



VILLAGE OF



Cache Creek

2024
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.

DRAFT



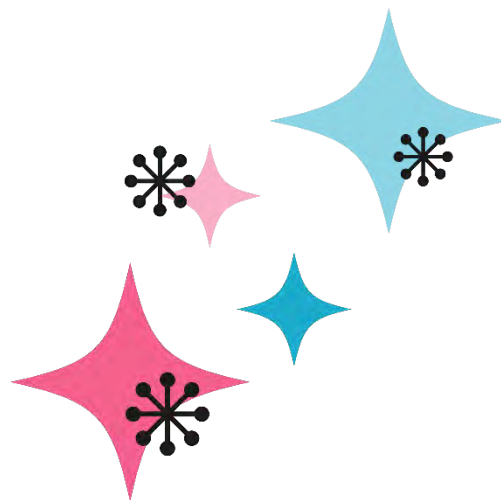
What Is An Annual Report?

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 Strategy:

To achieve our mission and vision, the Village of Cache Creek has adopted a forward-thinking Strategic Plan built around five key pillars: Disaster Repair and Mitigation, Planning for the Future, People First, Governance and Advocacy, and Livability. This plan guides our decisions and investments through clear objectives and measurable actions. It prioritizes long-term infrastructure renewal, community resilience, inclusive engagement, and economic revitalization, while ensuring day-to-day operations remain responsive and efficient. By aligning our efforts with these pillars, we are building a vibrant, resilient, and welcoming future for all who live, work, and visit here.



2024 Annual Report

Mayor's Message

Dear Residents of Cache Creek,

It is my privilege to present the 2024 Annual Report for the Village of Cache Creek—a document that reflects both the progress we've made and the resilience that continues to define our community.

Throughout 2024, we remained focused on our shared path of recovery, rebuilding, and renewal. The impacts of past flooding have continued to shape our priorities, yet they have also galvanized a spirit of cooperation, innovation, and persistence. Thanks to the dedicated work of our Village staff, contractors, and community partners, 60% of our disaster recovery projects have now been completed, with the remainder already underway.

This past year was not just about catching up—it was also about moving forward. The adoption of a renewed Strategic Plan provided a clear and measured framework for long-term investment, guiding our work in infrastructure, planning, governance, and community engagement. Whether it was the finalization of the Downtown Revitalization Plan, upgrades to our fitness and community facilities, or the launch of a quarterly newsletter to enhance communication, each initiative has moved us closer to a more resilient and connected Cache Creek.

A particular point of pride was the successful completion of a geomorphological study of the Cache Creek and Bonaparte River watersheds. The insights gained will directly inform our floodplain bylaw updates and long-term mitigation strategies, supporting safer land use and infrastructure planning for generations to come.

We also remained committed to keeping municipal property taxes as low and stable as possible, even as we faced the realities of rising costs and infrastructure demands. Our Council continues to be guided by a firm commitment to responsible fiscal management—ensuring that every dollar spent brings measurable value to our community.

At the heart of everything we do is a deep sense of community pride. From Graffiti Days to volunteer-led cleanup efforts, the spirit of Cache Creek continues to shine. In 2024, we saw renewed participation in local events, increased civic engagement, and countless small actions that together strengthen the social fabric of our town. This spirit is something we cherish and aim to grow with each passing year.

As always, these successes belong not just to Council or staff, but to the community as a whole. From our volunteer firefighters who give generously of their time, to local residents and businesses who support “shop local” initiatives, to the individuals and families who continue to show patience and optimism—Cache Creek is built on the strength of its people.

On behalf of Council, thank you for your continued trust, collaboration, and commitment to our community. As we look to 2025, we do so with clarity of purpose and deep appreciation for all that we've accomplished together.

Sincerely,

P. A. John Ranta
Mayor of Cache Creek



Chief Administrative Officer's Message

Dear Residents of Cache Creek,

As we reflect on 2024, it's clear that it was a year defined by both perseverance and progress for the Village of Cache Creek. For many in the community, the pace of recovery may seem slow at times, but what often goes unseen is the steady, dedicated work happening every day. As staff, we see the full picture, from the grant applications and engineering reviews to the coordination with multiple levels of government. Recovery is complex, but every project is moving forward.

By the end of 2024, 60 percent of our disaster recovery projects had reached completion, and the remaining work is already in progress. These efforts are not just about rebuilding what was lost; they are about building back smarter and safer in ways that will serve our community well into the future.

At the same time, we continued making progress on the broader goals laid out in our updated Strategic Plan. While managing the demands of recovery, we also moved forward on infrastructure planning, community engagement, bylaw enforcement, and service delivery. From launching new communications efforts and updating equipment to improving recreational facilities, our team worked hard to balance the needs of today with the long-term priorities of tomorrow.

One of the most common questions we receive is, "What's happening with Quartz Road?" This remains a priority. Staff have been working closely with provincial agencies to coordinate a solution. While timelines can be difficult, we are committed to delivering a project that is safe, resilient, and aligned with future needs.

Throughout it all, our team has remained focused and committed. We are a small group of people who care deeply about this community, and every late evening and challenging project reflects that dedication. We are grateful for the continued support and patience of residents as we move forward together.

Thank you for being part of this work. Recovery takes time, but we are well on our way.

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:

Bylaw Enforcement
Water Services
Wastewater Services
Recreational Facilities
Fire Protection

Corporate Services
Economic Development
Transit
Land Use Planning and Building

Services within the Village are facilitated by a Public Works team of five full time team members and temporary full-time labourer, and four full time office personnel with one casual team member.

Additionally we have contracts for Bylaw Enforcement, Building Inspection, Planning, Digital Mapping, Janitorial, and Economic Development.



Land Use Planning and Building

In 2024, the Village of Cache Creek focused its land use and development efforts on foundational planning initiatives rather than new construction. With minimal private development activity during the year—reflecting a continued emphasis on flood recovery and critical infrastructure—municipal resources were directed toward advancing long-range policy work that will shape growth and resilience for years to come.

Several significant planning processes were undertaken in 2024:

- **Active Transportation and Downtown Revitalization Plan:** The Village completed public engagement on this initiative, with the plan finalized in early 2025. The document outlines strategies for improving pedestrian safety, supporting local businesses, and enhancing the vibrancy of the downtown core.
- **Floodplain Bylaw Development:** Informed by recent flooding events and a geomorphological study of the Cache Creek and Bonaparte River systems, the Village initiated consultation on a revised Floodplain Bylaw. This work aims to better align land use regulations with flood risk mitigation and long-term community safety.
- **Housing Needs Assessment Update:** The Village conducted an updated housing assessment to identify current and emerging needs across the community. The results will support evidence-based decisions regarding housing policy, land use designations, and development priorities.

Each of these initiatives is intended to inform a comprehensive update to the Official Community Plan and Zoning Bylaw, scheduled for 2025. Taken together, they reflect a forward-looking approach that balances environmental risk, infrastructure capacity, and community well-being.



Corporate Services

In 2024, the Village of Cache Creek initiated a comprehensive review and restructuring of its policy framework. This marked the beginning of a multi-year effort to modernize governance practices and ensure clarity, consistency, and relevance in municipal decision-making.

Central to this initiative was the work of the Policy and Bylaw Committee, which undertook a full review of all existing municipal policies. A new structure was introduced to clearly distinguish between:

- Administrative Policies, which guide internal operations and are managed by staff; and
- Council Policies, which direct governance and community-facing priorities set by elected officials.

This approach provides greater transparency and ensures policies are appropriately tailored to their purpose and level of authority.

More than ten outdated or redundant policies were rescinded in 2024, while others were consolidated or updated to reflect current standards and practices. New policy development emphasized themes of inclusivity, effective communication, and organizational clarity, helping ensure that future guidance documents remain practical and accessible.

In support of improved transparency and public engagement, the quarterly newsletter was also reinstated. Distributed economically through inclusion with utility bill mail-outs and shared digitally through social media channels, the newsletter provides residents with regular updates on Village initiatives, projects, and community events.

This foundational work in policy modernization and communication sets the stage for continued improvements in governance, service delivery, and community engagement in the years ahead.



Economic Development

In 2024, the Village of Cache Creek continued to invest in local economic development through grant writing, community engagement, and targeted support for small businesses. These efforts were led by the Community Development Coordinator (CDC), a role funded through the Rural Economic Diversification and Infrastructure Program and now an established part of the Village's operations.

The CDC applied for over \$421,000 in grant funding during the year. These applications supported initiatives focused on recreation facilities, tourism, and infrastructure improvements.

The Village continued to offer the commercial façade improvement program, though uptake remained limited in 2024. The program will remain in place and available for the coming year, with the goal of supporting visible improvements to commercial spaces in the downtown area.

One of the most impactful initiatives of the year was the Shop Local Receipt Program. Residents were encouraged to submit receipts from local businesses in exchange for entries into an instant win prize draw. The program was well-received, generating strong local participation and resulting in the distribution of over \$4,000 in prizes, primarily in the form of gift cards to Cache Creek businesses.

The Visitor Information Centre (VIC) reopened for the summer season and continued to welcome travelers and tourists to the region. While operational schedules and access were occasionally adjusted due to ongoing construction at the adjacent Highway 97 bridge, the centre remained a valued resource for visitors. Staff provided information on area attractions, accommodations, and local events, helping to promote tourism and support the broader regional economy.

From a strategic perspective, economic development work in 2024 contributed significantly to the completion of the Active Transportation and Downtown Revitalization Plan. This plan outlines a long-term vision for a more connected and economically vibrant core, including improved pedestrian infrastructure, community gathering spaces, and support for local business growth.

Together, these efforts reflect Cache Creek's continued commitment to supporting economic resilience and building a strong foundation for future development.



Water Treatment and Distribution Services

In 2024, the Village of Cache Creek continued to prioritize the resilience and efficiency of its water distribution system through infrastructure renewal, system monitoring, and responsive maintenance. While annual water usage volumes across the three reservoir systems declined slightly compared to 2023, overall consumption remained on par with 2021 and 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
1467 litres per resident per day in 2024

*Comparable water usage for other areas are:
Metro Vancouver: 384 litres per capita (2023)
Okanagan Basin: 391 litres per capita indoors
641 litres per capita outdoors
(2018 dataset)*

To address long-standing concerns related to high water consumption, the Village conducted a leak detection program throughout the municipality. This investigation successfully identified three significant leaks: two within the Village system and one on private property. The private leak was repaired immediately. Of the two municipal leaks, one had already been scheduled for repair and was completed shortly after the study. The remaining leak has been isolated and is planned for repair in 2025.

The Village also completed a replacement of chlorination equipment at the water treatment facility in the latter half of the year. This upgrade enhances operational reliability and ensures continued compliance with provincial water quality standards.

Routine water testing continued throughout the year, with enhanced monitoring protocols adopted in response to infrastructure vulnerabilities. A few boil water notices were issued in 2024; all were tied to emergency repairs or mechanical failures and were not linked to water source quality or contamination. In all instances, precautionary measures were enacted promptly and lifted once compliance with safety standards was confirmed.

The Water Conservation Bylaw remained in effect and was primarily applied at Level 1, with higher restriction levels triggered only during emergency maintenance or repairs. Continued public education, coupled with enforcement where necessary, contributed to steady awareness of responsible water use.

With significant upgrades completed, and further works planned for 2025, the Village remains committed to protecting water quality, reducing system losses, and strengthening long-term service reliability for residents and businesses alike. Water Usage



Wastewater Collection and Treatment Services

The Village of Cache Creek operates an integrated wastewater system, with sanitary sewer lines conveying wastewater to the treatment plant for processing and discharge into the Bonaparte River, and storm sewers managing surface runoff, discharged untreated into the river.

Significant progress was made in 2024 across both the collection and treatment systems, supported by a \$2.2 million grant awarded in 2023. These investments enhanced reliability, addressed long-standing maintenance needs, and set the stage for future improvements.

Collection System Improvements

A comprehensive inspection and cleaning program was undertaken, including flushing of key segments and review of manholes. Funding was also secured for planning and design of a new emergency bypass lift station near Highway 97, which will improve system resilience, particularly during freshet.

Treatment System Upgrades

The installation of a new centrifuge-based dewatering system replaced an aging unit and significantly improved biosolids management. Previously, the Village had to rely on contracted services to manage excess waste. The new system now operates reliably twice a week and enhances long-term treatment sustainability.

Operational Performance

With a milder freshet season than in 2023, staff focused on infrastructure renewal. Infiltration during freshet remains a concern, and planning is underway to identify and seal vulnerable areas using remaining grant funding. Effluent sampling showed full compliance with the Village's discharge permit throughout the year.

Looking Ahead

The Village continues to prioritize reducing infiltration, optimizing treatment processes, and maintaining regulatory compliance. The new dewatering system is a major step forward in ensuring safe, reliable, and environmentally responsible wastewater services.



Recreation Facilities

The Village of Cache Creek continues to invest in facilities that promote health, activity, and community engagement. In 2024, upgrades to the fitness centre and community hall were prioritized, alongside the formal closure of the municipal swimming pool and early-stage discussions regarding its future.

Community Hall Financial Breakdown

	2022	2023	2024
Generated hall rental revenue of	\$6,440.75	\$6,676.69	\$10,653.76
Generated Fitness Centre revenue of	\$1,800.00	\$3,972.84	\$5,575.00
Incurring expenses totalling	\$35,836.61	\$32,348.25	\$46,342.46
Final Cost	\$27,595.86	\$21,698.72	\$30,113.70

A significant milestone was the complete upgrade of the Community Hall’s lighting system, funded through the Local Government Climate Action Program (LGCAP). This project, initiated in late 2024 and completed in early 2025, involved an investment of \$21,000 and is expected to improve energy efficiency and reduce long-term operating costs.

Community hall bookings saw a slight decline in overall volume, but usage patterns shifted noticeably toward full-day rentals, suggesting increased event use and longer functions. Facility upkeep remained a focus, with dishwasher repairs (\$3,000) and climate control upgrades (\$5,000) supporting functionality and user comfort.

2020	2021	2022	2023	2024
120*	120*	330	398	289

* Numbers are approximate based on historical records

Fitness Centre

In 2024, the fitness centre saw significant upgrades focused on equipment quality, energy efficiency, and long-term usability. \$10,000 was invested in new commercial-grade machines, including a Smith machine and a leg curl/leg extension unit, with all equipment receiving biannual professional servicing to maintain safety and performance.

Access control systems, introduced in 2023, continued to support membership management in 2024. Light promotions and structural improvements led to greater engagement and increased revenue, rising from \$3,972 in 2023 to \$5,575 in 2024.

Municipal Swimming Pool

After several years of inactivity, the Village formally decommissioned the municipal swimming pool in 2024. This decision clears the way for future planning, and discussions are now underway to identify redevelopment opportunities that align with community needs and asset management goals.



Fire Protection

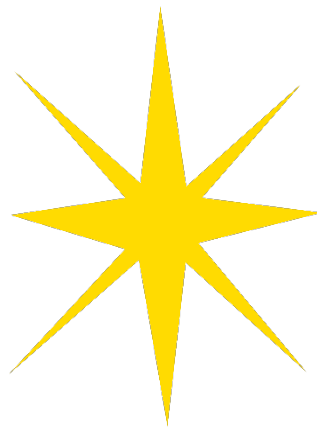
In 2024, the Cache Creek Volunteer Fire Department responded to a total of 24 emergency calls. These incidents included lift assists in support of BC Emergency Health Services, residential and commercial fire alarm activations, landscape and small appliance fires, as well as several nuisance fires. These responses accounted for 162.5 hours of dedicated volunteer time.

In addition to emergency response, members contributed significantly to the department and the community. A total of 1,028 volunteer hours were devoted to training, and an additional 140 hours were committed to supporting community events such as the Easter celebrations, the Santa Parade, and fitness training. This does not include the many additional hours contributed by members to the planning and success of Graffiti Days — a signature community event.

The department began the year with 18 active members and concluded with 16. Throughout the year, members continued to work toward full certification as exterior attack firefighters through formal training programs facilitated by Provincial Fire & Safety.

In the spring, three members proudly represented the department at the FireFit Championships in Courtenay and Calgary. They brought home six medals from these combined events — a testament to their skill, dedication, and physical fitness. A major milestone was also celebrated in 2024: Fire Captain Bill Elliott was awarded a provincial long service medal, recognizing an extraordinary 45 years of commitment and service to the Cache Creek Volunteer Fire Department.

The department was also the recipient of a valuable equipment donation from Global Medic — a fire skid unit designed to support interface and wildfire response. This addition enhances our capability to protect the community during peak wildfire season.



Bylaw Enforcement

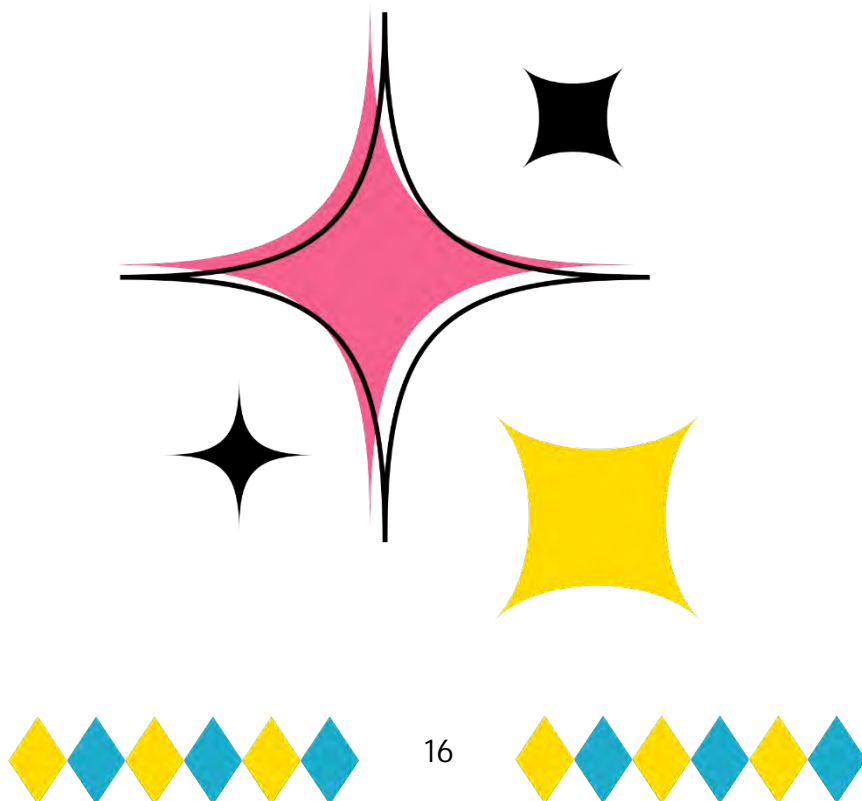
Bylaw enforcement in the Village of Cache Creek in 2024 focused on timely response, inter-agency cooperation, and encouraging voluntary compliance through direct engagement with property owners and residents. The year saw steady enforcement activity across a range of issues, with a continued emphasis on fire risk reduction, property maintenance, and responsible pet ownership.

The warm and dry summer months brought increased urgency to fire risk mitigation, particularly on vacant and overgrown lots. The bylaw officer issued 67 letters related to overgrown vegetation and brush, and while most property owners complied voluntarily, a small number required remedial action by the Village under existing bylaw and statutory authority.

Dog-related complaints continued to represent a notable portion of enforcement files, consistent with trends in past years. Education and early intervention remain key strategies to managing these types of issues.

In total, 62 complaints were resolved in 2024, with an additional eight carried forward into 2025. Enforcement efforts prioritized collaboration and resolution over punitive measures, with formal fines issued only in rare cases.

The bylaw officer also participated in targeted training to support ongoing bylaw development and improve enforcement strategies. This professional development supports continued improvements in both policy and practice as the Village works to align its regulatory tools with evolving community needs.



2024 Strategic Plan

In 2024, the Village of Cache Creek undertook a comprehensive review of its guiding priorities, resulting in the adoption of a new Strategic Plan that will guide decision-making through to 2029. This plan is an evolution of the 2022 Strategic Plan and builds on its foundation with refined focus areas, clearer deliverables, and stronger alignment with the community's needs and aspirations.

Throughout 2024, this renewed strategic framework helped to clarify the Village's direction as it continued to balance long-term planning with the immediate demands of flood recovery. As of December 31, 2024, the Village had reached 60% completion of the recovery projects outlined in the 2023 Infrastructure Recovery Plan, with the remaining initiatives currently underway. This progress, while substantial, underscores the importance of strategic coordination as we pursue our broader goals for renewal and growth.

Major Projects

The following section highlights the Village of Cache Creek's major, multi-year projects that are designed to have a lasting impact on the community. These projects reflect Council's strategic priorities and represent significant investments of time, resources, and public engagement. Each major project is complex, often involving coordination with multiple levels of government, funding partners, and community stakeholders. While some initiatives are already well underway, others are in the early planning stages. The milestones listed for each project provide a clear roadmap for progress and accountability, and status updates offer a transparent look at how these efforts are unfolding. Together, these projects aim to enhance livability, resilience, and long-term sustainability for Cache Creek.

Asset Management Plan

Objective:

Create a robust Asset Management Plan that can be maintained internally after creation. A major component is partnering with a software provider to create and maintain records. As portions of the project are completed, they would be incorporated into the plan.

Milestones:

1. **Creation of an Equipment Plan** – *Not started; deferred in favour of foundational data entry work.*
2. **Creation of an Operational Facilities Plan** – *Information gathering is underway. Formal writing has not yet begun.*
3. **Creation of a Fire Department Equipment Plan** – *Completed in early 2025, with figures incorporated into the 2025 budget.*
4. **Creation of an Underground Infrastructure Plan** – *In progress. Substantial staff time was invested in 2024 entering baseline data into newly acquired asset management software. Training is underway and data input continues.*



Parks and Recreational Facilities Plan

Objective:

Create a plan to determine needs for existing and future infrastructure. This plan would identify if current locations are viable long term and areas for improvement. An example would be identifying if there is a need for additional park space elsewhere in the community.

Milestones:

1. **Creation of a Public Facilities Plan** – *Not started*
2. **Analysis of better ways to maintain and utilize existing public spaces** – *Underway. A \$5,000 grant was received in early 2025 to explore options for park improvements.*
3. **Creation of a Playground Plan** – *Not started*
4. **Determine the needs for additional recreation infrastructure** – *Not started*
5. **Determine viability of current park location** – *Not started*
6. **Creation of a Trails Master Plan** – *Completed through the Active Transportation and Downtown Revitalization Plan, which was finalized in early 2025.*

Communications and Engagement Plan

Objective:

Create a Communications and Engagement Plan that outlines the specific ways that the Village will distribute and solicit information in meaningful ways.

Milestones:

1. **Creation of a regular newsletter that is distributed to the public** – *Completed. The Village transitioned to a quarterly newsletter format in 2024, and distribution has been consistent and well-received.*
2. **Work to determine an alternative to the Post Office Message Board** – *Ongoing. A policy was adopted by Council in early 2025 to guide the development of a broader communication strategy, which includes alternate methods of message distribution.*
3. **Establish a rotation and procedure for regular Town Halls** – *In progress. While a formal procedure has not yet been adopted, the Village has held multiple town halls and community information sessions in 2024 and 2025 on topics such as recovery, floodplain mapping, Official Community Plan development, and zoning.*
4. **Establish a procedure for how the Village engages with the business community** – *Not yet started. Staff capacity and higher priority items have limited progress.*
5. **Determine ways to increase transparency** – *Ongoing. Key documents and initiatives—such as recovery dashboards and updated strategic planning—have improved transparency, with additional improvements being explored in 2025.*



Community Tidiness

Objective:

Make changes to current policies and procedures to address the general tidiness of the community.

Milestones:

1. **Establish a policy/procedure for communicating with common vacant property concerns** – *Ongoing. In 2024, the Village saw increased enforcement activity, including the issuance of its first formal remediation requirements in June. While logistically challenging, staff anticipate this will continue as a tool to address non-compliance on vacant properties.*
2. **Create a Firesmart Position that would work to create and implement a Firesmart Plan** – *On hold. The Village has not yet secured funding through Firesmart, and this item remains paused until funding becomes available.*
3. **Set standards for municipal properties** – *Not started. The intention is to develop a formal policy outlining expectations for municipal property maintenance, but this work has not yet commenced.*
4. **Identify areas with high impact to target with current capacity** – *Ongoing. While not coordinated through the Village, there were notable independent efforts in 2024 by community groups such as the Cache Creek Beautification Society and the Parent Advisory Council, including cleanup days and regular litter collection. The Village is grateful for this community initiative and continues to monitor opportunities for focused efforts.*

Downtown Revitalization

Objective:

Create a long-term Downtown Plan and make changes to tidy and revitalize the downtown core.

Milestones:

1. **See through first round of NDIT Façade Grant** – *No applications were received in 2024; however, the program remains open and available for potential applicants in 2025.*
2. **Create a long-term Downtown Plan** – *Completed. The Active Transportation and Downtown Revitalization Plan was finalized in early 2025 and will inform revitalization efforts going forward.*
3. **Investigate changes to Bylaws that can impact downtown core** – *In progress. Bylaw changes are being reviewed as part of the broader OCP and zoning bylaw updates.*
4. **Investigate ways to involve the business community in government** – *Not yet started.*
5. **Cooperate with the newly developed regional Chamber of Commerce** – *Ongoing. The Village continues to support regional business efforts and maintains informal communication with Chamber representatives.*



Strategic Pillars

The Strategic Plan adopted in 2024 is organized around five core pillars that reflect the Village of Cache Creek's values and priorities: *Disaster Repair and Mitigation, Planning for the Future, People First, Governance and Advocacy, and Livability*. These pillars guide day-to-day operations and long-term decision-making, ensuring that the Village's efforts remain aligned with community needs and aspirations. In the following section, each pillar is broken down into specific goals and initiatives, with a status update provided for each. This structured approach offers a clear view of the Village's progress, as well as the challenges and opportunities that lie ahead.

1. Disaster Repair and Mitigation

1.1 Recovering from Previous Flooding

Objective: Complete the 25 recovery tasks outlined in the 2023 Infrastructure Recovery Plan.

Measure of Success: All recovery tasks marked complete.

Timeline: Estimated completion by end of 2025.

Status: Ongoing

By the end of 2024, the Village had achieved 60% completion of all recovery projects. The remaining tasks are now underway, with progress being made across all categories. Given the scale and complexity of some outstanding work, the estimated timeline for completion has been adjusted to 2026. Recovery remains a top priority and continues to shape operations across all departments.

1.2 Understand the Waterway

Objective: Conduct a geomorphological study of the Cache Creek watershed to better understand risks, potential mitigation solutions, and site-specific conditions.

Measure of Success: Study funded and completed.

Timeline: 1 year.

Status: Completed

The geomorphological study was successfully completed in February 2025, providing a detailed analysis of watershed behaviour, risks, and potential long-term solutions. A public presentation of the findings took place in March 2025, furthering transparency and public awareness of the Village's approach to flood risk and mitigation planning.

1.3 Prioritize Future Mitigation Efforts

Objective: Identify and pursue priority mitigation projects based on findings from the geomorphological study, 2023 Recovery Plan, and future planning documents.

Measure of Success: Projects are funded and underway (ongoing).

Timeline: Throughout the 5-year strategic plan.

Status: Ongoing

The Village continues to use existing planning documents and the 2025 geomorphological study to guide the prioritization of future mitigation projects. As funding intakes become available, staff are actively preparing and submitting applications to support implementation. These efforts are ongoing and reflect a long-term commitment to risk reduction and climate resilience.



2. Planning for the Future

2.1 Fleet Storage

Objective: Identify storage needs for Village fleet and equipment and determine a long-term solution.

Measure of Success: Options are identified and a direction is selected.

Timeline: 1 year.

Status: *Not Started*

This action was deferred in 2024 as staff capacity remained focused on recovery initiatives and critical infrastructure needs. While recognized as a priority for operational efficiency, fleet storage planning will be revisited as other projects are completed and capacity allows.

2.2 Equipment Plan

Objective: Confirm 4-year equipment needs and integrate those needs into budget planning.

Measure of Success: Plan is approved by Council.

Timeline: 1 year.

Status: *In Progress*

Work is ongoing with data collection underway and many policies are under review.

2.3 Facilities Plan (Public Works/Admin)

Objective: Evaluate the condition and adequacy of current Village facilities and schedule capital replacements as needed.

Measure of Success: Plan is approved by Council.

Timeline: 2 years.

Status: *In Progress*

In 2024, the Village completed an appraisal of all municipal buildings with grant support from the Municipal Insurance Association of BC. While a formal facilities plan has not yet been drafted, this foundational data is being used to inform future planning efforts. Work will continue into 2025 to assess priorities and establish timelines for facility investment and renewal.

2.4 Fire Department Equipment Plan

Objective: Plan for capital purchases and replacements to support effective fire protection services.

Measure of Success: Plan is approved by Council.

Timeline: 1 year.

Status: *Completed 2025*

The Fire Department Equipment Plan was completed in early 2025. The plan outlines capital purchase timelines, identifies key equipment nearing end-of-life, and provides a framework for budgeting and replacement. It will support long-term planning for the department and ensure continued delivery of reliable fire protection services.



2.5 Underground Infrastructure Plan

Objective: Inventory and assess underground infrastructure to support informed capital planning and ensure long-term system resilience.

Measure of Success: Plan is completed and used to guide capital planning and funding allocation.

Timeline: By 2028.

Status: *In Progress*

This project advanced in 2024 as part of the Village's broader asset management efforts. Work is underway to inventory existing underground infrastructure, identify capital needs, and establish replacement timelines. Information gathered is being integrated into the 5-Year Financial Plan, with the intent of aligning future investments with system condition and risk. The plan will guide both short-term (2–5 year) and long-range infrastructure renewal.

2.6 Make a Decision on the Cache Creek Pool

Objective: Make a formal decision on the long-term future of the Cache Creek Pool, determining whether it will be reopened or permanently decommissioned.

Measure of Success: Council approves a final course of action and implements the direction.

Timeline: 1 year.

Status: *Completed (Decision Phase)*

In **2024**, Council made the decision to permanently close the Cache Creek Pool, following internal assessments and operational reviews. While the decision phase is complete, discussions in 2025 will explore next steps, including options for decommissioning, repurposing, or redeveloping the site to benefit the community.

3. People First

3.1 Activities and Activities Coordinator

Objective: Coordinate and deliver a broader range of community activities and events throughout the year.

Measure of Success: At least 8 events or programs are delivered annually, including both CDC-led and community-partnered offerings.

Timeline: Ongoing

Status: *In Progress*

The 2024 calendar was relatively quiet, but the Village has revitalized efforts in early 2025 through the Community Development Coordinator. New initiatives in 2025 include a community movie night and a series of drop-in activity evenings, with additional programs being planned. Results and feedback from these events will help shape future offerings and build momentum for a stronger annual activity schedule.



3.2 Recreation and Activities Plan

Objective: Determine multigenerational activities that can be offered within Village facilities.

Measure of Success: A plan identifying key recreational needs and activities is approved by Council.

Timeline: 2 years

Status: *Deferred*

This initiative was put on hold during 2024 due to internal staffing challenges. While the Village continues to prioritize the delivery of community programming, formal planning work will resume when capacity allows, ensuring the plan reflects both resident needs and operational feasibility.

3.3 Housing

Objective: Determine housing needs in the community and implement policy changes to address those needs.

Measure of Success: A housing plan is created and approved by Council.

Timeline: 1–2 years

Status: *In Progress*

In **2024**, the Village completed a Housing Needs Report in collaboration with regional partners. This report identifies current housing gaps and future demands within the community. Preliminary discussions were held on how to incorporate these findings into the Official Community Plan and Zoning Bylaw. Further work is scheduled for 2025, focusing on implementation strategies and potential funding opportunities to support local housing development.

4. Governance and Advocacy

4.1 Quarterly Reporting

Objective: Establish quarterly financial reporting of key metrics to regularly assess the Village's financial health.

Measure of Success: Two consecutive reports are delivered to Council.

Timeline: 1 year

Status: *In Progress*

In 2024, staff began preparing for the introduction of quarterly financial reporting by reviewing best practices and considering key metrics relevant to the Village's operations. With the 2025 budget now finalized, staff are working to establish a consistent and clear reporting format to be implemented in the coming year.



4.2 Bylaws

Objective: Establish an annual bylaw review process by creating a policy that outlines a consistent approach to evaluating and updating Village bylaws.

Measure of Success: A bylaw review policy is created and the first set of bylaw updates is completed.

Timeline: 2 years

Status: *In Progress*

Throughout 2024, the Policy and Bylaw Review Committee focused on organizing and assessing the Village's existing policy framework. Several priority bylaws were identified for future updates, including the Official Community Plan, Zoning Bylaw, and Subdivision and Servicing Bylaw. While these major updates are underway or pending, the development of a formal bylaw review policy has been deferred until capacity allows, to avoid duplicating efforts or overwhelming resources.

4.3 Policy Revitalization

Objective: Create a comprehensive and accessible Policy Manual that includes a regular review cycle and compliance statements for each policy.

Measure of Success: A new Council Policy Manual is created, with all policies categorized and review timelines established.

Timeline: 1 year

Status: *In Progress*

In 2024, the Policy and Bylaw Review Committee dedicated significant time to reviewing and organizing the Village's policies. Policies have been sorted into categories, and key policy priorities—including the OCP, Zoning Bylaw, and Subdivision and Servicing Bylaw—were identified for focused updates. Due to the scale of those legislative projects, the development of the new policy manual has been deferred until further progress is made on these overlapping initiatives. Work will resume when capacity allows, with the goal of creating a structured and regularly reviewed policy framework.

4.4 Reconciliation

Objective: Incorporate reconciliation into regular municipal practices in a meaningful way, starting with reporting processes.

Measure of Success: A reconciliation policy is created and approved by Council.

Timeline: 1 year

Status: *Ongoing*

In 2024, the Village took formal steps toward reconciliation by establishing a policy on land acknowledgements and integrating reconciliation considerations into all staff reports. These practices ensure that reconciliation is not a standalone effort, but rather a guiding lens in municipal governance and decision-making processes.



4.5 Official Community Plan

Objective: Update the Official Community Plan (OCP) to incorporate future housing needs and flood mitigation strategies, with consideration given to a full OCP review.

Measure of Success: Housing and flood mitigation strategies are included in the OCP.

Timeline: 2 years

Status: *Underway*

This initiative was on hold during 2024 as the Village awaited the results of the regional Housing Needs Assessment. With that work now complete, OCP review and update activities began in 2025, with the goal of integrating housing policy, floodplain regulations, and other planning considerations. The update will align with other legislative reviews and support future land use planning and infrastructure development.

4.6 Safety Plan and Assessments

Objective: Assess internal safety practices and recommend improvements, with the goal of enhancing workplace safety and emergency preparedness.

Measure of Success: A comprehensive safety review is completed and recommendations are documented.

Timeline: 2 years

Status: *In Progress*

In **2024**, the Village pursued external funding to support a comprehensive safety review but was unsuccessful in securing resources. As a result, staff are now exploring internal funding options in 2025 to advance this work. The objective remains to complete a safety assessment and use the findings to develop a prioritized list of safety improvements and policies.

4.7 Fiscal Practice Reinforcement

Objective: Establish stronger guidelines for how funds are managed and saved over time.

Measure of Success: Financial management policies are created and adopted.

Timeline: 2 years

Status: *Planned for 2025*

This initiative is anticipated to begin in 2025, with Council expressing a clear desire to clarify the purpose and usage of legacy funds, reserve accounts, and other financial resources. The Village intends to develop a set of formal fiscal policies to guide long-term financial decision-making. Work will proceed as staff capacity permits.



5. Livability

5.1 Park Entrance

Objective: Develop two options for improving the park entrance—one internally funded and one dependent on external funding.

Measure of Success: A plan is accepted, and one version (internally funded or externally supported) is implemented.

Timeline: 1 year

Status: *In Progress*

As of the end of 2024, no funding has been approved and the plans remain in development. The project will be revisited in 2025 as part of broader community amenity discussions, including the decommissioning of the Village pool. Staff continue to explore cost-effective options and potential funding sources to support this improvement.

5.2 EV Charging

Objective: Install electric vehicle (EV) charging facilities near the Recreational Park.

Measure of Success: A new EV charging station is installed.

Timeline: 5 years

Status: *Ongoing*

In **2024**, the Village was approached by an external organization interested in partnering on EV charging infrastructure. While discussions initially showed promise, they have slowed in recent months. The Village remains open to exploring new opportunities and will review this initiative as funding or partnerships allow. The long-term goal of improved EV infrastructure remains a key part of enhancing community livability.

5.3 Trail Mapping and Master Plan

Objective: Create a trails master plan for the community, including mapping existing trails, proposing new connections, and improving signage.

Measure of Success: A master plan is adopted by Council and wayfinding signage is installed.

Timeline: 3 years

Status: *Ongoing (Reframed as Part of Broader Plan)*

During 2024, this project evolved into the development of the Active Transportation and Downtown Revitalization Plan, which was completed in early 2025. This broader plan incorporates key elements of the original trail master plan, including identifying high-potential routes for active transportation and connectivity within the community. These findings will help guide future trail and pedestrian infrastructure improvements.



5.4 Pride Recognition

Objective: Identify ways to recognize Pride and create a more inclusive community.

Measure of Success: Recognition occurs each year in some form.

Timeline: Ongoing

Status: *Ongoing*

The Village continues to embrace opportunities to celebrate inclusivity and diversity. In 2024, the Village dressed Cariboo Sam, the community's beloved mascot statue, in a rainbow vest for Pride Month, and hosted a selfie contest that encouraged public engagement and visibility. We also changed public facing logos on digital media to incorporate the Pride flag. These small but meaningful actions contribute to a welcoming environment, and the Village remains committed to identifying future ways to recognize and support Pride each year. In early 2025 the Village adopted a Public Conduct and Respectful Engagement Policy, a guiding document that works to protect all people within Village spaces from harassment, discrimination, and bullying.

5.5 Community Signage

Objective: Refresh community signage using modern and efficient lighting methods.

Measure of Success: Signage has been updated or replaced.

Timeline: 2 years

Status: *Ongoing*

While no major installations were completed in 2024, community signage remains a priority and is regularly considered as part of broader infrastructure improvements and grant funding applications. The Village continues to explore opportunities to enhance visibility and aesthetic appeal, particularly where signage upgrades align with tourism or wayfinding improvements.

5.6 External Pool Washrooms

Objective: Upgrade the external pool washrooms for public use during summer months.

Measure of Success: Door control installation and accessibility upgrades are completed.

Timeline: 2 years

Status: *Ongoing*

In 2024, the Village undertook improvement work on the external pool washrooms and submitted grant applications to support further upgrades. The grant requests were unsuccessful and the washrooms remain below the standards set by the Village. The matter is being actively discussed in 2025, particularly in connection with decisions around the pool decommissioning and future use of the site.



5.7 Develop Park Extension

Objective: Expand and improve park amenities, including a potential extension to increase public space and recreational opportunities.

Measure of Success: A plan is in place and a portion of the improvements have been completed.

Timeline: 5 years

Status: *Ongoing*

There was little movement in 2024 on this project, but in 2025, the Village received a small grant to explore options for the park as a whole. Staff are currently working on a planning process that considers both the existing park space and the park extension, with a focus on identifying priorities for future investment and community use.

5.8 Engage Brownfields

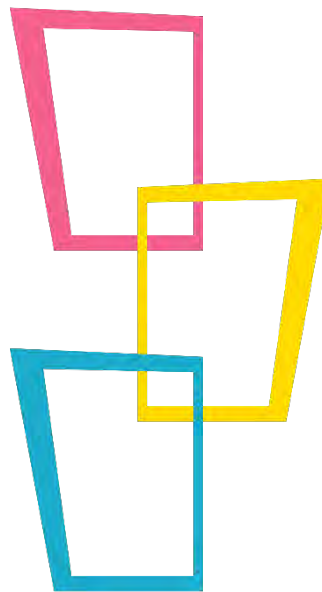
Objective: Improve the appearance of brownfield sites through engagement with property owners.

Measure of Success: Agreements are in place with landowners, or landowners voluntarily take steps to improve or redevelop the property.

Timeline: Ongoing

Status: *Ongoing*

In **2024**, multiple brownfield properties in the Village received Certificates of Compliance and were subsequently sold to new owners. These transactions have sparked renewed interest in redevelopment opportunities. Conversations with several parties continued through the year, and by early 2025, additional contacts had been made with other brownfield locations. Maintenance work is expected on some sites through 2025, signaling continued progress toward enhancing the appearance and potential of these properties.



Chief Financial Officer's Message

As Chief Financial Officer for the Village of Cache Creek, I am pleased to provide this financial overview as part of the 2024 Annual Report. This past year continued to test the resilience and focus of our small but dedicated team, as we balanced long-term financial planning with a number of recovery projects still in progress from past emergencies.

The Village continues to maintain a strong commitment to transparency and accountability. In 2024, we operated within the framework of Canadian Public Sector Accounting Standards, and our annual financial statements were independently audited by BDO Canada LLP. Their audit confirmed that the statements fairly represent our financial position, and they had full access to Council and staff throughout the process.

This year, over \$6 million was disbursed to vendors to support infrastructure upgrades, maintenance, and public services. Key investments included continued flood recovery efforts, upgrades to the wastewater treatment system, chlorination system replacements, access control and lighting upgrades at the fitness centre, and strategic planning initiatives such as asset management and active transportation planning. These expenditures demonstrate our commitment to both recovery and future-focused improvements.

Our 2024 Strategic Plan reaffirmed several major capital and planning priorities, including the completion of our asset management system, updates to long-term infrastructure plans, and preparation for critical legislation such as floodplain bylaws and Official Community Plan amendments. These initiatives are vital to our ongoing resilience, safety, and growth.

In closing, I want to thank the residents of Cache Creek, our staff team, and Council, for their continued support and trust. We remain committed to balancing fiscal responsibility with the delivery of meaningful projects that enhance quality of life, improve public infrastructure, and prepare our Village for a sustainable future.

Sincerely,

Cristina Martini, CPA, CMA, B.Eng.
Chief Financial Officer
Village of Cache Creek



2024 Annual Report

Schedule of Remuneration and Expenses

The schedule of Remuneration and expenses that follows is prepared under the Financial Information Regulation, Schedule 1, Section 6, and is an excerpt of the 2024 Statement of Financial Information.

1. SCHEDULE OF COUNCIL REMUNERATION

NAME	POSITION	REMUNERATION	EXPENSE	TOTAL
RANTA, P.A. JOHN	Mayor	16,023	3,040	19,063
RANTA, CARMEN	Council	11,606	2,679	14,285
DUBOIS, DAVID	Council	10,263	45	10,308
PETERS, SUSAN JEAN	Council	10,985	1,773	12,757
DEBERT, KELLY J	Council	10,263	1,448	11,711
Total elected officials remuneration		59,139	8,984	68,123

2. SCHEDULE OF EMPLOYEE REMUNERATION

NAME	POSITION	REMUNERATION	EXPENSE	TOTAL
COUTURE, DAMIAN	CAO	103,940	3,422	107,362
MARTINI, CRISTINA	CFO	100,090	7,293	107,383
CUMMING, JORDAN D	Utility Operator	93,296	1,468	94,764
BILLY, SHAYNE	Foreman	88,511	422	88,933
BATTEL, GABRIEL	Utility Operator I	79,727	1,988	81,714
Consolidated total of other employees with remuneration of \$75,000 or less		596,051	1,491	597,542
Total employee remuneration		1,061,614	16,084	1,077,698

3. RECONCILIATION

	Remuneration	Expenses
Remuneration - Mayor and Council	59,139	8,984
Total employees with remuneration greater than \$75,000	465,563	14,593
Total employees with remuneration lower than \$75,000	596,051	1,491
Total remuneration and expenses	1,120,753	25,069

For more information on the what qualifies as remuneration or expenses, please refer to the 2024 Statement of Financial Information, or ask at the Village Office.



Statement of Severance Agreement

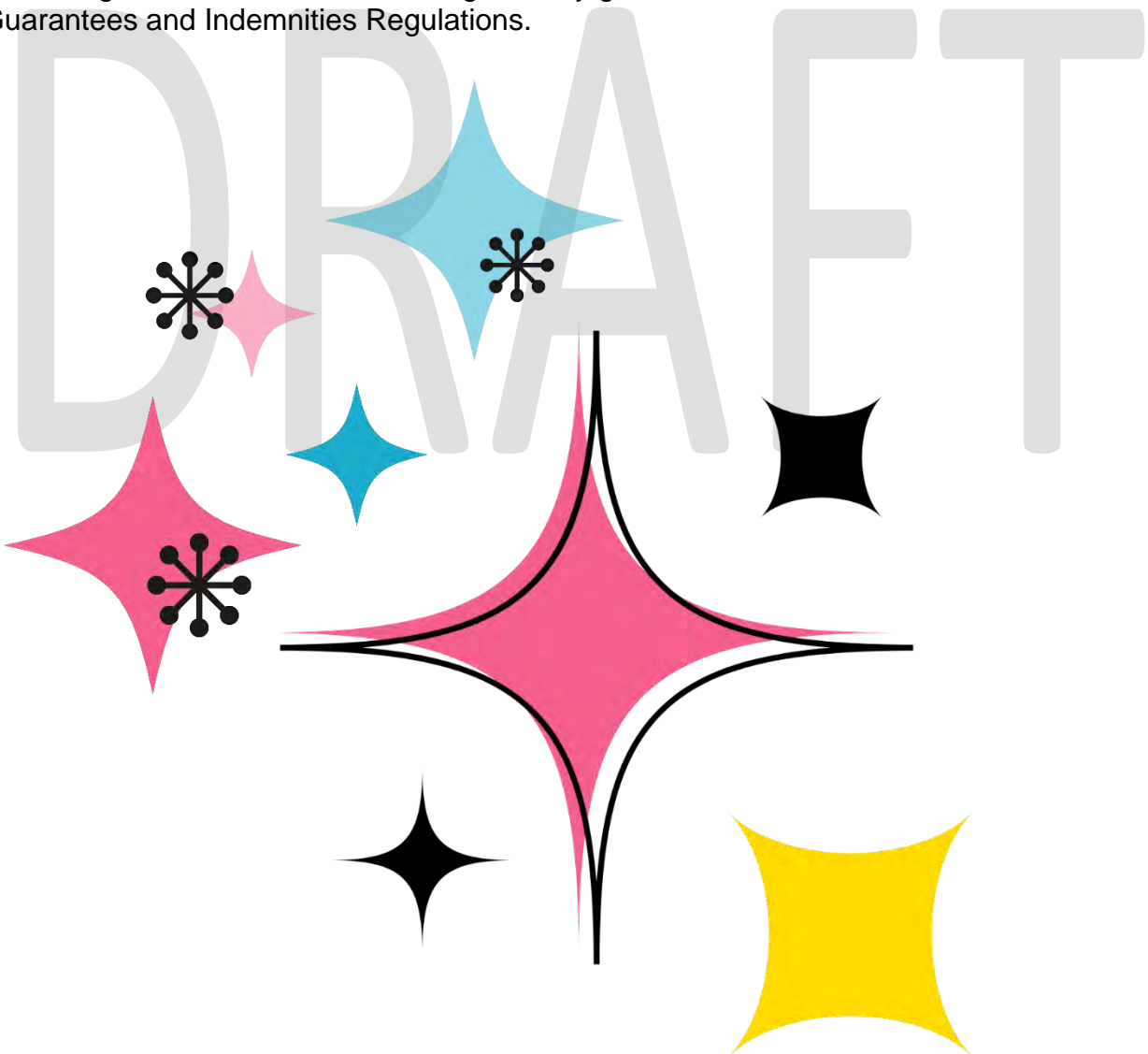
The Statement of Severance Agreement is prepared under the Financial Information Regulation, Schedule 1, Section 6 (8)

There were no severance agreements made between the Corporation of the Village of Cache Creek and its non-unionized employees during the 2024 fiscal year.

Schedule of Guarantee and Indemnity Agreements

The Schedule of Guarantee and Indemnity Agreements is 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.



2024 Annual Report

Schedule of Payments to Vendors

The Schedule of Payments to Vendors is Prepared Under the Financial Information Regulation, Schedule 1, Section 7.

Suppliers Who Received Aggregate Payments Exceeding \$25,000

Supplier Name	Aggregate amount paid to supplier
TRUE CONSULTING LTD	1,367,128
BREE CONTRACTING LTD	981,606
MINISTER OF FINANCE	346,562
DRAKE EXCAVATING (2016) LTD.	321,073
VILLAGE OF ASHCROFT	264,391
RECEIVER GENERAL - PAYROLL	243,249
ACRES ENTERPRISES	233,151
THOMPSON-NICOLA REGIONAL DISTRICT	217,417
ALFA LAVAL INC	203,780
MAR- KING VAC TRUCK SERVICE	168,830
B.C. HYDRO	139,864
MUNICIPAL PENSION FUND	118,270
A&A TESTING LTD.	105,801
BROGAN FIRE & SAFETY	65,775
MIABC	63,281
IRONBROOK UV	62,784
GREAT-WEST LIFE ASSURANCE COMPANY	59,959
CANADA REVENUE AGENCY	44,601
CHATTEN, KAT	40,268
BDO CANADA LLP	40,020
PETRO CANADA SUPERPASS	34,876
JM HYDROVAC SERVICE (O.A. PATERSON HYDROVAC SERVICE)	34,482
CLOUDBURST WATERWORKS SERVICES	32,744
CENTRAL SQUARE CANADA SOFTWARE INC	31,307
ASSOCIATED ELECTRICAL SERVICES	29,826
CLEARTECH INDUSTRIES INC.	26,944
Total aggregate amount paid to suppliers	5,277,987

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

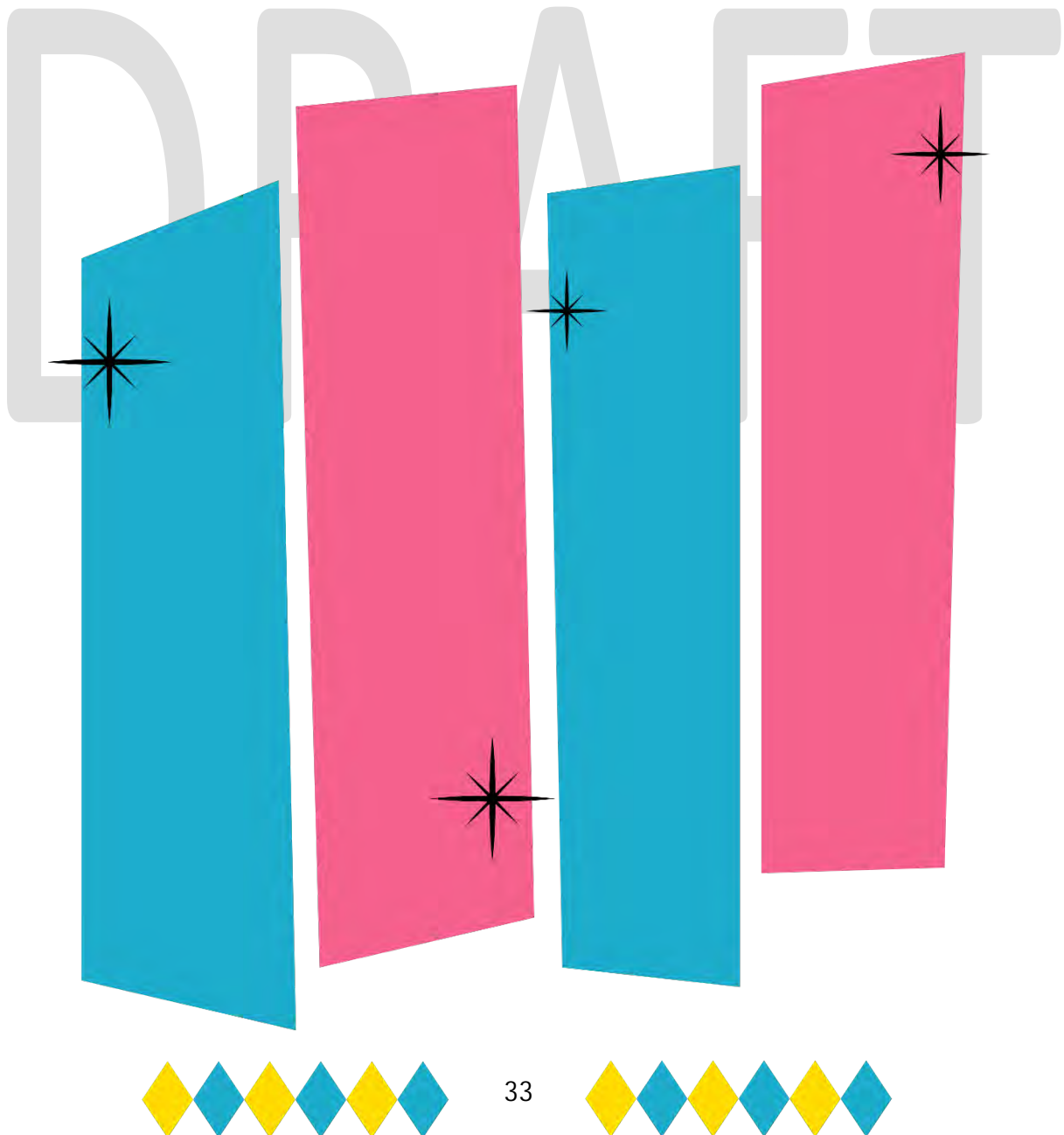
	774,084
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Reconciliation

Total of aggregate payments exceeding \$25,000 paid to suppliers	5,277,987
Consolidated total payments of \$25,000 or less paid to suppliers	774,084
Consolidated total of all grants and contributions exceeding \$25,000	0
Total suppliers and grants	6,052,072

GST	288,194
Amortization	726,950
Salaries and wages	1,120,753
Total per Statement of Revenue and Expenditure	3,308,552
Variance	607,623



Permissive Tax Exemptions

For the fiscal year 2024, 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 \$403.44.

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 \$1,694.07.

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 \$2,435.26.

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 \$5,980.64.

