

# 2015 ANNUAL REPORT & 2014 FINANCIAL REPORT



## DISTRICT OF CHETWYND

## ***“Community Carved by Success”***



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## Introduction

The Community Charter requires municipalities in British Columbia to prepare an “Annual Report” for its stakeholders. The Annual Report shall outline the following:

- ❖ A report respecting municipal services and operations for the previous year;
- ❖ A progress report respecting the previous year in relation to the objectives and measures established for that year;
- ❖ A statement of municipal objectives, and the measures that will be used to determine progress respecting those objectives, for the current and next year(s);
- ❖ Any declarations of disqualification made under the Community Charter in the previous year, including identification of a Council member or former Council member involved and the nature of the disqualification;
- ❖ For each permissive tax exemption provided by Council under the Community Charter, the amount of property taxes that would have been imposed on the property in the previous year if it were not exempt from taxes; and
- ❖ Any other information the Council considers advisable.



In addition, the Annual Report shall contain a copy of the Audited Annual Financial Statements for the municipality for the previous year.

A public consultation process has been incorporated into the preparation of this report. We hope that the report will provide a meaningful overview of the District’s operations for 2014 and projected operations for 2015 and beyond.





## Message from the Mayor

Dear People of Chetwynd

It gives me a great deal of pleasure to provide a snapshot of the services and operations that have preoccupied Mayor and Council and the District staff for the last twelve months.



Each year Mayor and Council, in consultation with District staff through the CAO, set priorities for use of District resources to maintain and enhance, wherever possible, the services and infrastructure of the District. The past year had its share of successes and things that need more work.

Major capital undertakings in 2014 include the Medical Clinic, now ready for occupancy, and the new District office to be completed in July of 2015. Street rebuilding and paving will continue in 2015 and subsequent years according to the capital plan. The sewer system is scheduled for major upgrades and the water supply system is undergoing only routine maintenance for the time being.

In 2014 the departure of the two Doctors Schreve, scheduled for July 2015, was confirmed and Doctor Van Der Heide also announced his departure date as July, 2015. These are major hurdles. However, the District of Chetwynd has had a strong recruitment program throughout 2014 that we intend to follow vigorously and we are confident that the residents of Chetwynd will have access to local doctors in the new clinic.

While we are cognizant of the prosperity that industry brings to our community, we are also very much aware of its close connection to the world economy with its ups and downs. We continue to watch the world scene as it affects decisions in Chetwynd. For the time being, lumber prices are solid and exports continue to support a strong timber industry in Chetwynd.

Mayor and Council has endeavored to maintain the tax rates such that, on average, your net tax burden, will keep pace with inflation.

On the industrial front, West Fraser Mills approached completion of its bioenergy plant which will not only contribute to Chetwynd's tax base but will add a significant number of well-paid jobs to the community. Canfor and Pacific Bio-Energy actually commenced construction of a long-anticipated Pellet Plant that will make a major contribution to Chetwynd's economic base when it is complete.

We want you to know that the District Office and the Mayor's office have open doors. You are more than welcome to contact us with your concerns and ideas.

Sincerely,

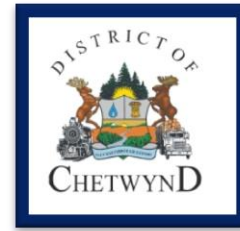
Merlin Nichols, Mayor



# Mayor and Council Roles

## General Role of Council

It is the role of Council to act as the governing body of the municipal corporation; to make decisions necessary for the successful and continuing operation of the municipality; and to represent the best interests of the citizens of the municipality as a whole.



Council is a continuing body, notwithstanding changes in its membership by election or appointment, and exercises its powers through resolutions and bylaws passed in open meetings. Council acts as a collective body. It is important to note that the members of Council cannot make valid and binding decisions independently, unless express authority has been granted or legislated.

Council acts to foster economic and social opportunities for the community, and strives to advance the goals and objectives of the municipality.



Back Row (Left to Right): Councillor Ernest Pfanner, Councillor Clay Bassendowski, Councillor Mel Deck, Councillor Alec Brownlee  
Front Row (Left to Right) Councillor Laura Weisgerber, Mayor Merlin Nichols, Councillor Rochelle Galbraith



### **Mayor's Role:**

The Mayor is the Head and Chief Executive Officer of the Municipality. In addition to the Mayor's responsibilities as a member of Council, the Mayor is responsible to provide leadership to Council, including recommending bylaws, resolutions and other measures that, in the Mayor's opinion, may assist the peace, order and good government of the municipality. The Mayor's role is also to communicate information to Council, general direction to municipal officers respecting implementation of municipal policies, programs and other directions of the Council and to represent the best interests of the citizens of the Municipality.



### **Councillor's Role:**

Every Council member is responsible to contribute to the development and evaluation of the policies and programs of the Municipality respecting its services and other activities; to participate in Council meetings, Committee meetings and meetings of other bodies to which a member is appointed; to carry out the duties assigned by Council; to consider the well-being and interests of the corporation; and to represent the best interests of the citizens of the Municipality.



## **Declarations of Disqualifications**

There were no declarations of disqualifications made under Section III of the Community Charter in 2014.



## Council Biographies & Portfolios – 2014

### Mayor Merlin Nichols



#### Portfolio:

- Committee of the Whole Chair
- Economic Development Commission
- Civic Properties Commission
- Peace River Regional District
- South Peace Economic Development Commission
- Finance Strategy Committee Chair
- Health Services Committee
- Proposed Natural Gas Transmission System (Spectra) Working Group Chair
- Fire Protection District Liaison

Born in a snowstorm in Saskatchewan (1940), the coldest place in this great nation. Moved to Little Prairie in 1949 with parents and settled at Big Lake (under a tarp temporarily), which was, during the first years, a two-day horse and wagon trip from Campbell's store (now the museum).

Finished elementary school by correspondence and attended high school in California and Alberta.

Graduated from the University of British Columbia having attended universities in California, Washington and Michigan. During his academic education, Merlin found time to marry and have a family, haul logs (still has his Class 1), become a building contractor working mostly in Vancouver, and clean the Vancouver post office for about ten months – all for the sake of paying education expenses.

Moved back home to Chetwynd in 1970 to teach school. Employed by the BC Vocational School in 1974, Merlin transitioned to Northern Lights College at its beginning and stayed with the College, working to develop the Chetwynd Campus and several of the ongoing programs on other campuses, until retirement in 2001.

Elected first to Chetwynd Council in 2001.

Merlin was elected to the office of Mayor in 2012 and is currently serving his second term.





## Councillor Clay Bassendowski



### Portfolio:

- Committee of the Whole
- Community Improvements Committee
- Finance Strategy Committee
- Health Services Committee
- Public Works Committee
- Water & Sewer Task Group
- Northern Development Initiative Trust Alternate
- Municipal Insurance Authority Alternate
- South Peace Economic Development Commission Alternate
- Chetwynd Communication Society Liaison
- Heritage/Museum Society Liaison
- Treaty Land Entitlement Joint Planning Committee Liaison

Clay was born in Saskatoon, Saskatchewan where he attended elementary and high school. Clay graduated from the Forest Technology of NAIT with honors in 1996 and is a Registered Forest Technician with the Association of B.C. Forests Professionals. He worked for 15 years for West Fraser in the bush as an Area Supervisor and currently works in the planer for West Fraser as a Quality Control Supervisor.

Clay met his wife Dianne, a life-long resident, shortly after moving to Chetwynd in 1996 where today they enjoy raising their 8 year old daughter Ireland.

Between work, family and council Clay's schedule is busy but when there is spare time he enjoys riding his motorcycle, camping, skiing, exercising and playing guitar.

Clay was elected to council in 2014 and he looks forward to serving the community of Chetwynd.





## Councillor Alec Brownlee



### Portfolio:

- Committee of the Whole
- Finance Strategy Committee
- Health Services Committee
- Public Works Committee Chair
- Civic Properties Commission
- Peace River Regional District Alternate
- Proposed Natural Gas Transmission System (Spectra) Working Group Liaison
- Treaty Land Entitlement Joint Planning Committee Liaison

Born in Red Deer, Alberta, and as a teenager, moved to British Columbia, Alec graduated from GP Vanier Senior Secondary School in Courtenay, BC. He has worked throughout the Province from Vancouver Island to the Yukon Border as a Heavy Duty Mechanic.

His first move to the Peace River area was to Dawson Creek in 1990 with Finning. After numerous moves, finally settled in Chetwynd in 1997 and was employed by West Fraser. He was a Board Director and an active volunteer for the Pine Valley Exhibition Park for a number of years. He is currently employed by Caribou Road Services as Maintenance Superintendent.

Alec is currently settled into his second term as Councillor for the District of Chetwynd.





## Councillor Mel Deck



### Portfolio:

- Committee of the Whole
- Community Improvements Committee
- Finance Strategy Committee
- Health Services Committee
- Public Works Committee
- Water & Sewer Task Group

Mel was born in Denzil, Saskatchewan, his family moved to Saskatoon when he was 8 years old where he attended St. Thomas and St. Matthew's grade schools and Holy Cross High School. He relocated to Chetwynd in late 1981 and was employed at West Fraser Mills for 30 years as a Supervisor and an Environmental Auditor. He retired from West Fraser Mills in June of 2012. He also runs a small painting company since moving to Chetwynd.

Mel and his wife Donna have been married for 32 years, they have two daughters as well as two grandchildren. They enjoyed raising their family in Chetwynd and being involved with the sports that they participated in. They now have the pleasure of watching their grandchildren grow up here and once again supporting the events and activities they are involved in. Mel enjoys hunting, fishing, camping and generally what Chetwynd has to offer.

Mel is happy to be elected onto Council in late 2014 and looks forward to serving the community of Chetwynd which has been so good to him and his family.





## Councillor Rochelle Galbraith



### Portfolio:

- Committee of the Whole
- Community Improvements Committee Chair
- Finance Strategy Committee
- Health Services Committee
- Economic Development Commission
- Peace River Regional District Alternate
- Chetwynd Public Library Liaison
- Chetwynd Seniors' Housing Society Liaison
- Enbridge Northern Gateway Pipeline Liaison
- Proposed Natural Gas Transmission System (Spectra) Working Group

Born in Dayton, Ohio, Rochelle and her family of eight immigrated to Canada in 1967 and took up residence in Chetwynd.

Having attended school in Chetwynd, Rochelle continued her education after graduation receiving many certificates from Northern Lights College, the Justice Institute of BC and Royal Roads University.

Rochelle has worked, volunteered and been involved in a variety of clubs and organizations in Chetwynd, including eight years working with the District of Chetwynd as the Deputy Coordinator for their Municipal Emergency Plan.

Rochelle was first elected to the District of Chetwynd Council in 2012 and was reelected to her second term in 2014. Rochelle sits on a variety of committees as a representative for Chetwynd. She and her husband, Gordie, have been married for 30 years and have two adult children. In her spare time, she enjoys golfing, camping and travelling.





## Councillor Ernest Pfanner

### Portfolio:

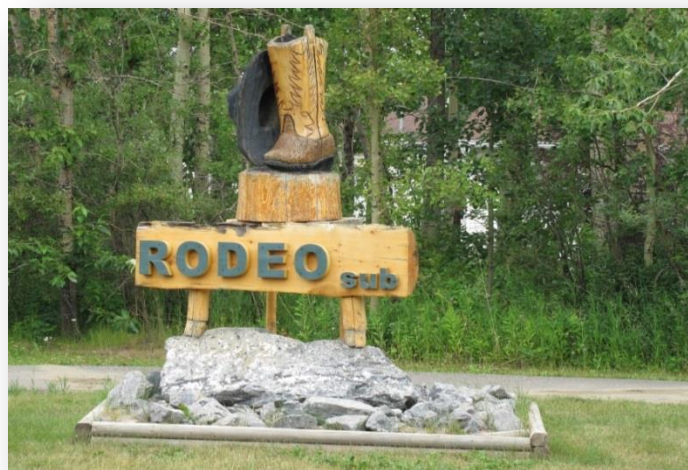


- Committee of the Whole
- Finance Strategy Committee
- Health Services Committee Chair
- Economic Development Commission
- Civic Properties Commission
- RCMP Liaison
- Fire Protection District Liaison

Ernest is currently settled into his second term as Councillor for the District of Chetwynd and appreciates the opportunity to represent Chetwynd for his second term. He enjoys working with Council, representing the community and having a voice on local Council. He has participated in the Union of British Columbia Municipalities Local Government Leadership Academy and most recently ran for a Director-at-Large position for the North Central Local Government Association. Ernest enjoys participating on his Council-appointed positions within the community.

Ernest has been employed in the forest industry where he worked as a millwright, and, more recently, in the oil & gas industry. He is currently employed by Spectra Energy as an Electrician.

Ernest was born in Dawson Creek and has called Chetwynd home ever since. Ernest and his wife, Laurie, have raised three children in Chetwynd and appreciate all that Chetwynd and area has to offer. He has been an active member of the Chetwynd Volunteer Fire Department for 25 years and enjoys hunting, fishing and camping as well as spending time horseback riding and hiking in our local mountains.





## Councillor Laura Weisgerber

### Portfolio:



- Committee of the Whole
- Finance Strategy Committee
- Health Services Committee
- Water & Sewer Task Group Chair
- Economic Development Commission
- Northern Development Initiative Trust
- Municipal Insurance Authority

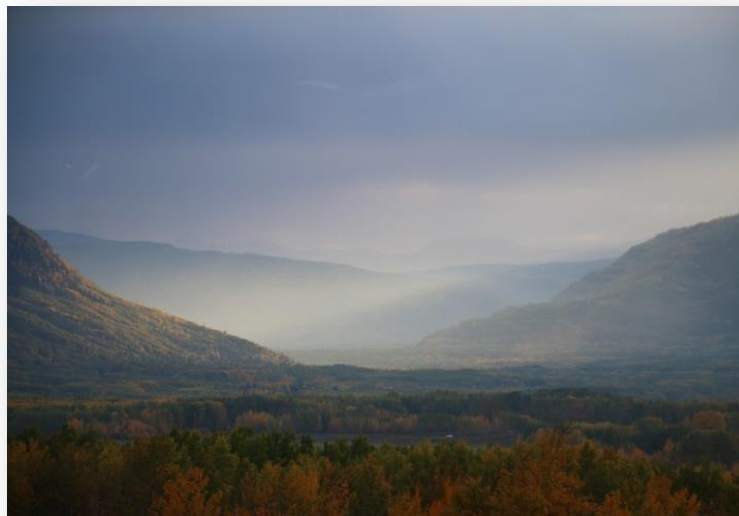
Born in Dawson Creek, Laura moved to Chetwynd a few years later with her parents and family. Starting Grade 1 at Windrem Elementary, she graduated from Chetwynd Secondary in 1979.

In 1980 she started at the TD Bank and worked there for over 23 years with a couple short breaks to have her two sons. In 2006, she retired from banking, but after a summer off, found herself a little bored and went to work at Aim Trucking where she is today.

Laura has volunteered for many years with the Moberly Lake and Natural Springs Golf Courses and has sat on the executive of the Curling Club for well over 15 years.

Being raised and later raising her own sons with her husband, Brent, in Chetwynd, she knows that Chetwynd has a lot to offer and believes that the best is yet to come.

Laura was reelected to her second term as Councillor in 2014.





# Municipal Services

Taxpayers and residents often overlook the sheer volume and value of services provided by their local governments. While a great number of services are provided by local governments, often less than half of the property tax bill goes to the local government.



Some of the services provided by the District of Chetwynd include:

<b>Road Maintenance</b>	❖ Including paving, pot hole patching and crack repairs; maintenance of sidewalks and shoulders; maintenance and installation of signage; line painting; maintenance of public parking areas; snow removal; street sweeping; ditch and storm drainage maintenance.
<b>Water Systems</b>	❖ Provision of drinking water; provision of water and hydrants for fire protection purposes; water conservation initiatives.
<b>Sewer Systems</b>	❖ Collection, treatment and disposal of domestic sanitary sewage.
<b>Solid Waste Collection</b>	❖ Residential and commercial solid waste (garbage) collection and disposal through contract service.
<b>Parks Facilities</b>	❖ Maintenance of community owned parks and facilities; parks equipment maintenance and upgrading.
<b>Cemetery Services</b>	❖ Maintenance and operation of community cemetery.
<b>Animal Control</b>	❖ Provision of animal control services (primarily dog control and licensing).
<b>Building Inspection</b>	❖ Provision of building inspection services to provide compliance with Provincial building, plumbing and fire code regulations.



<b>Subdivision Approvals</b>	❖ Subdivision approvals to ensure compliance with local land development regulations to ensure a level of consistency in land servicing.
<b>Zoning and Land Use</b>	❖ Provision of regulations to ensure a level of consistency and advance indication of land uses.
<b>Bylaw Enforcement</b>	❖ Enforcement of local land use, noise, nuisance and related regulations. <i>Enforcement initiated upon complaint.</i>
<b>Economic Development</b>	❖ Attraction of economic development interests and new business opportunities as well as business retention promotion.
<b>Tourism Development</b>	❖ Operation of Visitor Centre, promotion of tourism development and tourism attraction opportunities.
<b>Recreation Centre and Programs</b>	❖ Provision of recreational facilities and programs, in partnership with the Peace River Regional District.
<b>Protective Services (Fire Department)</b>	❖ Provision of fire protection services in Chetwynd and the rural fire protection area.
<b>Municipal Emergency Plan</b>	❖ Provision of guidelines to meet the local government's responsibilities to prepare for, respond to and recover from disasters or emergencies.
<b>Airport</b>	❖ Provision of airport services for small aircraft and helicopters. The airport facilitated 50 medivacs in 2014.





# Departmental Services

## Administration and Finance Departments:

- Principally supported by:
  - Chief Administrative Officer
  - Director and Deputy Director of Corporate Administration
  - Director of Financial Administration and Manager of Financial Services
  - Clerical, Reception and Accounting Staff
- More specifically involving activities related to municipal administrative operations including business licensing, bylaw preparations and implementation, records management, elections, grants administration, financial record keeping and reporting, budgeting, planning (both fiscal and land use), land development and personnel management.



## Engineering , Public Works & Parks:

- Principally supported by:
  - Director of Engineering & Public Works
  - Building Inspector
  - Bylaw Enforcement Officer
  - Engineering Staff
  - Public Works Staff
  - Seasonal Public Works Staff
  - Seasonal Parks Staff
- More specifically involving activities related to municipal works and services, engineering structures, planning and design, animal control, roads, water and sewer systems maintenance and improvements, building inspection services, airport maintenance, solid waste collection, cemetery services, bylaw enforcement and parks & grounds maintenance.





### **Economic Development:**

- Principally supported by:
  - Economic Development Officer
  - Clerical Staff
- More specifically involving activities related to economic development and promotion, tourism promotion, business retention, community improvement projects and community investment.



### **Visitor Centre:**

- Principally supported by:
  - Visitor Centre Manager
  - Seasonal Staff
- More specifically involving activities related to tourist information, assistance and advice.



### **Recreation:**

- Principally supported by:
  - Director of Parks & Recreation
  - Manager of Leisure & Facility Services
  - Recreation Manager
  - Maintenance Staff
  - Clerical and Recreation Staff
- More specifically involving activities related to management of the recreation complex, provision of recreation programs and maintenance of recreation facilities.





# Progress Report – 2014 Goals and Objectives

## TO DEVELOP AND IMPLEMENT PLANNED AND SUSTAINABLE PRACTICES

### CURRENT MUNICIPAL HALL

**Objective:**

To renovate the current Municipal Hall to accommodate the Chetwynd Visitor Centre and an expanded Fire Hall (offices), once the new Municipal Hall has been completed and District Staff have moved into it. Plans include all signage and additional landscaping, and incorporate the new Municipal Hall design objectives.

**Strategy:**

To apply to the Northern Development Trust Initiative (NDIT) for a \$250,000 grant (for a total budget of \$358,000) to offset the costs of renovation.

**Measurement:**

The measurement of this project will be successful award of a grant and completion of renovation of the building.

**Benefit:**

The benefits of this project will be a bigger, refreshed space for the Chetwynd Visitor Centre; it is currently located in a very small, older building on the boulevard of North Access Road. The Chetwynd Visitor Centre will have a higher profile in the renovated Municipal Hall, and much more space for displays and activities.

**Result:**

❖ *Grant approved. Work expected to start Summer of 2015.*





## NEW MUNICIPAL HALL

### **Objective:**

To construct a new Municipal Hall within the budget established for it without borrowing.

### **Strategy:**

Although funds have been reserved at Council's direction for this project since 2009, tenders received in July, 2013 were significantly over budget. The plans were streamlined to remove options without sacrificing the original features that were important to Council, and in this way construction costs were considerably decreased.

### **Measurement:**

The measurement of this project will be to complete construction within the established budget.

### **Benefit:**

The benefit of this project will be that citizens will have an attractive, energy-efficient Municipal Hall to conduct their district business in, and in which to attend Council meetings.

### **Result:**

❖ *Construction started in April 2014, with occupancy expected by July 2015.*





## TO MAINTAIN A LIVABLE, SAFE AND HEALTHY COMMUNITY

### BOULEVARD WALKWAY

**Objective:**

Boulevard walkway and beautification plan.

**Strategy:**

To plan and implement an attractive and sustainable highway boulevard walkway design, including pathways, lighting, gardens and welcome sign on and around the modified Expo mound.

**Measurement:**

The measurement of this project will be the successful completion of the project.

**Benefit:**

The benefit of this program will be an attractive community that draws visitors, tourists and potential new businesses, as well as appealing to residents.

**Result:**

- ❖ *The boulevard and beautification plan was successfully started at the welcome entrance and will continue into 2015 to establish trail and additional beautification along corridor.*

### BUSINESS FAÇADE IMPROVEMENT PROGRAM

**Objective:**

The objective of this program is to support economic development through leveraging private investment in local business façade improvements.

**Strategy:**

To apply for a Northern Development Trust Initiative (NDIT) program of matching funds for façade improvement, through partnering agreements with local businesses, to enhance economic viability and vibrancy through visual improvements.

**Measurement:**

The measurement of this project will be the successful completion of the project.

**Benefit:**

The benefit of this program will be revitalization of the downtown core, resulting in an attractive community that draws visitors, tourists and potential new businesses, as well as appealing to residents and fostering community pride.

**Result:**

- ❖ *There were three successful applications and renovations in 2014. The District is moving into Phase Two of the program in 2015.*



## FOUR SEASON VISITOR CENTRE AND COMMUNITY BOOKLET

**Objective:**

The objective of this program is to engage in a Redesign and Marketing Promotion.

**Strategy:**

To develop a new booklet promoting the community in all seasons and promoting the local quality of life.

**Measurement:**

The measurement of this project will be the successful completion of the booklet.

**Benefit:**

The benefit of this program will be promotion of the community of Chetwynd and area, resulting in a potential increase in the number of visitors, tourists and new businesses.

**Result:**

- ❖ *The Four Season Visitor Centre Guide was developed and printed in 2014. Successful new promotional material for all seasons will continue to be updated in 2015.*

## TO EFFECTIVELY MANAGE ENVIRONMENTAL ISSUES

### ONGOING EFFORTS TO MITIGATE ENVIRONMENTAL CONCERNS

**Objective:**

The objective of this program is to continue to diligently monitor the community for environmental concerns and prevent or mitigate any negative impacts.

**Strategy:**

To evaluate new actions and review current actions for environmental impact, as well as decreasing production of greenhouse gases (GHGs) in the municipal fleet wherever possible, encouraging recycling and water conservation in the community, and monitoring sewage effluent quality.

**Measurement:**

Success is determined by a measurable reduction in GHG's, water consumption and improved effluent quality over the long term.

**Benefit:**

Benefits of these initiatives include improvements to the environment in the immediate and surrounding areas of Chetwynd.

**Result:**

- ❖ *Results ongoing.*



## TO MAINTAIN & UPGRADE MUNICIPAL INFRASTRUCTURE, EQUIPMENT & FACILITIES

### ROAD REHABILITATION PROGRAM

**Objective:**

The objective of this program is to continue implementation of the Road Rehabilitation Program.

**Strategy:**

To rehabilitate roads in the priority established in Year 2 of the 5-Year Road Rehabilitation Program.

**Measurement:**

The measurement of this project will be the successful resurfacing of 45 Avenue NW.

**Benefit:**

The benefit of this program will be improved roadways and enhanced traffic flow.

**Result:**

- ❖ *Completed asphalt resurfacing on Hillside Drive and 45<sup>th</sup> Avenue and resurfacing of 43<sup>rd</sup> Street*

### WATER TREATMENT PLANT

**Objective:**

The objective of this program is to replace the ultraviolet light water treatment component at the Water Treatment Plant to ensure consistent water quality.

**Strategy:**

To research new ultraviolet light systems, engage a contractor to produce a design, and purchase and install an effective light system.

**Measurement:**

The measurement of this project will be the successful installation of a new ultraviolet light system at the Water Treatment Plant.

**Benefit:**

The benefit of this program will be effective water purification for consistent water quality.

**Result:**

- ❖ *Completed and operational.*



## WATER DISTRIBUTION SYSTEM

**Objective:**

The objective of this program is to analyze the water distribution system and identify where repairs and improvements are required.

**Strategy:**

Consultation with an engineering firm is ongoing to analyze the water distribution system, in accordance with a three-phase work plan, including:

- Water model calibration;
- Pressure reducing valves (PRV) improvements; and
- Reservoir hydraulics

**Measurement:**

The measurement of this project will be the successful identification of problem areas and to have repairs made as necessary.

**Benefit:**

The benefit of this program will be consistent water pressure for residents throughout the water distribution system.

**Result:**

❖ *Completed water modelling study and are now engaging phased system upgrades.*

## SANITARY SEWER TRUNK

**Objective:**

The objective of this project is to complete a design for use in grant fund applications.

**Strategy:**

To complete the design for improvements to the east trunk main, which has been over capacity for decades.

**Measurement:**

The measurement of this project will be the successful completion of a design of the sanitary sewer east trunk main.

**Benefit:**

The benefit of this program will be to enable the District to apply for grant funding and after improvements have been completed, to resolve the stress on the east trunk main.

**Result:**

❖ *Engineering solution has been completed. Grant funding has been applied for. Expected upgrading subject to grant approval.*



## SEWAGE SYSTEM LAGOON UPGRADES

### Objective:

The objective of this program is to apply for grants for construction of a new Sewage Treatment Plant.

### Strategy:

To have a detailed plan compiled, ready to include with a grant application when a new Building Canada Fund grant intake is announced.

### Measurement:

The measurement of this project will be the successful completion of a grant application.

### Benefit:

The benefit of this program will be funding to enable construction of a new Sewage Treatment Plant.

### Result:

- ❖ *Pre-design is completed. Waiting for Provincial grant funding. Loan authorization Bylaw approval process underway.*





## 2015 Goals and Objectives

### TO DEVELOP AND IMPLEMENT PLANNED AND SUSTAINABLE PRACTICES

#### CURRENT MUNICIPAL HALL

**Objective:**

To renovate the current Municipal Hall at 5400 North Access Way to accommodate the Chetwynd Visitor Centre and an expanded Fire Hall (offices), once the new Municipal Hall at 5400 Hospital Road has been completed and District Staff have moved into it. Plans include all signage and additional landscaping, and incorporate the new Municipal Hall design objectives into the Visitor Centre building.

**Strategy:**

Northern Development Initiative Trust (NDIT) approved a \$250,000 grant (for a total budget of \$358,000) to offset the costs of renovation.

**Measurement:**

The measurement of this project will be to complete construction within the established budget.

**Benefit:**

The benefits of this project will be a bigger, refreshed space for the Chetwynd Visitor Centre. The Chetwynd Visitor Centre will have a higher profile in the renovated Municipal Hall, and much more space for displays and activities.

#### VISTOR CENTRE

**Objective:**

To operate the Visitor Centre, implementing new strategies for assisting tourists and promoting Chetwynd and area to visitors and residents.

**Strategy:**

The Visitor Centre, previously operated by contract via the Chamber of Commerce, will now be run by the District of Chetwynd out of the municipal building at 5400 North Access Road.

**Measurement:**

The measurement will be more efficient delivery of service to visitors and tourists, and implementation of fresh programs and events.

**Benefit:**

The benefits of this service will be economic efficiency for the District of Chetwynd as a result of the new model of delivery, enhanced tourist services for reduced number of taxpayer dollars, and economic benefits to the business community through promotion of the area and potentially increased numbers of tourists in coming years.



## NEW MUNICIPAL HALL

**Objective:**

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**Strategy:**

Although funds have been reserved at Council's direction for this project since 2009, tenders received in July, 2013 were significantly over budget. The plans were streamlined to remove options without sacrificing the original features that were important to Council, and in this way construction costs were considerably decreased.

**Measurement:**

The measurement of this project will be to complete construction within the established budget.

**Benefit:**

The benefit of this project will be that citizens will have an attractive, energy-efficient Municipal Hall to conduct their district business in, and in which to attend Council meetings.

## TO MAINTAIN A LIVABLE, SAFE AND HEALTHY COMMUNITY

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**Objective:**

Boulevard walkway and beautification plan.

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**Benefit:**

The benefit of this program will be an attractive community that draws visitors, tourists and potential new businesses, as well as appealing to residents.



## BUSINESS FAÇADE IMPROVEMENT PROGRAM

**Objective:**

The objective of this program is to support economic development through leveraging private investment in local business façade improvements.

**Strategy:**

To apply for a Northern Development Initiative Trust (NDIT) program of matching funds for façade improvement, through partnering agreements with local businesses, to enhance economic viability and vibrancy through visual improvements.

**Measurement:**

The measurement of this project will be the successful completion of the project.

**Benefit:**

The benefit of this program will be revitalization of the downtown core, resulting in an attractive community that draws visitors, tourists and potential new businesses, as well as appealing to residents and fostering community pride.

## GREENSPACE SIGNAGE

**Objective:**

The objective of this program is to have signage in place along the trail system.

**Strategy:**

To do inventory of needed signage in the greenspace trail system. Work with Community Forest to develop a plan.

**Measurement:**

The measurement of this project will be the inventory and planning of areas that need signage.

**Benefit:**

The benefit of this program will be the new signage throughout the trail system.





## INDUSTRIAL PARK SIGNAGE

**Objective:**

The objective of this program is to create signage for the Industrial Park entrance.

**Strategy:**

To have the signage carved and installed at the entrance.

**Measurement:**

The measurement of this project will be the successful completion of the installation of the signage.

**Benefit:**

The benefit of this program will be the enhancement, beautification and promotion of businesses in the Industrial Park.

## CN – COMMUNITIES IN BLOOM BERM

**Objective:**

The objective of this program is to develop the Medical Clinic and Wellness Centre Green Belt.

**Strategy:**

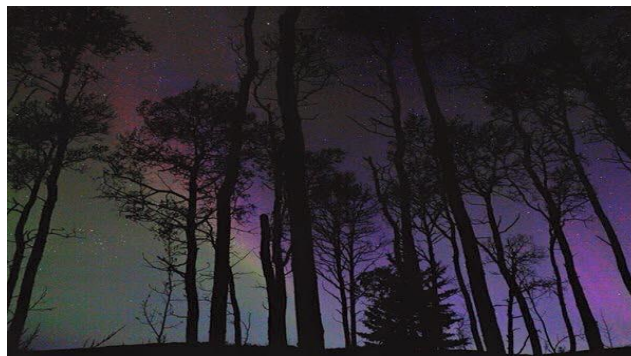
To work with Communities in Bloom/CN EcoConnexion sponsored funding to deliver scope of project to build the Green Belt.

**Measurement:**

The measurement of this project will be the successful completion of the project for 2015.

**Benefit:**

The benefit of this program is a beautified berm constructed with assistance from businesses and volunteers to enhance the area around the new Medical Clinic at 50th Street SW with a treed walkway reducing the noise from the railway and beautifying the area.





## TO EFFECTIVELY MANAGE ENVIRONMENTAL ISSUES

### ONGOING EFFORTS TO MITIGATE ENVIRONMENTAL CONCERNS

**Objective:**

The objective of this program is to continue to diligently monitor the community for environmental concerns and prevent or mitigate any negative impacts.

**Strategy:**

To evaluate new actions and review current actions for environmental impact, as well as decreasing production of greenhouse gases (GHGs) in the municipal fleet wherever possible, encouraging recycling and water conservation in the community, and monitoring sewage effluent quality.

**Measurement:**

Success is determined by a measurable reduction in GHG's, water consumption and improved effluent quality over the long term.

**Benefit:**

Benefits of these initiatives include improvements to the environment in the immediate and surrounding areas of Chetwynd.

## TO MAINTAIN & UPGRADE MUNICIPAL INFRASTRUCTURE, EQUIPMENT & FACILITIES

### SEWAGE SYSTEM LAGOON UPGRADES

**Objective:**

The objective of this program is to complete sewage lagoon capacity & treatment efficiencies in order to achieve Ministry of Environment requirements and provide capacity for future growth.

**Strategy:**

To apply for Building Canada Fund Grant of \$3 million and prepare a borrowing bylaw for the remaining \$1.5 million

**Measurement:**

The measurement of this project will be the successful upgrades to the lagoon.

**Benefit:**

The benefit of this program will be to stay within our permitted discharge limits, reduce environmental impact and achieve capacity for future growth.



## SANITARY SEWER EAST TRUNK MAIN

**Objective:**

The objective of this project is to replace a portion of the East trunk main which is under capacity and in disrepair.

**Strategy:**

To apply for grant funding of \$1.5 million from the Gas Tax Initiative.

**Measurement:**

The measurement of this project will be the successful upgrade to this sewer main.

**Benefit:**

The benefit of this program will be reduced maintenance and possible environmental damage without utilizing a tax increase.

## ROAD REHABILITATION PROGRAM

**Objective:**

The objective of this program is to continue implementation of the Road Rehabilitation Program.

**Strategy:**

To rehabilitate roads in the priority established in Year 3 of the 5-Year Road Rehabilitation Program.

**Measurement:**

The measurement of this project will be the successful resurfacing of 44 Street and 45 Street in the Legion Subdivision.

**Benefit:**

The benefit of this program will be improved roadways and reduced maintenance of failing roads.





## WATER DISTRIBUTION SYSTEM

**Objective:**

The objective of this program is to improve the reliability of the water distribution system.

**Strategy:**

To acquire land from the Ministry of Transportation and Infrastructure to build a new pressure reducing valve station scheduled for 2016.

**Measurement:**

The measurement of this project will be to acquire the land in 2015 for 2016 construction.

**Benefit:**

The benefit of this program will be to continue to improve the water distribution system.





## FAIR SHARE

The Peace Region has access to rural industrial assessment through the 'Fair Share' program.

Unlike most municipalities in BC where industry is primarily located within municipal boundaries, the story in the Peace is the exact opposite, where most industry is typically located beyond municipal boundaries.

Rural industry impacts community through industrial vehicle movement, passage of goods and supplies, transport of product and transient worker activity.

Fair Share is meant to capture industrial assessments outside of municipal boundaries in an effort to offset social and economic impacts to communities. Chetwynd has used its Fair Share funding for the majority of capital projects outlined in this Annual Report. A small portion goes towards operations, as rural industry and its workforce place extra ordinary pressures on community. These pressures are only met through financial resource support of programs such as Fair Share.





## 2014 Chainsaw Carvings





## Permissive Tax Exemptions

In 2014, the District of Chetwynd adopted Tax Exemption Bylaw No. 1014, 2014 and Tax Exemption Bylaw No. 1017, 2014 for the purpose of granting permissive tax exemptions for 2015 for the following organizations:

Organization	Estimated Value of Exemption for 2015
Chetwynd Communication Society	\$ 7,718.76
Chetwynd Fellowship Baptist Church	\$ 6,788.89
Chetwynd Shared Ministry Society	\$ 710.63
Chetwynd Temple Society	\$ 645.49
Church of the Nazarene	\$ 1,060.44
Little Prairie Christian Fellowship	\$ 2,342.02
Pentecostal Assemblies of Canada	\$ 874.19
President of the Lethbridge Stake	\$ 2,459.18
Roman Catholic Episcopal Corporation of Prince Rupert	\$ 4,248.78
Royal Canadian Legion, Chetwynd Pacific Branch No. 258	\$ 1,226.23
Tansi Friendship Centre Society	\$ 1,891.04
Tansi Friendship Centre Society	\$ 3,429.92
Trustees of the Chetwynd Congregation of Jehovah's Witnesses	\$ 5,043.24
Chetwynd Senior Citizen's Housing Society, Surerus Place	\$ 6,430.33

## Revitalization Tax Exemption

The District of Chetwynd has a revitalization tax exemption program for the purpose of encouraging revitalization of an area(s) of the municipality. Following is a record of the properties for which revitalization tax exemptions have been granted and the amount.

Organization	Estimated Value of Exemption for 2015
Chetwynd Forest Industries	\$ 65,228.40
Northern Oasis Truck & Car Wash	\$ 5,009.17



# Development Statistics

## Building Permits

Class	Building Permits Issued		\$ Value of Permit	
	2013	2014	2013	2014
Residential	12	8	\$1,330,550	\$284,800
Commercial/Industrial	3	4	\$680,000	\$656,230
Institutional	2	2	\$115,000	\$5,530,091

## Development Permits

Class	Development Permits Issued		Development Variance Permits Issued	
	2013	2014	2013	2014
Residential	0	0	0	0
Commercial/Industrial	3	8	0	0
Other	0	0	0	0

## Temporary Commercial Permits and Board of Variance Applications

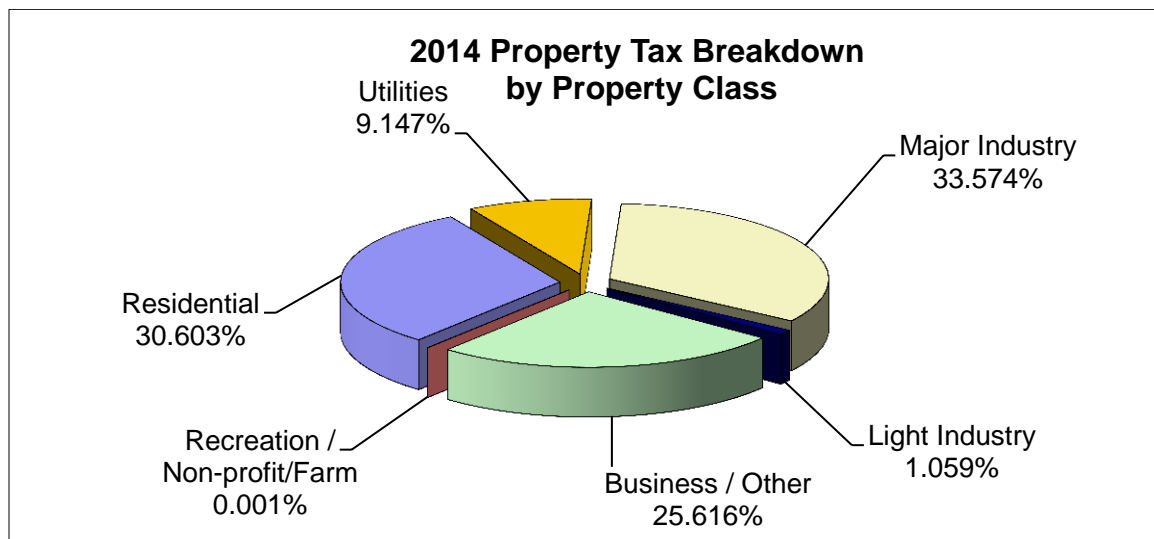
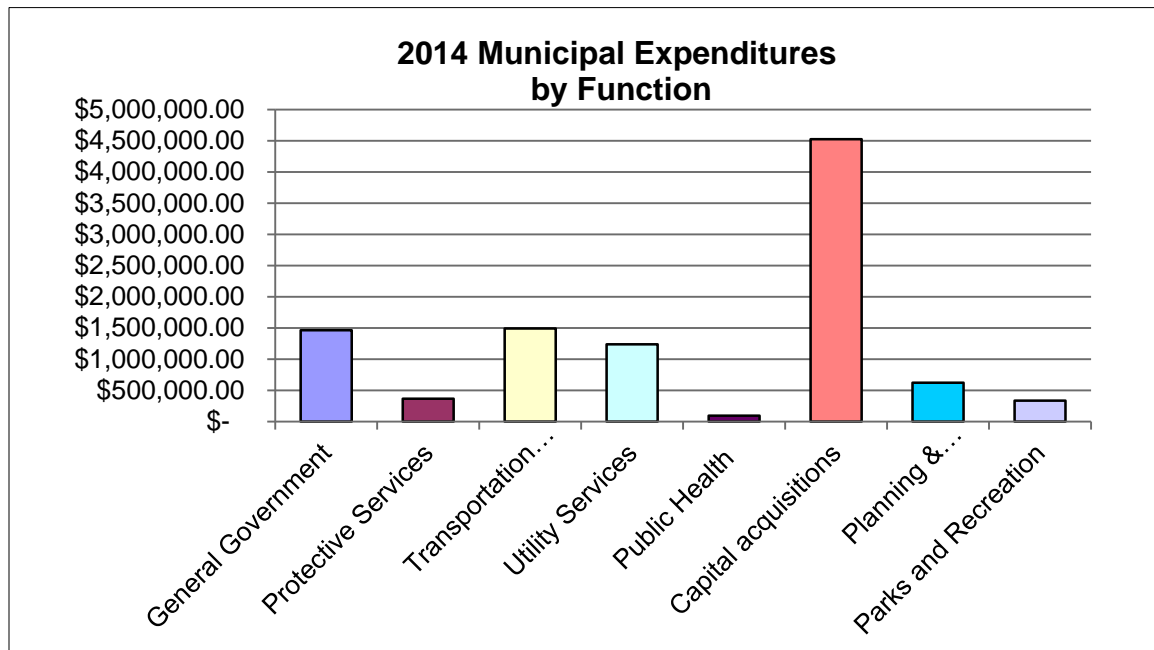
Class	Temporary Commercial Permits Issued		Board of Variance Applications	
	2013	2014	2013	2014
Residential	0	0	0	0
Commercial/Industrial	0	0	0	0
Other	0	0	0	0

## Zoning and Official Community Plan Amendments

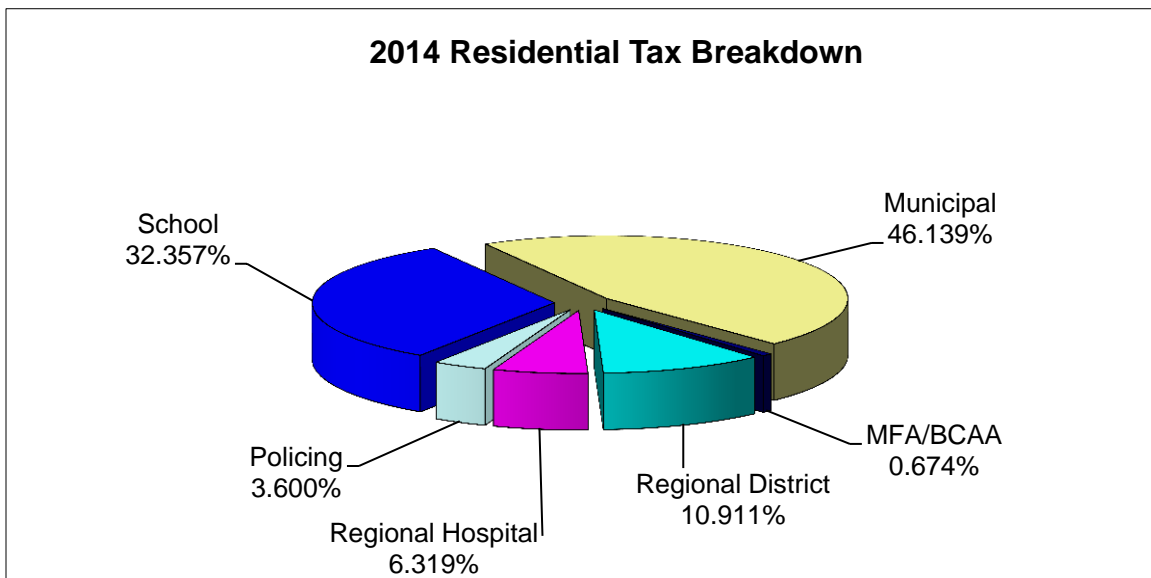
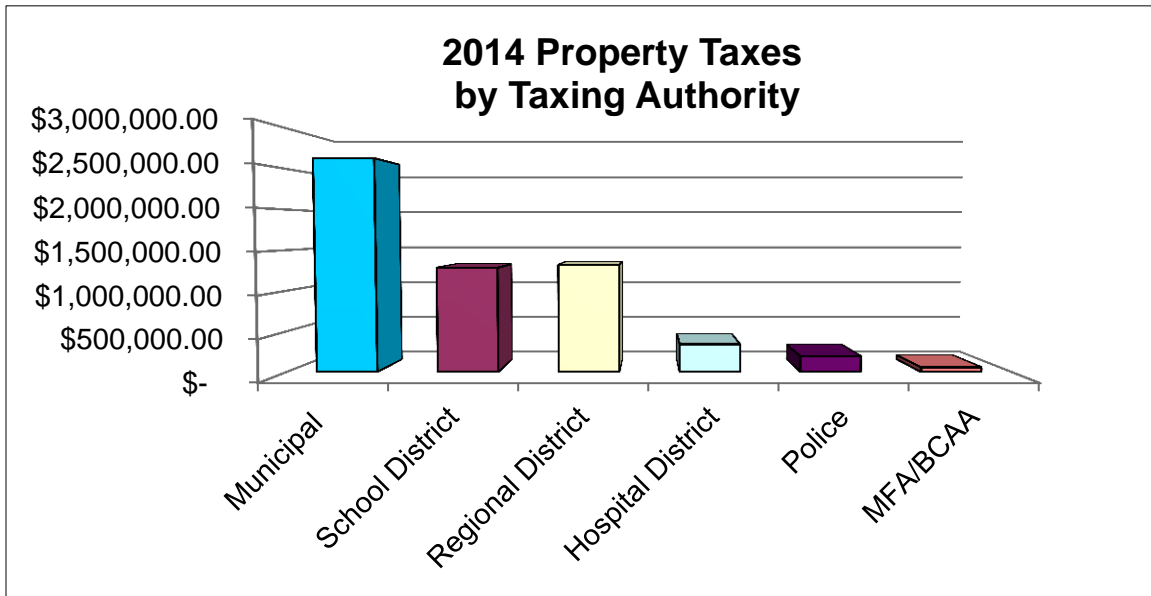
Class	Zoning Amendments		OCP Amendments	
	2013	2014	2013	2014
Residential	2	1	0	0
Residential/Commercial	0	2	0	0
Residential/Industrial	1	0	0	0
Commercial/Industrial	0	0	0	1
Institutional	0	1	0	0



## Financial Statistics









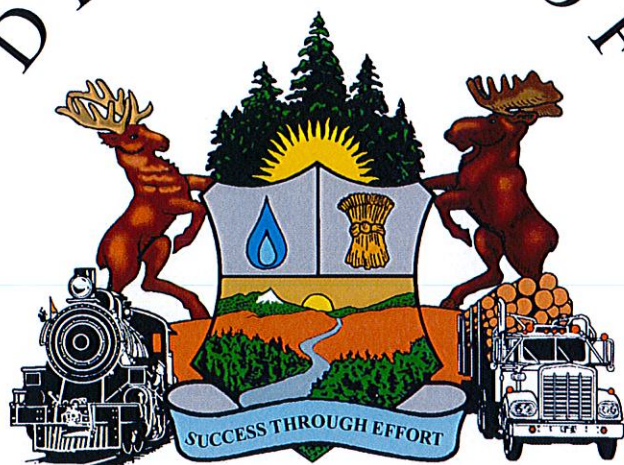
## 2014 Financial Statements & Auditor's Report

Attached are the Audited Financial Statements and Independent Auditor's Report for the District of Chetwynd for the year ended December 31, 2014.





DISTRICT OF



CHETWYND

**Consolidated Financial Statements**  
Year Ended December 31, 2014



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## MANAGEMENT REPORT

The accompanying consolidated financial statements and other information contained in this Financial Report are the responsibility of the management of the District of Chetwynd.

These consolidated financial statements have been prepared by management. Financial statements are not precise since they include certain amounts based on estimates and judgements. Management has determined such amounts on a reasonable basis in order to ensure that the financial statements are presented fairly, in all material respects.

The District maintains systems of internal accounting and administrative controls that are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and that the District's assets are properly accounted for and are adequately safeguarded.

The elected Council of the District of Chetwynd are responsible for ensuring that management fulfills its responsibilities for financial reporting and is ultimately responsible for reviewing and approving the financial statements. Council carries out their responsibility principally at Committee of the Whole meetings and at Regular Council meetings.

Council considers for approval the engagement or re-appointment of external independent auditors and reviews the periodic financial reports.

The consolidated financial statements have been audited by Sander Rose Bone Grindle LLP, Chartered Accountants, the external independent auditors, in accordance with Canadian generally accepted auditing standards on behalf of Council, residents and ratepayers of the District of Chetwynd. Sander Rose Bone Grindle LLP have full and free access to Council.



W.J. (Bill) Caldwell  
Director of Financial Administration  
Dated



Doug Fleming  
Chief Administrative Officer  
Dated



**CHARTERED ACCOUNTANTS**

*Partners*

- \* Ben Sander, B. Comm., CPA, FCA
- \* Dale J. Rose, CPA, CA
- \* Alan Bone, B. Comm., CPA, CA
- \* Jason Grindle, B. Comm., CPA, CA
- \* Donald G. Smith, CPA, CA (Retired)

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**INDEPENDENT AUDITOR'S REPORT**

To the Mayor and Council of the District of Chetwynd

**Report on the Financial Statements**

We have audited the accompanying consolidated statements of the District of Chetwynd, which comprise consolidated statement of financial position as at December 31, 2014 and the consolidated statements of operations and cash flows and changes in net financial assets for the year then ended, and a summary of significant accounting policies and other explanatory information.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgement, including the assessment of risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion**

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the District of Chetwynd as at December 31, 2014 and the results of its operations, its cash flow and changes in net financial assets for the year then ended in accordance with Canadian public sector accounting standards.

Fort St. John, BC  
May 14, 2015



Member, Chartered Accountants of British Columbia

\* Denotes Professional Corporations

*Sander Rose Bone Grindle LLP*  
Chartered Accountants



# DISTRICT OF CHETWYND

## Consolidated Statement of Financial Position

December 31, 2014

	2014	2013
<b>Financial Assets</b>		
Cash (Note 2)	\$ 3,308,081	\$ 4,369,227
Accounts receivable (Note 3)	1,447,617	1,652,905
Tax sale properties (Note 4)	-	596,050
Land held for resale	596,050	-
	<b>5,351,748</b>	<b>6,618,182</b>
<b>Liabilities</b>		
Accounts payable and accrued liabilities (Note 5)	1,420,797	809,378
<b>Net Financial Assets</b>	<b>3,930,951</b>	<b>5,808,804</b>
<b>Non-Financial Assets</b>		
Inventory	31,813	29,497
Prepaid Expenses	102,024	98,300
Tangible capital assets (Note 8)	33,802,651	30,707,786
	<b>33,936,488</b>	<b>30,835,583</b>
<b>Accumulated Surplus</b>	<b>\$ 37,867,439</b>	<b>\$ 36,644,387</b>

Approved by:



W.J. (Bill) Caldwell

Director of Financial Administration

See accompanying notes to the consolidated financial statements



# DISTRICT OF CHETWYND

## Consolidated Statement of Operations

Year Ended December 31, 2014

	2014 Actual	2014 Budget	2013
<b>Revenue</b>			
Taxes (Note 9)	\$ 2,885,081	\$ 2,884,607	\$ 2,917,234
Grants in lieu of taxes	40,626	27,855	30,323
Services provided to other governments	163,078	159,314	156,728
Sale of Services	1,232,757	1,362,678	1,188,309
Other revenue from own sources	568,666	358,420	487,835
Government transfers	3,291,791	3,374,015	2,837,842
Gain (Loss) on the disposal of assets	(141,677)	-	(78,727)
	<b>8,040,322</b>	<b>8,166,889</b>	<b>7,539,544</b>
<b>Expenses</b>			
General Government Services	1,515,979	1,541,888	1,508,374
Protective Services	430,507	432,404	471,393
Transportation Services	2,086,698	1,356,214	1,987,756
Utility Services	1,654,018	1,501,862	1,730,074
Public Health Services	95,541	125,562	143,363
Planning and Development	621,404	532,761	540,283
Parks and Recreation	413,123	413,563	451,305
	<b>6,817,270</b>	<b>5,904,254</b>	<b>6,832,548</b>
<b>Current year surplus</b>	<b>1,223,052</b>	<b>2,262,635</b>	<b>706,996</b>
Accumulated Surplus, beginning of year	36,644,387	36,644,387	35,937,391
<b>Accumulated Surplus, end of year</b>	<b>\$37,867,439</b>	<b>\$38,907,022</b>	<b>\$36,644,387</b>

See accompanying notes to the consolidated financial statements



# DISTRICT OF CHETWYND

## Consolidated Statement of Cash Flows

Year Ended December 31, 2014

	2014	2013
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Current Year Surplus	\$ 1,223,052	\$ 706,996
Amortization of tangible capital assets	1,207,493	1,211,247
	<b>2,430,545</b>	<b>1,918,243</b>
<b>Changes in non-cash working capital components</b>		
Receivables - decrease (increase)	205,288	806,547
Tax sale properties - decrease (increase)	596,050	(587,981)
Land for Resale - decrease (increase)	(596,050)	-
Accounts payable - (decrease) increase	611,419	(664,200)
Inventory - decrease (increase)	(2,316)	18,766
Prepaid expenses - decrease (increase)	(3,724)	(6,161)
Loss (Gain) on disposal of tangible capital assets	141,677	78,727
	<b>952,344</b>	<b>(354,302)</b>
<b>TOTAL CASH FLOWS FROM OPERATING ACTIVITIES</b>	<b>3,382,889</b>	<b>1,563,941</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Acquisition of tangible capital assets	(4,526,809)	(1,821,321)
Proceeds on disposal of tangible capital assets	82,774	13,000
<b>NET CASH USED BY INVESTING ACTIVITIES</b>	<b>(4,444,035)</b>	<b>(1,808,321)</b>
	<b>(1,061,146)</b>	<b>(244,380)</b>
Cash and cash equivalents at beginning of period	4,369,227	4,613,607
<b>Cash and cash equivalents at end of period</b>	<b>\$ 3,308,081</b>	<b>\$ 4,369,227</b>

See accompanying notes to the consolidated financial statements



# DISTRICT OF CHETWYND

## Consolidated Statement of Net Financial Assets

Year Ended December 31, 2014

	2014	2013
Current Year Surplus	\$ 1,223,052	\$ 706,996
Amortization	1,207,493	1,211,247
Decrease (increase) in inventory	(2,316)	18,766
Proceeds on disposal of tangible capital assets	82,774	13,000
Gain on disposal of tangible capital assets	141,677	78,727
Decrease (increase) in prepaid expenses	(3,724)	(6,161)
Acquisition of capital assets	(4,526,809)	(1,821,321)
	(1,877,853)	201,254
Net Financial Assets, beginning of year	5,808,804	5,607,550
<b>Net Financial Assets, end of year</b>	<b>\$ 3,930,951</b>	<b>\$ 5,808,804</b>

See accompanying notes to the consolidated financial statements



# DISTRICT OF CHETWYND

## Significant Accounting Policies

December 31, 2014

The District of Chetwynd is incorporated under the *Local Government Act of British Columbia*. The District's principal activities include the provision of local government services to residents and businesses of the incorporated area. These services include general government, protective, transportation, public health and welfare, environmental development, recreation and culture and water and sewer utilities.

### 1. Significant Accounting Policies

The consolidated financial statements of the District of Chetwynd are the representation of management prepared in accordance with Canadian public sector accounting standards as prescribed by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants. The significant accounting policies are as follows:

#### **Basis of consolidation**

The consolidated financial statements reflect a combination of the district's General Fund, Capital Fund and Reserve Fund. Interfund transactions and balances have been eliminated.

General Fund- Operating funds are established for the general, water and sewer operations of the District. Operating funds are used to record the costs associated with providing District services.

Capital Fund - Capital funds are established for general, water and sewer capital. Capital funds are used to record the acquisition of capital assets.

Portfolio Investment - as the District does not effect any influence over the portfolio investment they are recorded at cost.

Reserve Fund - These funds hold assets necessary to finance future capital expenditures and are subject to the statutory restrictions of the Community Charter of British Columbia. Restrictions include the requirement that funds and interest earned thereon may only be expended for specific purposes and these expenditures be approved by a bylaw passed by the District Council.

Cemetery Care Trust Fund - This fund is intended to provide earnings that can be used for the upkeep of the cemetery, and has been established pursuant to the Cemetery Care Act. The Cemetery Care Trust Fund is excluded from the District's Consolidated Financial Statements, per PSAB guidelines.

#### **Basis of accounting**

The district follows the accrual method of accounting for revenues and expenses. Revenues are recognized in the period in which the transactions or events occurred that gave rise to the revenues, and expenditures are recognized in the period the goods and services are acquired and a liability is incurred or transfers are due. Prior year balances have been restated to reflect current year presentation.

#### **Use of estimates**

These consolidated financial statements have been prepared in accordance with Canadian public sector accounting standards which requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.



# DISTRICT OF CHETWYND

## Significant Accounting Policies

December 31, 2014

### 1. Significant Accounting Policies continued

#### **Government transfers**

Government transfers are recognized in the financial statements as revenue in the period that the events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

#### **Budget presentation**

The budget approved in May 2014 is presented in the consolidated financial statements, any subsequent amendments have not been included and have not been audited. The budget has been adjusted to remove internal equipment charges. The effect of this adjustment is to reduce "Revenue from Own Sources" from \$867,720 to \$358,420 and to reduce Operation expenses from \$6,422,554 to \$5,904,254.

#### **Financial instruments**

The District's financial instruments consist of cash, receivables, short term deposits, Municipal Finance Authority (MFA) money market fund deposits, payables and accruals. Unless otherwise noted, it is management's opinion that the District is not exposed to significant interest, currency or credit risks arising from these financial instruments. MFA unit cost investments are reported at market value as at December 31.

#### **Non-financial assets**

Tangible capital assets and other non-financial assets are accounted for as assets by the municipality because they can be used to provide government services in future periods. These assets do not normally provide resources to discharge the liabilities of the municipality unless they are sold.

#### **Appropriated surplus**

Certain amounts, as approved by the District Council, are set aside in reserves for future operating and capital expenditures. Transfers to and/or from these reserves are shown as interfund transfers in various fund operations schedules.



# DISTRICT OF CHETWYND

## Significant Accounting Policies

December 31, 2014

### 1. Significant Accounting Policies continued

#### Segment disclosure

The District's operations and activities are organized and reported by funds and departments. The General Fund reports on operations which include services provided by the District such as general government, protective services, transportation services, utility services, public health services, planning and development and parks and recreation services. Operating results are reported by the following segments are included in Note 12.

#### General Government

General Government operations are primarily funded by property taxation. The expenses within the department are for the legislative, general administration, community service grants and rental property operating costs within the municipality.

#### Protective Services

Protective services are comprised of fire protection services, building inspection services and bylaw enforcement as well as the Provincial Emergency Program.

#### Transportation Services

Transportation services are responsible for the delivery of municipal public works services related to engineering services, maintenance of streets and roads, bridges, drainage systems, street lighting, and airport maintenance as well as the maintenance of workshops, yards and other buildings.

#### Utility Services

Utility Services include the operating and maintenance of the District's water and wastewater systems as well as the collection and disposal of solid waste.

#### Public Health Services

Public Health Services include the operations and maintenance of the cemetery as well as community health initiatives.

#### Planning and Development Services

Planning and Development services include long range planning, economic development and tourist information services.

#### Parks and Recreation Services

Parks and Recreation services provide services related to recreation and leisure, including grounds, boulevard, trails and wood carving maintenance.



# DISTRICT OF CHETWYND

## Significant Accounting Policies

December 31, 2014

### 1. Significant Accounting Policies continued

#### Tangible capital assets

tangible capital assets are recorded at cost less accumulated amortization. Cost includes all charges directly attributable to placing the asset in its intended location and condition of use. Contributed tangible capital assets are recorded at fair market value at the time of donation, with a corresponding amount recorded as revenue. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is available for productive use as follows:

Land	n/a
Buildings	60 years
Machinery and equipment	5 - 30 years
Infrastructure	15 - 75 years



# DISTRICT OF CHETWYND

## Notes to the Consolidated Financial Statements

December 31, 2014

### 2. Cash and investments

	2014	2013
Cash on hand	\$ 1,630	\$ 1,630
Cash and bank	104,646	165,136
Short term and MFA money market deposits	3,201,805	4,202,461
	<u>\$ 3,308,081</u>	<u>\$ 4,369,227</u>

### 3. Receivables

	2014	2013
Property tax receivable	\$ 323,020	\$ 390,872
Due from Other Governments	827,174	820,343
Trade receivables	297,423	441,690
	<u>\$ 1,447,617</u>	<u>\$ 1,652,905</u>

### 4. Tax sale properties

	2014	2013
Property acquired for taxes subject to redemption	\$ -	\$ 596,050



# DISTRICT OF CHETWYND

## Notes to the Consolidated Financial Statements

December 31, 2014

### 5. Accounts payable and accrued liabilities

	2014	2013
Other government agencies	\$ 90,188	\$ 87,517
Trade payables	893,866	298,874
Wages and employee benefits payable	154,253	149,585
Holdbacks and trust	282,490	273,402
<b>Total</b>	<b>\$ 1,420,797</b>	<b>\$ 809,378</b>

### 6. Line of Credit

The district holds a line of credit which includes a demand operating facility of up to \$300,000 at Scotia Banks Prime Lending Rate and a Revolving equipment financing loan of up to \$500,000 at Scotia Leasing's Base Rate plus 1.25%. The balance of the credit facilities were \$ NIL (2013: \$ NIL) at December 31<sup>st</sup>.

### 7. Pension liability

The District and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trusteesd pension plan. The board of trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The Plan has about 182,000 active members and approximately 75,000 retired members. Active members include approximately 36,000 contributors from local government.

The most recent actuarial valuation as at December 31, 2012 indicated a \$1,370 million funding deficit for basic pension benefits. The next valuation will be as at December 31, 2015 with results available in 2016.

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The District of Chetwynd paid \$275,551 (2013 - \$227,917) for employer contributions to the plan in fiscal 2014.



# DISTRICT OF CHETWYND

## Notes to the Consolidated Financial Statements

December 31, 2014

### 8. Tangible Capital Assets

	Land	Buildings	Machinery, Equipment	General Infrastructure	Utility Infrastructure	Work in Progress	2014	2013
Cost								
Balance, beginning of year	\$ 793,631	\$ 4,714,931	\$ 7,929,793	\$ 17,666,266	\$ 18,356,112	\$ 228,205	\$49,688,938	\$48,165,003
Additions	-	-	258,475	659,486	112,313	3,496,535	4,526,809	1,942,974
Disposals	(7,500)	-	(293,289)	(179,336)	(221,807)	-	(701,932)	(419,039)
<b>Balance, end of year</b>	<b>786,131</b>	<b>4,714,931</b>	<b>7,894,979</b>	<b>18,146,416</b>	<b>18,246,618</b>	<b>3,724,740</b>	<b>53,513,815</b>	<b>49,688,938</b>
Accumulated Amortization								
Balance, beginning of year	-	1,923,257	5,324,268	6,260,982	5,472,645	-	18,981,152	17,975,563
Amortization	-	94,829	346,039	428,630	337,995	-	1,207,493	1,211,247
Disposals	-	-	(242,693)	(179,336)	(55,452)	-	(477,481)	(205,658)
<b>Balance, end of year</b>	<b>-</b>	<b>2,018,086</b>	<b>5,427,614</b>	<b>6,510,276</b>	<b>5,755,188</b>	<b>-</b>	<b>19,711,164</b>	<b>18,981,152</b>
<b>Net book value, end of year</b>	<b>\$ 786,131</b>	<b>\$ 2,696,845</b>	<b>\$ 2,467,365</b>	<b>\$ 11,636,140</b>	<b>\$ 12,491,430</b>	<b>\$ 3,724,740</b>	<b>\$33,802,651</b>	<b>\$30,707,786</b>



# DISTRICT OF CHETWYND

## Notes to the Consolidated Financial Statements

December 31, 2014

### 9. Net Municipal Property Taxes

	2014	2014 Budget	2013
Net Municipal Property Taxes	\$ 2,878,890	\$ 2,884,607	\$ 2,917,231
<b>Add: Requisitions collected on behalf of other taxing authorities</b>			
Provincial School/Policing	1,480,225	-	1,486,428
Regional District	1,321,148	-	1,408,654
Regional Hospital District	341,355	-	334,412
B.C. Assessment Authority	57,559	-	57,595
MFA	118	-	117
City of Dawson Creek	170,352	-	186,696
	6,249,647	2,884,607	6,391,133
<b>Deduct: Requisitions remitted to other taxing authorities</b>			
Remitted to other taxing authorities	3,364,566	-	3,473,899
	\$ 2,885,081	\$ 2,884,607	\$ 2,917,234

### 10. Contingent liabilities

The District of Chetwynd is potentially exposed to lawsuits arising from the ordinary course of operations. Although the outcome of such matters cannot be predicted with certainty, management does not consider the District of Chetwynd's exposure to lawsuits materials to these financial statements.

### 11. Related Party Transactions

The District owns one third of Little Prairie Community Forest Inc. a company incorporated in the Province of British Columbia. The Board of Directors of the company are comprised of two representatives from each the District, West Moberly First Nations, and Sauteau First Nations. The District does not have any control over the corporation and therefore reports the investment as a portfolio investment.

The District, West Moberly First Nations, and Sauteau First Nations are limited partners with Little Prairie Community Forest Inc., the unlimited partner. The partnership operates as Little Prairie Community Forest LLP and was created for the purpose of harvesting the timber in the areas around the three partner's communities, in an economic and environmentally responsible manner. All management functions are provided by Little Prairie Community Forest Inc and its board of directors. The district accounts for the partnership through proportionate consolidation.



# DISTRICT OF CHETWYND

## Notes to the Consolidated Financial Statements

December 31, 2014

### 12. Accumulated Surplus

	2014	2013
<b>General Fund Accumulated Surplus</b>		
General Fund Surplus	\$ 887,771	\$ 1,101,363
Water Fund Surplus	288,268	174,360
Sewer Fund Surplus	(41,441)	282,683
Statutory Reserve Funds	1,737,203	3,236,595
Non-Stat Reserve Funds	1,192,987	1,141,600
Equity in Capital Assets	33,802,651	30,707,786
	<b>\$37,867,439</b>	<b>\$36,644,387</b>



# DISTRICT OF CHETWYND

## Notes to the Consolidated Financial Statements

December 31, 2014

### 13. Segmented Information

	General Gov't	Protective Services	Transport	Utility Services	Public Health	Planning, Develop	Parks & Rec.	2014 Budget	2013
Taxes	\$ 2,850,829	\$ -	\$ -	\$ 34,252	\$ -	\$ -	\$ -	\$ 2,885,081	\$ 2,884,607
Grants in lieu of taxes	40,626	-	-	-	-	-	-	40,626	27,855
Services provided to other governments	4,687	68,391	-	-	-	-	90,000	163,078	159,314
Sale of Services	23,430	6,343	10,185	1,160,263	11,743	20,793	-	1,232,757	1,362,678
Other revenue	213,764	83,203	137,176	729	133,794	-	-	568,666	358,420
Government transfers	2,944,455	-	-	-	155,000	189,136	3,200	3,291,791	3,374,015
Gain (Loss) on the disposal of assets	(1,322)	-	26,000	(166,355)	-	-	-	(141,677)	-
	6,076,469	157,937	173,361	1,028,889	300,537	209,929	93,200	8,040,322	8,166,889
Wages and benefits	897,931	184,551	795,342	414,208	84,368	193,315	211,949	2,781,664	2,842,657
Travel & Training	72,579	32,828	10,121	2,574	654	8,858	-	127,614	184,899
Contracted services	183,041	45,879	210,193	556,619	3,541	189,371	50,586	1,239,230	1,371,190
Materials and supplies	48,194	77,757	291,960	109,251	3,855	126,447	59,526	716,990	774,697
Insurance and licenses	82,497	8,499	46,549	11,173	140	7,413	-	156,271	173,230
Utilities and telephone	62,912	13,367	131,164	143,872	1,475	6,326	10,916	370,032	354,935
Other expenditures	117,061	3,401	5,960	836	225	89,674	819	217,976	202,646
Amortization	51,764	64,225	595,409	415,485	1,283	-	79,327	1,207,493	-
	1,515,979	430,507	2,086,698	1,654,018	95,541	621,404	413,123	6,817,270	5,904,254
Annual Surplus (Deficit)	\$ 4,560,490	\$ (272,570)	\$ (1,913,337)	\$ (625,129)	\$ 204,996	\$ (411,475)	\$ (319,923)	\$ 1,223,052	\$ 2,262,635
								\$ 706,996	





**CHARTERED ACCOUNTANTS**

*Partners*

- \* Ben Sander, B. Comm., CPA, FCA
- \* Dale J. Rose, CPA, CA
- \* Alan Bone, B. Comm., CPA, CA
- \* Jason Grindle, B. Comm., CPA, CA
- \* Donald G. Smith, CPA, CA (Retired)

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**INDEPENDENT AUDITOR'S REPORT ON SUPPLEMENTARY INFORMATION**

To the Mayor and Council of the District of Chetwynd

We have audited and reported separately herein on the consolidated financial statements of the District of Chetwynd for the year ended December 31, 2014.

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements of the District taken as a whole. The current year's supplementary information included in Schedules 1 through 3 is presented for the purposes of additional analysis. Such supplementary information has not been subjected to the auditing procedures applied in the examination of the consolidated financial statements and accordingly, we express no opinion on it.

Fort St. John, BC  
May 14, 2015

*Sander Rose Bone Grindle LLP*  
Chartered Accountants



Member, Chartered Accountants of British Columbia

\* Denotes Professional Corporations



# DISTRICT OF CHETWYND

Year Ended December 31, 2014

## Schedule of Operations

Schedule 1

	General	Water	Sewer	2014	2014 Budget	2013
<b>Revenues</b>						
Taxes	\$ 2,850,829	\$ 20,672	\$ 13,580	\$ 2,885,081	\$ 2,884,607	\$ 2,917,234
Grants in lieu of taxes	40,626	-	-	40,626	27,855	30,323
Services provided to other governments	163,078	-	-	163,078	159,314	156,728
Sale of Services	344,685	638,407	249,665	1,232,757	1,362,678	1,188,309
Other revenue from own sources	385,411	729	-	386,140	323,420	444,260
Government Transfers	3,166,791	-	-	3,166,791	2,974,015	2,837,842
	6,951,420	659,808	263,245	7,874,473	7,731,889	7,574,696
<b>Expenses</b>						
General Government	1,463,215	-	-	1,463,215	1,541,888	1,454,116
Protective Services	366,282	-	-	366,282	432,404	407,865
Transportation Services	1,491,289	-	-	1,491,289	1,356,214	1,395,972
Utility Services	395,671	518,964	323,898	1,238,533	1,501,862	1,309,007
Public Health Services	94,258	-	-	94,258	125,562	142,080
Planning and Development	621,404	-	-	621,404	532,761	540,283
Parks and Recreation	333,796	-	-	333,796	413,563	371,978
	4,765,915	518,964	323,898	5,608,777	5,904,254	5,621,301
Current year Surplus (deficit)	2,185,505	140,844	(60,653)	2,265,696	1,827,635	1,953,395
Transfer from (to) Operating Funds	65,411	(26,936)	(38,475)	-	-	-
Transfer to Capital Fund	17,275	-	(224,996)	(207,721)	-	(152,065)
Transfer to Reserve Funds	(2,481,783)	-	-	(2,481,783)	35,000	(2,062,118)
Accumulated Surplus, beginning of year	(213,592)	113,908	(324,124)	(423,808)	1,862,635	(260,788)
	1,101,363	174,360	282,683	1,558,406	1,558,406	1,819,194
<b>Accumulated Surplus, end of year</b>	\$ 887,771	\$ 288,268	\$ (41,441)	\$ 1,134,598	\$ 3,421,041	\$ 1,558,406



# DISTRICT OF CHETWYND

Year Ended December 31, 2014

## Schedule of Capital Fund Operations

## Schedule 2

	2014	2013 Budget	2013
<b>Revenue</b>			
Donations	\$ 133,794	\$ -	\$ -
Grants	125,000	400,000	-
Gain (Loss) on the disposal of assets	(141,677)	-	(78,727)
	117,117	400,000	(78,727)
<b>Expenses</b>			
Sales commission	1,000	-	-
Amortization			
- General Government	51,764	-	54,258
- Protective Services	64,225	-	63,528
- Transportation Services	595,409	-	591,784
- Public Health Services	1,283	-	1,283
- Parks and Recreation Services	79,327	-	79,327
- Utility Services	415,485	-	421,067
	1,208,493	-	1,211,247
Current year Surplus (deficit)	(1,091,376)	400,000	(1,289,974)
Interfund Transfers			
Transfer from operations	207,721	-	152,065
Transfer from Reserve Funds	4,042,020	5,225,000	1,656,256
Transfer to Reserve Funds	(63,500)	-	-
	4,186,241	5,225,000	1,808,321
Change in Surplus	3,094,865	5,625,000	518,347
Accumulated Surplus, beginning of year	30,707,786	30,707,786	30,189,439
	\$ 33,802,651	\$ 36,332,786	\$ 30,707,786



# DISTRICT OF CHETWYND

Year Ended December 31, 2014

## Schedule of Reserve Fund Operations

## Schedule 3

	2014	2013
<b>Revenue</b>		
Interest	\$ 48,732	\$ 43,575
<b>Interfund Transfers</b>		
Transfer from general operating fund	2,481,783	2,062,118
Transfer from Capital	63,500	-
Transfer to capital fund	(4,042,020)	(1,656,256)
	(1,496,737)	405,862
<b>Change in Reserve Funds</b>	(1,448,005)	449,437
Reserve Funds, beginning of year	4,378,195	3,928,758
<b>Reserve Funds, end of year</b>	<b>2,930,190</b>	<b>4,378,195</b>
<b>Balance represented by:</b>		
<b>Reserves set aside by Council:</b>		
Snow Removal Reserve	11,758	-
Water Reserve Fund	16,700	-
Administration Equipment	3,106	2,074
Finance Equipment	15,385	10,226
Gas Tax Reserve	63,412	18,825
Sustainability Reserve	1,017,404	742,544
Fair Share Reserve	65,222	367,931
	1,192,987	1,141,600
<b>Restricted Reserves</b>		
Capital Equipment Reserve	16,965	158,983
Airport Equipment	11,184	11,068
Fire Equipment	331,675	261,232
Land Sale	415,704	373,213
Tax Sale Land	62,380	61,733
Municipal Office Building	899,295	2,370,366
	1,737,203	3,236,595
	\$ 2,930,190	\$ 4,378,195





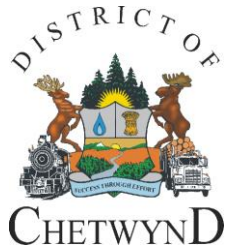












# DISTRICT OF CHETWYND



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