavation for new water crossing at Collins Road. Directional drilling was used to avoid working within the waterway.



Wastewater Collection and Treatment Services

2023 proved to be another challenging year for Cache Creek's infrastructure. Due to the flood, we witnessed some very significant events which led to a lot of damage and recovery time and costs.

Starting at the end of April, staff started seeing a huge increase in flow to the wastewater treatment plant. Rising groundwater was starting to seep its way into our sanitary sewer system, a process known as infiltration. Flows that we normally see under receded groundwater levels progressively began to double, and at its peak, quadrupled.

May 3rd was when the dramatic events truly took place. Muddy flood water was also making its way through manhole covers and began making its way to the plant. Because of its extremely turbid and inorganic content, it was not treatable, so collectively, with the ministry of environment's permission, staff bypassed the entire treatment plant until flood waters receded.

The recovery came at a big price. The team spent about 7-10 days, often working 10 to 16 hour days, taking time to clean out the basins at the treatment plant to prepare them for use while we waited for flood waters to drop.

While getting the plant back in operation around mid-May, we noticed that our outfall was too far buried under grit, rocks and sand below the river bed that changed the course and behavior of the Bonaparte river for it to be functional any further. Staff had to expose and break the outfall line via excavation, and create a trench for our treated wastewater to flow through and into a wetland behind the treatment plant where it eventually joins the Bonaparte river. A plan for a proper outfall line is still in progress.



Photo of Wastewater Treatment Plant outfall after excavation. The final stage of the treatment process sees the treated effluent return to the waterway.



Wastewater Collection and Treatment Services

Despite all of these challenges in 2023, we were still able to report some very impressive effluent test results.

CBOD (Carbonaceous Biochemical Oxygen Demand) Is the measure of how strong wastewater is. It is measured in mg/L, done over a 5-day test.

TSS (Total suspended solids) - Is the measure of how much suspended material is in the water.

For the sake of comparison, an influent sample was taken in February of 2023, with TSS being 88.1 mg/L and CBOD being 105 mg/L. The effluent (Treated wastewater) samples for that month ended up coming to 3.3 mg/L TSS and 3.0 mg/L CBOD.

For the year of 2023, EFFLUENT TSS average came to 4.4 mg/L, and the EFFLUENT CBOD came to 2.7 mg/L.

Our permit allows for a maximum of 25 mg/L TSS and 25 mg/L CBOD.

Recreational Facilities

Community Hall Financial Breakdown

	2021	2022	2023
Generated hall rental revenue of	\$6,184.75	\$6,440.75	\$6,676.69
Generated Fitness Centre revenue of	\$1,682.50	\$1,800.00	\$3,972.84
Incurred expenses totalling	\$22,550.72	\$35,836.61	\$32,348.25
Final Cost	\$12,622.47	\$27,595.86	\$21,698.72

2023 saw another year over year increase in bookings of the community hall.

2019	2020	2021	2022	2023
250*	120*	120*	330	398

* Numbers are approximate based on historical records

Washroom repairs and replacements were completed in the Community Hall Basement and there were significant changes to the access system for the Fitness Centre.



Recreational Facilities

Cache Creek Recreational Pool

The Pool Facility was closed during the 2020, 2021, 2022, 2023 seasons. During closure there was still heating and circulation costs, as well as monitoring costs. A relatively warm winter in combination with changes to pump run times has resulted in a reduction in electricity and natural gas costs for the calendar year.

	2020	2021	2022	2023
Supplies	\$1,895.07	\$982.19	\$572.40	\$0.00
Permits	505.44	494.32	506.32	337.07
Electricity	6,333.42	7,154.01	5,297.69	1,381.18
Natural Gas	6,527.65	4,353.95	9,892.69	1,845.30
Telecommunications	381.49	173.40	255.24	162.31
Repairs/Maintenance	330.95	0	144.83	6,353.57
Staff Costs	7,414.93	5,080.08	5204.51	5,358.43
Total Costs	\$23,388.95	\$18,237.95	\$21,873.68	\$15,437.86

Council and staff are actively collecting and analyzing data to decide the future of the municipal pool, which has been closed for three years. Factors considered include evaluating the pool's condition, potential renovation costs, community interest and usage, and long-term financial implications. The decision-making process is aimed at ensuring that the outcome, whether to reopen the pool or permanently decommission it, aligns with the best interests of the community and its resources. A final decision is expected by the end of the year, following thorough consideration of all relevant factors.



Fire Protection

The Cache Creek Fire Department is a 100% volunteer fire department that is working towards full exterior operations certification. The department began the year with 17 full members and 2 junior members, and ended the year with 17 full members and 1 junior member.

2023 was a trying year for the Cache Creek Fire Department; flooding in April/May resulted in significant damage to the firehall and the road adjacent. For nearly a month members carried their gear in their personal vehicles and responded to calls without a fully functioning fire hall.

Fire Department members contributed nearly 1800 volunteer hours in 2023. This includes Tuesday practices, Wednesday fitness training, Village events and responding to 33 calls, ranging from car fires, to building alarms, as well as a double structure mutual aid call to the Village of Ashcroft.

Events that Fire Department members volunteer for include the Easter Egg Hunt, Canada Day pop up water park and Graffiti Days. Members also took part in the annual Skip's Run event in Ashcroft, completing a 5 km walk in full fire gear. In recent years the department has also sent teams and individuals to Firefit competitions in British Columbia and Alberta. Funds are raised throughout the year to send members to this event, and fitness training occurs from October to May every year.



Cache Creek Firefit Team at Firefit Regionals in Calgary, AB
L to R: Josh Hansen, Adam Newman, Alana Peters, Al Wiens



Bylaw Enforcement

In 2023, bylaw enforcement for Cache Creek experienced significant progress despite facing several challenges. Our new team member adapted quickly, thanks to the support of knowledgeable staff and the dedication of the team. The flood at the end of April into May required a temporary shift in focus, but efforts resumed promptly to address bylaw complaints throughout the year.

Quarter 2 Activities: March to June

- The initial training period.
- Flood response in April-May delayed some files as efforts were redirected.
- Main issues addressed: unsightly premises, dog complaints, and watering restrictions.
- Effective communication and polite discussion facilitated compliance.

Quarter 3 Activities: July to September

- Improved familiarity with the role and better letter-writing skills.
- Focused on compliance through communication, no tickets issued yet.
- Collaboration with RCMP and other partners for complaint resolution.

Quarter 4 Activities: October to December

- Continued resolution of complaints, particularly unsightly premises.
- Attended training courses on bylaw drafting and dog attacks.
- Focus on resolving long-standing files using effective timelines for compliance.

Throughout 2023, the Bylaw Enforcement team made substantial progress in addressing bylaw complaints in Cache Creek, with a focus on unsightly premises and dog complaints. Despite challenges such as the flood, collaboration with community partners and continuous training have enhanced the team's effectiveness. Moving forward, the department will focus on resolving long-standing files and improving compliance through effective communication and reasonable timelines. The progress made in 2023 sets a strong foundation for continued success in 2024.



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 : Ongoing – 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 – Progress has been halted as both the Village and the Ministry of Transportation have started major recovery works.

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

Status: Completed Spring 2024. The Village applied for funding from the Vision Zero Grant and was successful in our application. Installation of road signs and solar speed signs were initially planned for fall of 2023, but were pushed to spring of 2024 to work on flooding tasks. Project was completed in April of 2024 and saw the installation of signs and the addition of a new 30km/h zone in all directions surrounding the intersection of Quartz Road and Stage Road.

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: Completed Spring 2024. Project was added to scope of intersection project outlined in Pedestrian Crossing Safety goals.



Community Preparedness

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

Status: Delayed – Staff have prioritized recovery projects.

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.



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: Ongoing – 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: Ongoing – Bylaw Enforcement is taking a more proactive approach and expects to see further results in 2024.

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. Staff are investigating software options to implement a program and seeking grants.

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: Delayed – Council and staff have been looking into works needed on site and discussing projects with regional stakeholders but have slowed communications to facilitate recovery projects.



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: Complete – The Policy and Bylaw Committee worked with staff to create a new bylaw that better fit the needs of the community. The new bylaw became effective for licencing as of January 1st 2024.



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/Delayed – Initially the project was going ahead as a monthly newsletter, but the staff time necessary to create a successful newsletter had delayed other projects. Council is revising the goal in 2024.

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.



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/Ongoing – While initially completed in early 2023, flooding caused significant damage to irrigation systems in the downtown core. Staff is actively working on repairs. Staff are working to restore systems in conjunction with recovery construction projects.

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 and further funding is being sought for the program. Council and staff refreshed the existing policies for facility rental to better align with existing costs and future programs.

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: Ongoing – 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 was awarded. Work is ongoing, and the project will bring a series of smaller promotional activities that encourage visiting local businesses.

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.

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 – Flooding projects caused this task to be stopped in 2023.



ANNUAL REPORT

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 2023 balance \$5,998,163, in revenues and transfers with \$5,998,163, 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 18.26% due to property tax assessment in 2023, with a decrease in the mill rate of 6.98%.
2. A water frontage increase of 20% and sewer frontage increase of 40% in 2023 to allow for a raise in the water and sewer reserves to facilitate access to grant funding for capital projects.
3. Utility rates increase of 3% in 2023 for water and sewer and 7% for garbage removal to allow those operating funds to be closer to the break-even point.

Including all property taxes and utilities, an average homeowner with a house assessed at \$250,000 in 2022 paid more in 2023 by:

	2023	2022
Assessment	\$295,650	\$250,000
Municipal taxes and frontages	1,787	1,542
Other levels of govt levies	1,406	1,258
Sewer	430	420
Water	350	345
Refuse collection	128	120
	\$4,101	\$3,685
Increase from previous year	\$416	



Financial Report

Reserve fund

The Village reserve funds have increased in 2023 mainly due to the Growing Communities Grant received. However, the Community Works Fund has decreased in 2023 by \$85,897 as previously allocated funds were used to complete capital projects planned in previous years and for projects related to recovery due to 2023 Freshet.

	2023	2022
Landfill legacy	\$1,225,434	\$1,225,434
General reserve	533,944	526,141
Water reserve	156,555	156,555
Sewer reserve	40,053	40,053
Community Works Fund	983,504	1,069,401
Growing Communities Fund	935,000	-
	\$3,874,490	\$3,017,584

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 meeting/s 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

For the fiscal year 2023, the following properties were exempt from municipal taxation, pursuant to Section 224 of the Community Charter:

1. ASH-CREEK TELEVISION SOCIETY

The whole of the taxable assessed value of the land and improvements owned and used exclusively by the “ASH-CREEK TELEVISION SOCIETY” located in the Village of Cache Creek, Province of British Columbia and more particularly known and described as LEGAL SUBDIVISION 14, SECTION 19, TOWNSHIP 21 RANGE 24, MERIDIAN 6, KAMLOOPS DIVISION OF YALE DISTRICT. The estimated Municipal Tax Exemption was \$204.94.

2. EQUALITY PROJECT SOCIETY

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 \$1,609.14.

3. SOUTH CARIBOO SPORTSMAN 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 \$1,711.16.

4. PENTECOSTAL ASSEMBLIES OF CANADA

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 \$5,464.21.



Declaration of Disqualifications

There were no declarations of disqualifications under Section 111 of the Community Charter for the Year 2023.



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

Cristina Martini

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**.

Cristina Martini

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

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
RANTA, P.A. JOHN	Mayor	\$ 15,419	\$ 9,299	\$ 24,719
RANTA, CARMEN	Council	10,863	8,141	19,004
DUBOIS, DAVID	Council	10,263	150	10,413
PETERS, SUSAN JEAN	Council	10,263	8,880	19,143
DEBERT, KELLY J	Council	10,263	8,880	19,143
Total elected officials' remuneration		\$ 57,071	\$ 35,350	\$ 92,421

**Statement of Financial Information (SOFI)****SCHEDULE OF REMUNERATION AND EXPENSES***Prepared Under the Financial Information Regulation, Schedule 1, Section 6***2. SCHEDULE OF EMPLOYEE REMUNERATION**

NAME	POSITION	REMUNERATION	EXPENSE	TOTAL
COUTURE, DAMIAN	CAO	\$ 107,906	\$ 9,847	\$ 117,753
MARTINI, CRISTINA	CFO	100,313	2,919	103,233
CUMMING, JORDAN	Utility Operator	96,800	1,591	98,391
BILLY, SHAYNE	Foreman	87,318	0	87,318
BATTEL, GABRIEL	Utility Operator I	80,436	199	80,636
Consolidated total of other employees with remuneration of \$75,000 or less		440,495	1,502	441,997

Total employee remuneration	\$	913,269	\$	16,058	\$	929,327
------------------------------------	-----------	----------------	-----------	---------------	-----------	----------------



Statement of Financial Information (SOFI)

SCHEDULE OF REMUNERATION AND EXPENSES

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

3. RECONCILIATION

	Remuneration	Expenses
Remuneration - Mayor and Council	\$ 57,071	\$ 35,350
Total employees with remuneration greater than \$75,000	472,774	14,556
Total employees with remuneration lower than \$75,000	440,495	1,502
Total remuneration and expenses	\$ 970,340	\$ 51,408

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 2023 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
MINISTER OF FINANCE	\$ 302,138
RECEIVER GENERAL - PAYROLL	237,517
THOMPSON-NICOLA REGIONAL DISTRICT	185,907
VILLAGE OF ASHCROFT	158,745
B.C. HYDRO	155,304
MAR- KING VAC TRUCK SERVICE	113,652
MUNICIPAL PENSION FUND	106,408
ASSOCIATED ELECTRICAL SERVICES	60,894
AMECUS CONSULTANT AND CONTRACTING INC	60,404
MIABC	59,436
CENTRAL SQUARE CANADA SOFTWARE INC	58,187
GREAT-WEST LIFE ASSURANCE COMPANY	48,802
CLOUDBURST WATERWORKS SERVICES	44,142
BROGAN FIRE & SAFETY	36,083
Clear Tech Industries Inc.	33,585
BDO CANADA LLP	33,351
PETRO CANADA SUPERPASS	32,379
Total aggregate amount paid to suppliers	\$ 1,726,933

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

	\$ 787,721
--	------------

3. Total of payments to suppliers for grants and contributions exceeding \$25,000

Consolidated total of grants exceeding \$25,000	\$ 1,423,331
Consolidated total of contributions exceeding \$25,000	60,842
Consolidated total of all grants and contributions exceeding \$25,000	\$ 1,484,174



Statement of Financial Information (SOFI)

SCHEDULE OF PAYMENTS TO VENDORS

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

4. Reconciliation

Total of aggregate payments exceeding \$25,000 paid to suppliers	\$	1,726,933
Consolidated total payments of \$25,000 or less paid to suppliers		787,721
Consolidated total of all grants and contributions exceeding \$25,000		1,484,174
Total suppliers and grants	\$	3,998,827

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.