

# 2013 ANNUAL REPORT & 2012 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 2012 and projected operations for 2013 and beyond.



## Message from the Mayor

Dear People of Chetwynd

It is Annual Report time again and it gives me a great deal of pleasure to present to you a glimpse into the services and operations that have preoccupied Mayor and Council and the District staff for the last twelve months.



You will be aware that 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 was no different in this respect.

The issues we are facing in 2013 are similar and yet different from issues we faced in past years. We sense that our town has slowed a bit. Two major industries are no longer operating and this has placed a serious burden on the lives of many people. Some have moved away; others have found other employment; still others have taken work where they have to live in camps. All this has an impact on our home town.

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 this closely. Especially, we are watching the trends in British Columbia's flirtations with LNG and the export of that commodity. It is high time that government, First Nations, and industry get serious about our respective roles in moving these projects forward, or commit to leaving our resources in the ground for the next generation.

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

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.



**Front Row: Mayor Merlin Nichols**  
**Back Row (Left to Right): Councillor Laura Weisgerber, Councillor Ernest Pfanner, Councillor Rochelle Galbraith, Councillor Larry Vezina, Councillor Alec Brownlee, Councillor Bob Nicholson**

## **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 2012.



## Council Biographies & Portfolios – 2013

### Mayor Merlin Nichols



#### Portfolio:

- Economic Development Commission
- Civic Properties Commission
- Peace River Regional District
- South Peace EDC
- Finance Strategy Committee
- BC Hydro Site C Project 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); 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

Elected to the office of Mayor in 2012.

## Councillor Alec Brownlee



### Portfolio:

- Peace River Regional District Alternate
- Civic Properties Commission
- South Peace EDC
- Public Works Committee Chair
- Finance Strategy Committee
- Health Services Committee
- BC Hydro Site C Project Liaison Alternate
- Fire Department Liaison
- Success By 6 and Children First
- Treaty Land Entitlement Joint Planning Committee

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 Shop Foreman.





**Councillor Rochelle Galbraith****Portfolio:**

- Economic Development Commission
- Peace River Regional District Alternate
- Northern Development Initiative Trust Alternate
- Community Improvements Committee
- Finance Strategy Committee
- Health Services Committee
- Water & Sewer Task Group
- Enbridge Northern Gateway Pipeline Liaison
- Chetwynd Public Library Liaison
- Chetwynd Seniors' Housing Society Liaison

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 elected to the District of Chetwynd Council in 2012 and 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 Bob Nicholson



### Portfolio:

- Municipal Insurance Authority Alternate
- Finance Strategy Committee Chair
- Water & Sewer Task Group
- Alaska Highway Community Alternate
- Chetwynd Communications Society Liaison
- Heritage/Museum Liaison

Bob is 80 years old and is a retired farmer / rancher. He has lived all but one year of his life in Chetwynd. Bob has been married for 44 years and has two grown children (a son and a daughter).

Bob has been a Councillor for 26 years and has served on most, if not all, Council Committees. He was the District's representative for the Peace River Regional District for 7 years and the alternative representative for several years after that. At the present time, he serves as the liaison to the Little Prairie Heritage Museum.

Before being elected to Council, Bob volunteered as president and other positions in Chetwynd Minor Hockey for several years. Bob is active in the Chetwynd Fellowship Baptist Church.



## Councillor Ernest Pfanner



### Portfolio:

- Economic Development Commission
- Civic Properties Commission
- Community Improvements Committee
- Finance Strategy Committee
- Health Services Committee Chair
- Measuring Up the North Project Liaison
- Sukunka Group Liaison
- RCMP Liaison

Ernest is currently settled into his first term as Councillor for the District of Chetwynd. 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 Larry Vezina



## Portfolio:

- Community Improvements Committee Chair
- Finance Strategy Committee
- Public Works Committee
- Cardero Coal - Carbon Creek Liaison
- FCM - Climate Change Liaison
- Spectra NGTS Working Group
- PVEP Liaison

Born in 1946 in New Westminster, BC, Larry moved to Merritt, BC at the age of 3. When he was 15, he went to work as a logger / sawmill hand. Larry has always been a workaholic and, through most of his life, has held two or more jobs at a time.

At the age of 30, Larry went back to school and was the oldest male to graduate from Norkam High School.

In January, 2000, Larry moved to Chetwynd and started a business while managing apartment blocks and working for the District of Chetwynd. Larry is now semi-retired and working for the people of Chetwynd.



## Councillor Laura Weisgerber



### Portfolio:

- Economic Development Commission
- Northern Development Initiative Trust
- Municipal Insurance Authority
- Finance Strategy Committee
- Health Services Committee
- Public Works Committee
- Water & Sewer Task Group Chair
- Alaska Highway Community Liaison
- Chamber of Commerce/Tourism Liaison
- Enbridge Pipeline Alternate Liaison
- Pine Valley Seniors Liaison

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.





## 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 Tourist Information Centre and 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.



# Departmental Services

## **Administration and Finance Departments:**

- Principally supported by:
  - Chief Administrative Officer
  - Director and Deputy Director of Corporate Administration
  - Director and Deputy Director of Financial Administration
  - 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:**

- Principally supported by:
  - Director and Deputy Director of Engineering & Public Works
  - Building Inspector
  - Bylaw Enforcement Officer
  - Engineering Staff
  - Public Works 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 and bylaw enforcement.



### **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.



### **Parks & Recreation:**

- Principally supported by:
  - Director and Deputy Director of Parks & Recreation
  - Maintenance Staff
  - Clerical and Recreation Staff
  - Seasonal Parks Staff (Students)
  
- More specifically involving activities related to management of the recreation complex, provision of recreation programs, maintenance of recreation facilities and parks & grounds maintenance.



## Progress Report – 2012 Goals and Objectives

### TO DEVELOP AND IMPLEMENT PLANNED AND SUSTAINABLE PRACTICES

#### **Municipal Census:**

Hiring of contract workers to conduct a door-to-door census, including collection of data, drop-off of forms and follow-up measures to gather relevant local statistics and produce a final report.

**Results:** Work completed. Survey indicated 2,672 resident population, with another 409 non-resident (temporary) residents.

#### **Workforce and Development Survey:**

Conduct a survey of local industry to gain information on the current workforce as well as a prognosis on future development and the expected impacts on the community.

**Results:** Work completed. Follow-up enquiries will be made bi-annually.

#### **Use of Strategic Community Investment Funds:**

Strategic Community Investment Funds received from the Province of BC will be used to:

1. Maintain stable taxation rates for all classes of taxpayers;
2. Maintain a stable workforce; and
3. Provide similar levels of service to taxpayers each year.

**Results:** Ongoing

#### **Planning Initiatives:**

To obtain accurate information on the following items in order to make informed decisions and plan new capital infrastructure improvements as required:

#### **Results:**

- Landscape plan for east Welcome Sign – Completed.
- Raw water supply upgrade (detailed design) – Deferred.
- New subdivision servicing regulations – Completed.
- Watershed Protection Plan stakeholder meetings – Completed. Annual meetings to be coordinated.
- East sanitary trunk main and sewer treatment review – Initial work completed. Detail design next phase.
- Design watermain extension to 45A Street SE – Completed.
- Ortho photos and contour mapping – Completed.
- Pine River Assessment – Ongoing.
- Rodeo Grounds Street Improvements – Phased improvement plan has been put in place.

**Purchase of Land and Rights of Way (as required):**

As required, purchase land for infrastructure improvements, utility rights of way and the trail system within town.

**Results:** Ongoing.

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**TO MAINTAIN A LIVABLE, SAFE AND HEALTHY COMMUNITY****50<sup>th</sup> Anniversary Celebrations:**

To celebrate Chetwynd's 50<sup>th</sup> anniversary of incorporation as a village, various activities are planned and will occur in conjunction with the Annual Chainsaw Carving Competition and throughout the year. Included will be a re-sale of the Chetwynd History Book as well as the development of a new edition of the History Book.

**Results:** Celebrations completed with much success, including the Minister of Community, Sport and Cultural Development and the Minister of Transportation and Infrastructure making a special Ministers' Award presentation at the 2012 Chetwynd Chainsaw Carving Competition.

**Affordable & Multi-Family Housing Initiatives:**

Work with BC Housing to obtain Crown Land and to secure an area for mixed housing to address the need for low income housing.

**Results:** Continuing to work with BC Housing on a mixed housing project to address needs for low-income housing.

**Community Consultation and Networking:**

To work with area First Nations and the Peace River Regional District to address common concerns and needs.

**Results:** Ongoing.

**Workforce Training & Support Initiatives and Survey:**

Supporting and sponsoring various workforce training initiatives including the Northeast BC Coal Conference, JobFest, the EnCana sponsored UNBC Medical Roadshow, the South Peace EDC support training initiative and the Community to Community First Nations Forum training / education project. Conducting a survey to better understand the accumulated effects of increased industry on the community.

**Results:** All efforts successfully completed and the survey concluded that industries were short-handed in skilled trades.

## TO EFFECTIVELY MANAGE ENVIRONMENTAL ISSUES

### **Ongoing Efforts to Mitigate Environmental Concerns:**

A number of actions and strategies have been developed to mitigate environmental concerns including a water conservation program, greening of our municipal fleet to assist in reducing our GHG's, the purchase of a fluorescent tube eater to collect and dispose of light bulbs in an environmentally friendly manner, and monitoring/improvements to the sewer treatment lagoons to improve effluent quality.

**Results:** All items completed, however, work on sewer treatment lagoons will continue through 2013.

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

### **Reconstruction of 40<sup>th</sup> Street NE (Rodeo Subdivision):**

Understand the underlying issues as to why the road failed, work with an engineering consultant to provide a new design, tender and award the project and complete the reconstruction of this section of road.

**Results:** Study completed. Road reconstruction commenced. Reconstruction and paving will be completed in 2013.

### **Curb/Gutter & Landscaping for 52<sup>nd</sup> Avenue SW:**

Complete road work around and in front of the new Tim Horton's / FasGas development including the placement of new curb & gutter, landscaping, tree planting and new street signs.

**Results:** Project curbing and paving completed. Final landscaping will be completed in 2013.

### **Right-In/Right-Out Access at Recreation Complex:**

Develop a pre-design for improved access to the Recreation Complex, work with an engineering consultant to provide a construction design, tender and award the project and complete the project.

**Results:** The District has teamed up with the Ministry of Transportation and Infrastructure to construct Right-In/Right-Out and completed related drainage improvements and Highway 97 road improvements in 2013.

### **Water & Sewer Extension on 53<sup>rd</sup> Street SW:**

Once the survey and design of this project is complete, engage a contractor to assist us with the extension of water and sewer down 53<sup>rd</sup> Street and then across municipal land to 50<sup>th</sup> Street, including services for existing housing and new development.

**Results:** Work completed.



**Watermain Extension on 46<sup>th</sup> Street NE:**

Engage an engineering consultant to survey and design the new watermain and then hire a contractor to assist the municipality with the extension of this main to Widmark Creek.

**Results:** Work completed.

**Increase Capacity of Hypochlorite Generation Unit:**

In order to meet current peak water demands and future average day demands, the ability to produce liquid chlorine must be increased by twinning the electrolysis cell.

**Results:** Work completed.

**Fire Hydrant Improvements – Storz Fittings:**

Purchase and install Storz fitting adaptors on all remaining fire hydrants in Chetwynd that are currently not fitted with them.

**Results:** Work in progress.

**Flood Recovery Work:**

Continue to work with the Province on our recovery plan, quantify work that still needs to be completed and hire contractors to complete this work.

**Results:** Most work completed. Outstanding work to be completed in 2013.

**Repair & Stabilize Area of Airport Runway Affected by 2011 Flood:**

Understand the underlying issues as to why the runway sank as a result of the 2012 Flood and develop a mitigation plan to eliminate the settlement.

**Results:** Completed.

**Paint New Airport Runway Markings:**

Engage a road marking contractor with experience and knowledge of painting runway markings to repaint the markings on the municipal airport runway.

**Results:** Work completed.

**Design of New Municipal Office:**

Work with an architectural firm and engineering consultant to develop a site plan and preliminary building plan.

**Results:** Design work completed. Project will be tendered for construction start Spring 2013.

**Dog Pound:**

To lessen the chances of disease spread at the kennels where we currently take stray dogs, the municipality will pay for a pre-built building to be set up at the kennels to allow for separation of dogs being boarded from the dogs picked up by the municipality.

**Results:** Completed.

**Rotary Building Renovations:**

To relocate user groups from the Forestry House to the Rotary Building.

**Results:** Completed.

**Forestry House Renovations:**

Renovation to bathroom and preparing house for use by new municipal employees while they find permanent accommodations in town.

**Results:** Completed.

**New Equipment:**

Based on the equipment replacement schedule, purchase new equipment for 2013 including new pick-up trucks, new parks mower, new line painter and a new shoulder mower.

**Results:** Completed.



## 2013 Goals and Objectives

### TO DEVELOP AND IMPLEMENT PLANNED AND SUSTAINABLE PRACTICES

#### NEW MUNICIPAL HALL

The District of Chetwynd will commence construction of a new Municipal Hall in 2013, with occupancy expected by Summer 2014.

- ❖ *The building will feature responsible energy design and lighting, heating and cooling features.*
- ❖ *The District will also be making space available in the new facility for visiting dignitaries (MP's, MLA's and officers of government) to provide a venue for local constituents to meet as Chetwynd currently lacks provincial and federal offices to provide this service.*



#### PLANNING INITIATIVES

To obtain accurate information on the following items in order to make informed decisions and plan new capital infrastructure improvements as required:

- Water System Master Plan
  - Sewage Treatment System Review
- 
- ❖ *The Water System Master Plan will identify areas requiring immediate upgrades and will provide recommendations for upgrades to accommodate future growth.*
  - ❖ *The Sewage Treatment System Review will provide recommendations for upgrades to treatment and expansion of capacity.*

## TO MAINTAIN A LIVABLE, SAFE AND HEALTHY COMMUNITY

### BOULEVARD BEAUTIFICATION

Establishment of a phased-in plan incorporating lighting, shrubs, and general beautification upgrades to the pathways along the boulevards from the Expo mound at the east end of town to the west side, creating a loop system.

- ❖ *Benefits of this project include the creation of a visually attractive and user-friendly boulevard system. Success will be measured by completion of the work.*

### TRAILS – FLOOD RECOVERY WORK

The impact of the damage caused by the 2011 Flood on trail infrastructure (including trails, bridges and culverts) has been quantified and work to repair said damage will commence this year.

- ❖ *Success will be measured by restoration of infrastructure damage to pre-existing conditions.*

### AFFORDABLE HOUSING

Continue to work with BC Housing on a joint project on Crown Land to create an affordable housing facility.

- ❖ Socio-economic benefits include addressing low-income housing needs. Success will be measured by starting the development of low-income housing.



## TO EFFECTIVELY MANAGE ENVIRONMENTAL ISSUES

### ONGOING EFFORTS TO MITIGATE ENVIRONMENTAL CONCERNS

Various actions and strategies have been developed to mitigate environmental concerns including a water conservation program, ongoing efforts to 'green' the municipal fleet to assist in reducing GHG's, and monitoring/improvements to the sewer treatment lagoons to improve effluent quality.

- ❖ *Benefits of these initiatives include improvements to the environment in the immediate and surrounding areas of Chetwynd. Success is determined by a measurable reduction in GHG's, water consumption and improved effluent quality over the longer term.*

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

### RIGHT-IN/RIGHT-OUT ACCESS AT RECREATION COMPLEX

Construct a new entrance from Highway 97 in and out of the Recreation Complex.

- ❖ *The proposed Right-in/Right-out Access will improve access and traffic flow to and from the Recreation Complex and will increase safety for pedestrians.*

### NEW WATERMAIN ON 53<sup>rd</sup> AVENUE AND 45A Street

Install 570 metres of new 200 mm watermain and three hydrants.

- ❖ *The new watermain will provide residents with safe drinking water and fire protection.*

### RECONSTRUCTION OF 40<sup>th</sup> & 41<sup>st</sup> STREETS IN RODEO SUBDIVISION

Full road, asphalt, ditches & culverts – excavation and reconstruction.

- ❖ *The reconstruction of these streets will provide residents with better 'ride-ability' and will also reduce future maintenance costs by permanently alleviating drainage problems.*

## SANITARY SEWER REPLACEMENT – NICHOLSON ROAD NORTH

The existing sewer is under capacity and is breaking down causing frequent blockages and back-ups into several residences.

- ❖ *Replacement of the sanitary sewer will increase capacity, reduce maintenance and avoid possible damage claims from residences.*

## NEW EQUIPMENT

Purchase of a tracked excavator and trailer to carry it and purchase of a hot asphalt recycler.

- ❖ *The excavator will provide cost savings by using our own machine as opposed to expensive rentals.*
- ❖ *Purchasing an asphalt recycler means that we no longer have to purchase cold mix asphalt to fix potholes. In addition, hot recycled asphalt creates a more permanent repair thereby reducing labour costs to continually fill potholes.*





## Permissive Tax Exemptions

In 2012, the District of Chetwynd adopted Tax Exemption Bylaw No. 974, 2012 for the purpose of granting permissive tax exemptions for 2013 for the following organizations:

Organization	Estimated Value of Exemption for 2013
Chetwynd Communication Society	\$ 7,177.67
Chetwynd Fellowship Baptist Church	\$ 3,103.25
Chetwynd Shared Ministry Society	\$ 656.44
Chetwynd Temple Society	\$ 437.27
Church of the Nazarene	\$ 761.78
Peace River Presbyterian Church in Canada	\$ 481.78
Pentecostal Assemblies of Canada	\$ 1,192.52
President of the Lethbridge Stake	\$ 1,809.79
Roman Catholic Episcopal Corporation of Prince Rupert	\$ 8,958.14
Royal Canadian Legion, Chetwynd Pacific Branch No. 258	\$ 663.00
Tansi Friendship Centre Society	\$ 1,027.71
Tansi Friendship Centre Society	\$ 1,979.72
Trustees of the Chetwynd Congregation of Jehovah's Witness	\$ 3,484.97

## Revitalization Tax Exemptions

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 of

Organization	Estimated Value of Exemption for 2013
Northern Oasis Car Wash Ltd.	\$ 887.08
Rhodem Enterprises Ltd. (Westwind Motel)	\$ 7,031.97
YoMo Management Ltd. (All-West Glass)	\$ 1,586.23

## Development Statistics

### Building Permits

Class	Building Permits Issued		\$ Value of Permit	
	2011	2012	2011	2012
Residential	8	23	\$614,840	2,982,780
Commercial/Industrial	9	7	\$6,433,800	1,281,280
Institutional	2	1	\$264,066	1,230,000

### Development Permits

Class	Development Permits Issued		Development Variance Permits Issued	
	2011	2012	2011	2012
Residential	0	0	0	0
Commercial/Industrial	5	3	0	1
Other	0	0	0	0

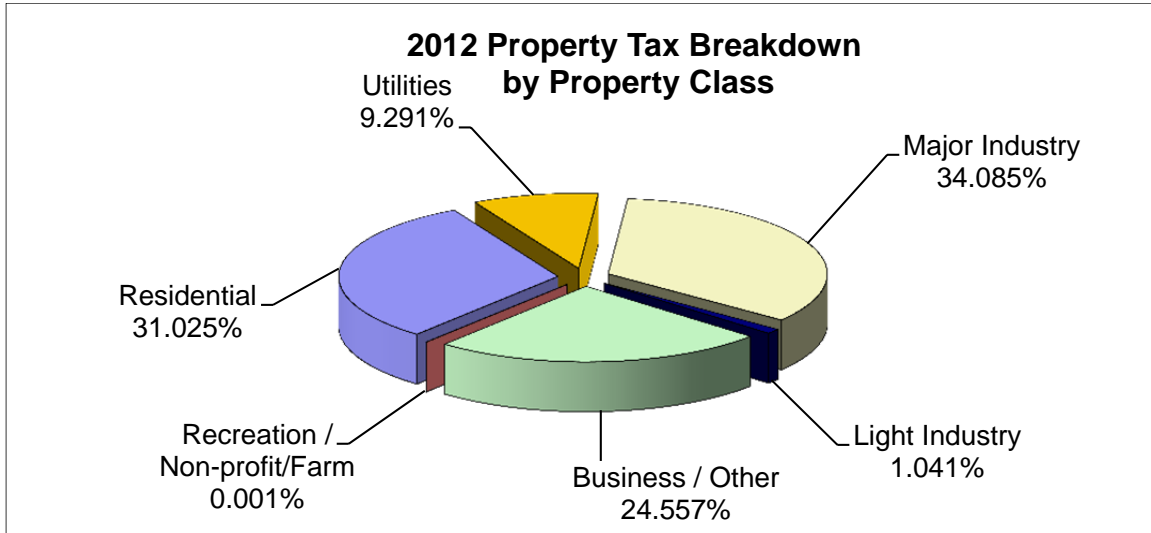
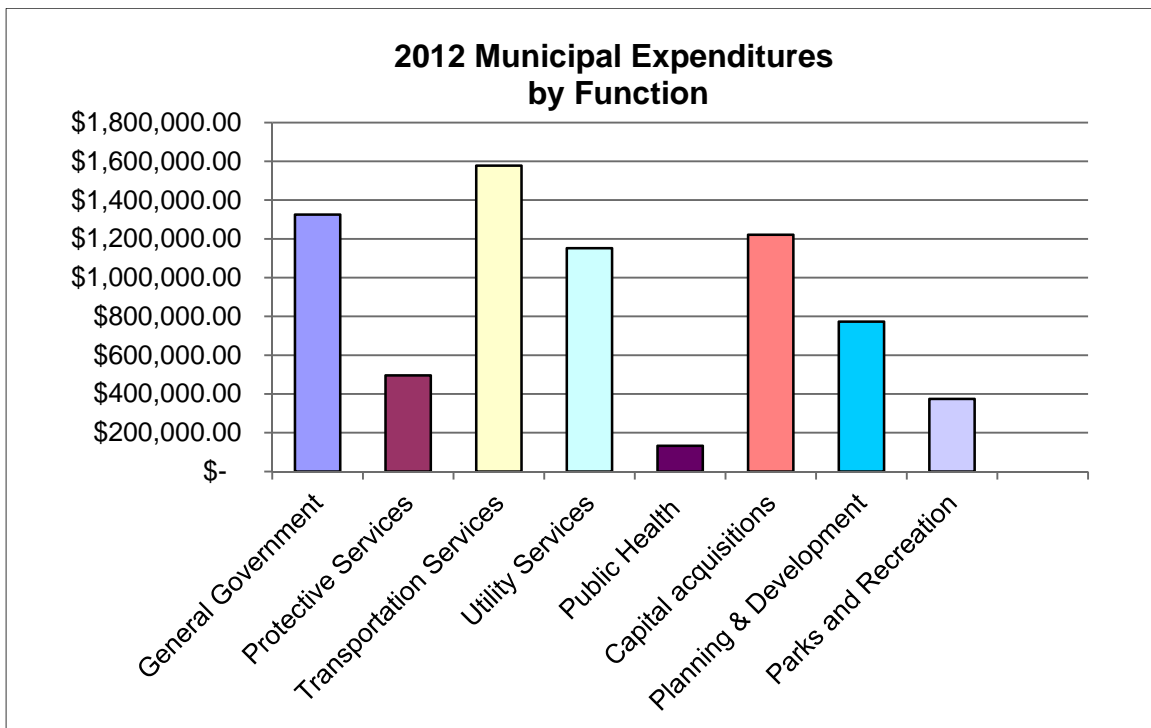
### Temporary Commercial Permits and Board of Variance Applications

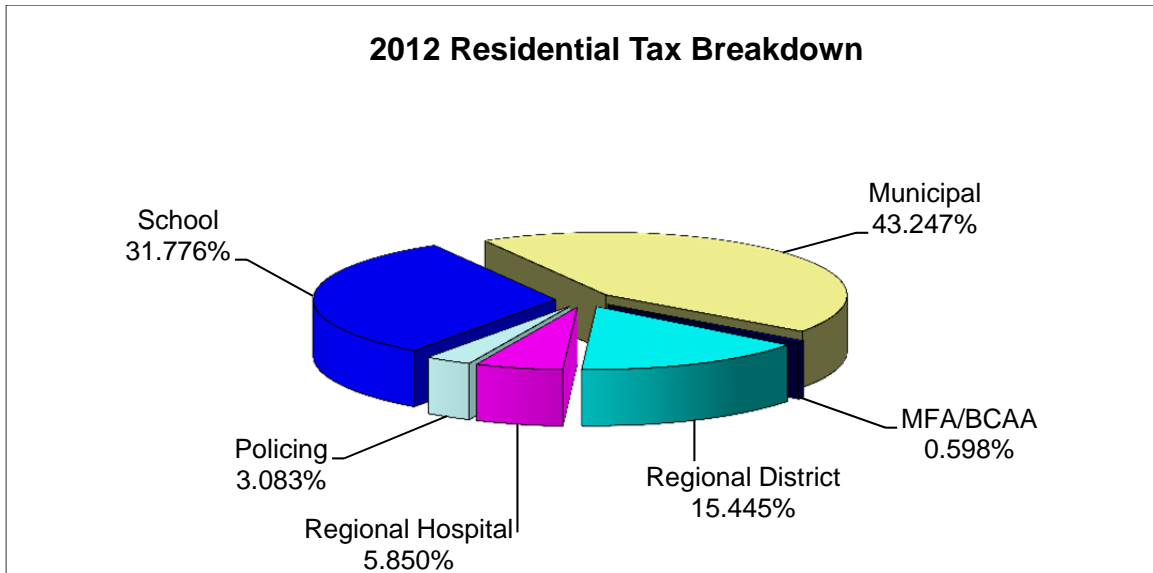
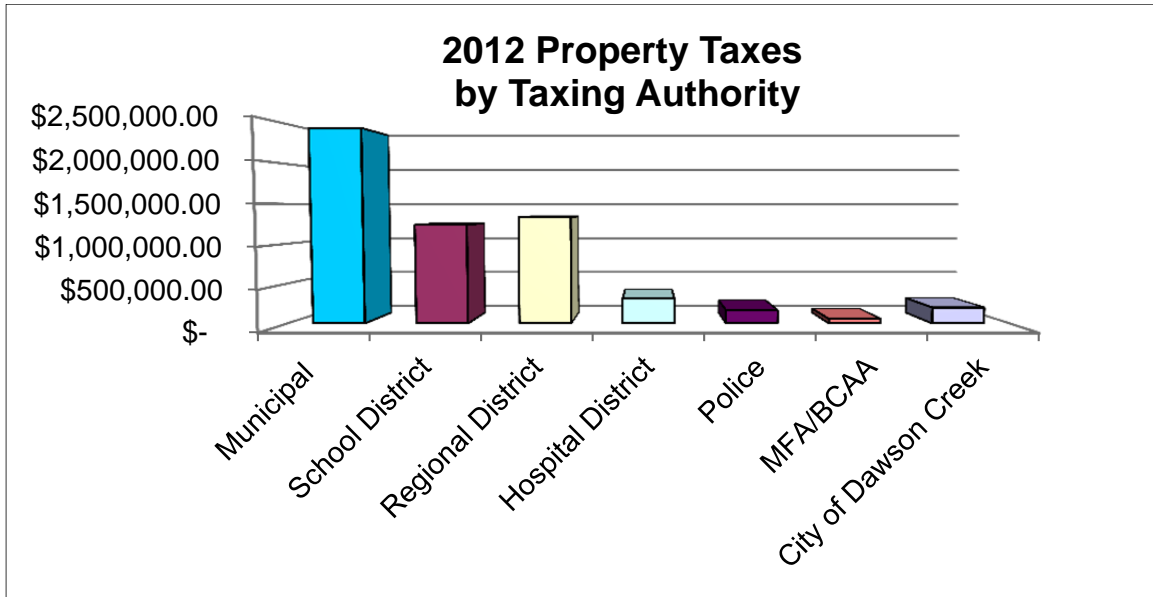
Class	Temporary Commercial Permits Issued		Board of Variance Applications	
	2011	2012	2011	2012
Residential	0	0	0	0
Commercial/Industrial	3	0	0	0
Other	0	0	0	0

### Zoning and Official Community Plan Amendments

Class	Zoning Amendments		OCP Amendments	
	2011	2012	2011	2012
Residential	1	2	1	0
Residential/Commercial	0	1	0	1
Commercial/Industrial	2	2	1	0
Institutional	1	0	2	0

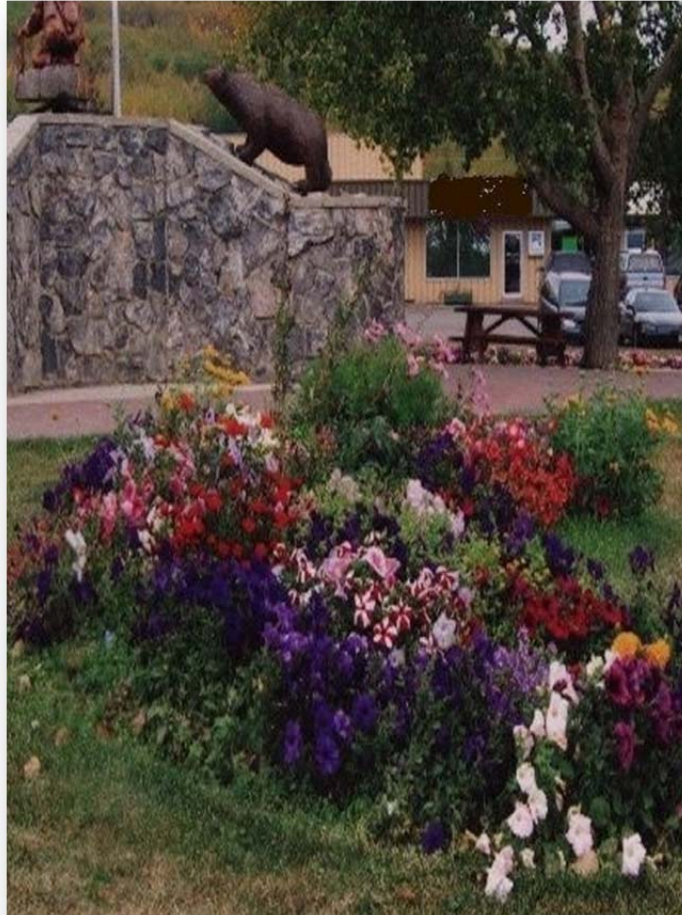
## Financial Statistics





## 2012 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, 2012.







## Responsibility for Financial Reporting

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The accompanying Consolidated Financial Statements and all other information contained in this Annual Report are the responsibility of the management of the District of Chetwynd. The preparation of the periodic financial statements involves the use of estimates and approximations because the precise determination of financial information frequently depends on future events. These Consolidated Financial Statements have been prepared by the management within reasonable limits of materiality and within the framework of Canadian public sector accounting standards for governments established by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants.

In carrying out its responsibilities, management maintains appropriate systems of internal accounting controls designed to provide reasonable assurance that transactions are executed in accordance with proper authorization that assets are properly accounted for and safeguarded, and that financial information produced is relevant and reliable.

Sander Rose Bone Grindle, LLP, as the Municipality's independent auditors, have audited the Consolidated Financial Statements. Their opinion is based upon an examination conducted in accordance with Canadian generally accepted auditing standards, performing such tests and other procedures as they consider necessary to obtain reasonable assurance that the Consolidated Financial Statements are free of material misstatement and present fairly the financial position and results of operations of the Municipality in accordance with Canadian public sector accounting standards.



W.J. Caldwell  
Director of Financial Administration



Doug Fleming  
Chief Administrative Officer



**CHARTERED ACCOUNTANTS**

*Partners*

- \* Ben Sander, B. Comm., FCA
- \* Dale J. Rose, C.A.
- \* Alan Bone, B. Comm., C.A.
- \* Jason Grindle, B. Comm., C.A.
- \* Donald G. Smith, C.A. (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 statement of financial position of the District of Chetwynd as at December 31, 2012, and the consolidated statements of operations, cash flow 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 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 generally accepted 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 auditors' 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, these consolidated financial statements present fairly, in all material respects, the financial position of the District of Chetwynd as at December 31, 2012 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  
June 11, 2013

  
Chartered Accountants



Member, Chartered Accountants of British Columbia

\* Denotes Professional Corporations

# DISTRICT OF CHETWYND

## Consolidated Statement of Financial Position December 31, 2012

		2012		2011 Restated
<b>Financial Assets</b>				
Cash and cash equivalents, note 2	\$	4,613,607	\$	2,362,640
Accounts receivable, note 3		2,459,452		2,895,924
		7,073,059		5,258,564
<b>Liabilities</b>				
Accounts payable, note 4		810,888		926,240
<b>Net Financial Assets</b>		<b>6,262,171</b>		<b>4,332,324</b>
<b>Non-financial Assets</b>				
Tangible capital assets, note 7		30,189,439		30,248,674
Inventories		48,263		36,922
Prepaid expenses		92,139		88,192
Tax sale properties, note 5		8,069		-
		30,337,910		30,373,788
<b>Accumulated Surplus, schedule 5</b>	\$	<b>36,600,081</b>	\$	<b>34,706,112</b>

See accompanying notes to the consolidated financial statements



W.J. Caldwell  
Director of Financial Administration

# DISTRICT OF CHETWYND

## Consolidated Statement of Operations December 31, 2012

	2012 Budget	2012 Actual	2011 Actual
<b>Revenue</b>			
Taxes, note 8	\$ 2,973,423	\$ 2,812,044	\$ 2,561,649
Services provided to other governments	159,753	168,084	159,032
Sale of services	1,318,324	1,260,928	1,242,095
Other revenue from own sources	443,875	456,928	498,882
Government transfers	4,095,227	4,145,281	4,114,811
Appropriation from surplus	27,963	-	-
Gain (Loss) on disposal of assets	-	138,155	15,000
	<u>9,018,565</u>	<u>8,981,420</u>	<u>8,591,469</u>
<b>Expenses</b>			
General government	1,548,607	1,325,431	1,156,755
Protective services	458,951	495,743	1,465,291
Transportation services	1,446,601	1,577,857	1,595,921
Utility services	1,377,792	1,151,617	1,167,880
Public health services	142,265	132,164	121,401
Planning and Development	844,596	773,196	518,070
Parks and recreation	465,570	374,585	617,741
Amortization	-	1,256,858	1,189,989
	<u>6,284,382</u>	<u>7,087,451</u>	<u>7,833,048</u>
<b>Current year Surplus (Deficit)</b>	<u>2,734,183</u>	<u>1,893,969</u>	<u>758,421</u>
Accumulated Surplus, opening, as previously, stated	34,706,112	34,706,112	33,665,796
Prior period adjustment, note 9	<u>-</u>	<u>-</u>	<u>281,895</u>
Accumulated Surplus, beginning of year, restated	<u>34,706,112</u>	<u>34,706,112</u>	<u>33,947,691</u>
<b>Accumulated Surplus, end of year</b>	<u>\$ 37,440,295</u>	<u>\$ 36,600,081</u>	<u>\$ 34,706,112</u>

See accompanying notes to the consolidated financial statements

# DISTRICT OF CHETWYND

## Consolidated Statement of Cash Flow December 31, 2012

	2012	2011
<b>Cash provided (used) by:</b>		
<b>Operating transactions</b>		
Current year Surplus	\$ 1,893,969	\$ 758,421
Non-cash charges to operations		
Net change in inventory	(11,341)	(6,177)
Net change in prepaid expenses	(3,947)	(19,449)
Net change in accounts receivable	436,472	(394,800)
Net change in accounts payable	(115,352)	(457,570)
Net change in tax sale properties	(8,069)	12,024
Gain on disposal of assets	(138,155)	-
Amortization	1,256,858	1,189,989
Cash provided from operations	3,310,435	1,082,438
<b>Investing transactions</b>		
Acquisition of tangible capital assets	(1,221,186)	(1,098,329)
Disposal of tangible capital assets	161,718	-
	(1,059,468)	(1,098,329)
Increase (decrease) in cash and cash equivalents	2,250,967	(15,891)
<b>Cash and cash equivalents, beginning of year</b>	<b>2,362,640</b>	<b>2,378,531</b>
<b>Cash and cash equivalents, end of year</b>	<b>\$ 4,613,607</b>	<b>\$ 2,362,640</b>

See accompanying notes to the consolidated financial statements



# DISTRICT OF CHETWYND

## Consolidated Statement of Net Financial Assets December 31, 2012

	2012	2011
<b>Current year Surplus</b>	<b>\$ 1,893,969</b>	<b>\$ 758,421</b>
Decrease (increase) in prepaid expenses	(3,947)	(19,449)
Decrease (increase) in inventory	(11,341)	(6,177)
Decrease (increase) in tax sale properties	(8,069)	12,024
Disposal of tangible capital assets	161,718	-
Acquisition of tangible capital assets	(1,221,186)	(1,098,329)
Gain on disposal of capital assets	(138,155)	-
Amortization of tangible capital assets	1,256,858	1,189,989
	35,878	78,058
<b>Increase (decrease) in Net Financial Assets</b>	<b>1,929,847</b>	<b>836,479</b>
<b>Net Financial Assets, beginning of year</b>	<b>4,332,324</b>	<b>3,495,845</b>
<b>Net Financial Assets, end of year</b>	<b>\$ 6,262,171</b>	<b>\$ 4,332,324</b>

See accompanying notes to the consolidated financial statements

# Notes to the Consolidated Financial Statements

YEAR ENDED DECEMBER 31, 2012

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.

## 1. SIGNIFICANT ACCOUNTING POLICIES

### Basis of Presentation

The consolidated financial statements of the District of Chetwynd are the representations 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 consolidated financial statements reflect a combination of the Capital, Operating and Reserve Funds. Interfund transactions and balances have been eliminated.

Previous year's amounts have been restated to conform to the current year's presentation.

### Operating Funds

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

### Capital Funds

Capital Funds are established for general, water and sewer capital. Capital Funds are used to record the acquisition costs of capital assets.

### Reserve Funds

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 Funds

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.

### Budget Presentation

Budget amounts reflect the annual provision approved by Council on May 7, 2012 as part of the District's Financial Plan Bylaw 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 \$1,033,875 to \$443,875 and to reduce Operation expenses from \$6,874,382 to \$6,284,682.

### Revenue and Expenditure Recognition

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

### Segment Disclosure

The District has reported revenues and expenditures for the main areas of activities reported in the Statement of Operations by Segment, Note 10. Revenue and expense related to activities of these segments is tracked to be consistent with commonly used financial reporting done by other municipalities.

### Use of Estimates

These financial statements have been prepared in accordance with Canadian public sector accounting standards. In preparing these financial statements management has made estimates and assumptions that affect the amounts reported. Significant estimates include assumptions made to establish the historical cost and useful life of tangible capital assets in order to adopt Section PS 3150, Tangible Capital Assets, of the Public Sector Accounting Board handbook. Actual results could differ from those estimates.

# Notes to the Consolidated Financial Statements

YEAR ENDED DECEMBER 31, 2012

## 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.

## Tangible Capital Assets

Capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to the acquisition or construction of the tangible capital asset, including transportation, site preparation, design, engineering, and legal fees. Contributed capital assets are recorded at fair 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

## 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.

# Notes to the Consolidated Financial Statements

YEAR ENDED DECEMBER 31, 2012

		2012		2011
2.	<b>CASH AND CASH EQUIVALENTS</b>			
	Cash on hand	\$ 1,630	\$	1,630
	Bank	66,699		226,211
	Short term and MFA money market deposits	4,545,278		2,134,799
		<b>\$ 4,613,607</b>	<b>\$</b>	<b>2,362,640</b>
3.	<b>ACCOUNTS RECEIVABLE</b>			
	Taxes	\$ 781,197	\$	228,966
	Due from other governments	1,124,295		1,624,259
	Trade receivables	553,960		1,042,699
		<b>\$ 2,459,452</b>	<b>\$</b>	<b>2,895,924</b>
4.	<b>ACCOUNTS PAYABLE &amp; ACCRUED LIABILITIES</b>			
	Due to other governments	\$ 45,805	\$	38,358
	Trade accounts	393,847		534,857
	Payroll accruals	147,255		133,680
	Holdbacks and trust	223,981		219,345
		<b>\$ 810,888</b>	<b>\$</b>	<b>926,240</b>
5.	<b>TAX SALE PROPERTIES</b>			
	Properties sold may be redeemed by the owner for one year following the sale at the amount outstanding at the tax sale date, plus interest on that balance up to the date of redemption.	\$ 8,069	\$	-
6.	<b>PENSION LIABILITY</b>			

The District and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trustee 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 176,000 active members and approximately 67,000 retired members. Active members include approximately 35,000 contributors from local governments.

The most recent actuarial valuation as at December 31, 2009 indicated a \$1,024 million funding deficit for basic pension benefits. The next valuation will be as at December 31, 2012 with results available in 2013. Defined contribution plan accounting is applied to the Plan as the Plan exposes the participating entities to actuarial risks associated with the current and former employees of other entities, with the result that there is no consistent and reliable basis for allocating the obligation, Plan assets and cost to individual entities participating in the Plan.

The District of Chetwynd paid \$216,867 for employer contributions to the plan in fiscal 2012.

# Notes to the Consolidated Financial Statements

YEAR ENDED DECEMBER 31, 2012

## 7. TANGIBLE CAPITAL ASSETS

		Land	Buildings	Machinery, Equipment	General Infrastructure	Utilities Infrastructure	Work in Progress	2012 Actual	2011 Actual Restated
Cost:									
Balance, opening, as previously stated	\$	778,179	4,730,639	7,661,114	16,577,752	17,306,414	29,900	\$ 47,083,998	\$ 45,929,069
Prior period adjustment, note 9		-	-	-	-	-	-	-	197,723
Balance, beginning of year, restated		778,179	4,730,639	7,661,114	16,577,752	17,306,414	29,900	47,083,998	46,126,792
Additions		8,000	-	178,129	421,405	490,613	152,939	1,251,086	1,105,047
Disposals		(1,625)	(15,708)	(55,632)	(67,216)	-	(29,900)	(170,081)	(147,841)
Balance, end of year		784,554	4,714,931	7,783,611	16,931,941	17,797,027	152,939	48,165,003	47,083,998
Accumulated Amortization:									
Balance, opening, as previously stated		-	1,741,712	4,694,631	5,592,468	4,806,513	-	16,835,324	15,870,630
Prior period adjustment, note 9		-	-	-	-	-	-	-	(84,172)
Balance, beginning of year, restated		-	1,741,712	4,694,631	5,592,468	4,806,513	-	16,835,324	15,786,458
Disposals		-	(6,476)	(54,129)	(56,013)	-	-	(116,618)	(141,123)
Amortization		-	95,072	399,060	424,847	337,879	-	1,256,858	1,189,989
Balance, end of year		-	1,830,308	5,039,562	5,961,302	5,144,392	-	17,975,564	16,835,324
<b>Net book value, end of year</b>	<b>\$</b>	<b>784,554</b>	<b>2,884,623</b>	<b>2,744,049</b>	<b>10,970,639</b>	<b>12,652,635</b>	<b>152,939</b>	<b>\$ 30,189,439</b>	<b>\$ 30,248,674</b>

# Notes to the Consolidated Financial Statements

YEAR ENDED DECEMBER 31, 2012

## 8. MUNICIPAL TAXATION

	2012	2011
Municipal property taxes	\$ 2,808,128	\$ 2,618,742
Add: requisitions on behalf of other taxing authorities		
Provincial School/Policing Tax	1,403,425	1,353,851
Regional District	1,330,808	1,407,595
Regional Hospital District	317,482	309,256
B.C. Assessment Authority	54,152	53,699
Municipal Finance Authority	108	105
City of Dawson Creek	200,174	210,974
	6,114,277	5,954,222
Deduct: requisitions remitted to other taxing authorities	3,302,233	3,392,573
	\$ <b>2,812,044</b>	\$ <b>2,561,649</b>

## 9. PRIOR PERIOD ADJUSTMENT

During the implementation of PSAB 3150 for Tangible Capital Assets there was an error in the recording of the assets. The result is that the value of the general infrastructure assets of the District were understated by \$197,723 and accumulated amortization for general infrastructure was over stated by \$84,172. The net result of these adjustments is \$281,895. The 2011 balances have been restated to reflect the adjustments

## 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.



Notes to the Consolidated Financial Statements  
Consolidated Schedule of Segmented Disclosure  
YEAR ENDED DECEMBER 31, 2012

NOTE 11

	2012 Budget	General Government	Protective Services	Transport. Services	Utilities Services	Public Health Services	Planning & Develop.	Parks & Recreation	2012 Actual	2011 Actual Restated
<b>REVENUES</b>										
Municipal Taxes	\$ 2,973,423	2,810,278	-	-	1,766	-	-	-	2,812,044	\$ 2,561,649
Services to other governments	159,753	168,084	-	-	-	-	-	-	168,084	159,032
Sale of services	1,318,324	1,600	3,998	160	1,208,693	16,508	22,969	7,000	1,260,928	1,242,095
Other revenue	328,875	320,606	77,215	58,697	-	-	410	-	456,928	498,882
Government transfers	3,000,827	3,515,780	441,953	-	-	49,548	138,000	-	4,145,281	4,114,811
Gain (Loss) from disposal of assets	-	66,493	-	69,221	-	-	-	2,441	138,155	15,000
Appropriation from surplus	27,963	-	-	-	-	-	-	-	-	-
	7,809,165	6,882,841	523,166	128,078	1,210,459	66,056	161,379	9,441	8,981,420	8,591,469
<b>EXPENSES</b>										
Salaries and benefits	2,902,773	784,004	201,601	794,976	414,671	99,626	161,944	240,256	2,697,078	2,854,835
Travel and training	186,622	85,023	30,164	2,564	1,810	1,931	16,151	-	137,643	144,516
Contracted services	1,663,330	174,423	154,157	329,657	470,414	25,359	327,896	60,696	1,542,602	2,115,971
Materials and supplies	845,096	62,785	69,122	278,608	113,482	3,825	162,944	57,713	748,479	891,547
Insurance, licenses & dues	166,005	76,255	23,395	49,704	4,873	315	2,131	102	156,775	162,151
Utilities and telephone	315,026	53,409	15,762	116,058	143,515	842	3,698	12,221	345,505	303,312
Other	205,530	89,531	1,542	6,290	2,852	266	98,432	3,598	202,511	170,727
Amortization	-	54,326	63,337	626,335	432,250	1,283	-	79,327	1,256,858	1,189,989
	6,284,382	1,379,756	559,080	2,204,192	1,583,867	133,447	773,196	453,913	7,087,451	7,833,048
	\$ 1,524,783	5,503,085	(35,914)	(2,076,114)	(373,408)	(67,391)	(611,817)	(444,472)	1,893,969	\$ 758,421



**CHARTERED ACCOUNTANTS**

*Partners*

- \* Ben Sander, B. Comm., FCA
- \* Dale J. Rose, C.A.
- \* Alan Bone, B. Comm., C.A.
- \* Jason Grindle, B. Comm., C.A.
- \* Donald G. Smith, C.A. (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, 2012.

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 5 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  
June 11, 2013

*Sander Rose Bone Grindle LLP*  
Chartered Accountants



Member, Chartered Accountants of British Columbia

\* Denotes Professional Corporations

**Schedule of Operations**  
**YEAR ENDED DECEMBER 31, 2012**  
(Unaudited)

**SCHEDULE 1**

	<b>General Fund</b>	<b>Water Fund</b>	<b>Sewer Fund</b>	<b>2012</b>	<b>2011</b>
<b>REVENUES</b>					
Municipal Taxes	\$ 2,812,044	-	-	2,812,044	\$ 2,561,649
Services to other governments	168,084	-	-	168,084	159,032
Sale of services	314,321	634,695	311,912	1,260,928	1,242,095
Other revenue	339,561	-	-	339,561	428,827
Government grants	4,145,281	-	-	4,145,281	4,061,811
	<u>7,779,291</u>	<u>634,695</u>	<u>311,912</u>	<u>8,725,898</u>	<u>8,453,414</u>
<b>EXPENSES</b>					
General Government	1,325,431	-	-	1,325,431	1,156,755
Protective Services	495,743	-	-	495,743	1,465,291
Transportation Services	1,577,857	-	-	1,577,857	1,595,921
Utility Services – Administration	7,283	204,287	99,448	311,018	316,348
- Transmission, Collection, Disposal	336,067	180,185	125,122	641,374	623,911
- Purification and Treatment	-	145,975	27,913	173,888	211,814
- Bulk Station	-	14,430	10,907	25,337	15,807
Public Health	132,164	-	-	132,164	121,401
Planning and Development	773,196	-	-	773,196	518,070
Parks and Recreation	374,585	-	-	374,585	617,741
	<u>5,022,326</u>	<u>544,877</u>	<u>263,390</u>	<u>5,830,593</u>	<u>6,643,059</u>
<b>Current year Surplus (Deficit)</b>	<b>2,756,965</b>	<b>89,818</b>	<b>48,522</b>	<b>2,895,305</b>	<b>1,810,355</b>
<b>Interfund Transfers</b>					
Operating Funds	62,635	(31,071)	(31,564)	-	-
Capital Fund	120,432	-	-	120,432	54,044
Reserve Funds	(2,400,539)	-	-	(2,400,539)	(1,252,306)
	<u>539,493</u>	<u>58,747</u>	<u>16,958</u>	<u>615,198</u>	<u>504,005</u>
Balance, beginning of year, restated	<u>741,553</u>	<u>(33,225)</u>	<u>495,666</u>	<u>\$ 1,203,994</u>	<u>699,989</u>
Balance, end of year	<u><b>\$ 1,281,046</b></u>	<u><b>25,522</b></u>	<u><b>512,624</b></u>	<u><b>1,819,192</b></u>	<u><b>\$ 1,203,994</b></u>

# Schedule of Reserve Funds

## SCHEDULE 2

YEAR ENDED DECEMBER 31, 2012

(Unaudited)

	2012	2011
<b>STATUTORY RESERVE FUNDS</b>		
Capital Works	\$ 213,513	\$ 243,940
Airport Equipment	10,951	10,840
Fire Department Equipment	227,908	193,932
Land Sale	369,263	248,361
Tax Sale Land	61,080	60,463
Municipal Office Building	2,036,374	1,518,893
	<u>2,919,089</u>	<u>2,276,429</u>
<b>NON-STATUTORY RESERVE FUNDS</b>		
Sewer Capital	1,533	1,517
PVEP Roof	-	6,168
Wood Waste Dump	-	2,677
Administration Equipment	1,058	5,007
Finance Equipment	5,146	20,453
Federal Gas Tax	276,133	552,084
Sustainability Reserve	478,153	234,791
Recreation Centre Reserve	662,690	-
Fair Share	247,648	154,318
	<u>1,672,361</u>	<u>977,015</u>
	<u>4,591,450</u>	<u>3,253,444</u>
	\$	\$

# Schedule of Reserve Fund Activities

## SCHEDULE 3

YEAR ENDED DECEMBER 31, 2012  
(Unaudited)

	2012	2011
<b>REVENUE</b>		
Interest	\$ 38,904	\$ 32,768
<b>INTERFUND TRANSFERS</b>		
Transfer from operating funds	2,400,539	1,252,306
Transfer to capital funds	(1,101,437)	(938,998)
	1,299,102	313,308
Change in Reserve Funds	1,338,006	346,076
Reserve Funds, beginning of year	3,253,444	2,907,368
<b>Reserve Funds, end of year</b>	<b>\$ 4,591,450</b>	<b>\$ 3,253,444</b>

# Schedule of Capital Fund Activities

SCHEDULE 4

YEAR ENDED DECEMBER 31, 2012

(Unaudited)

	<u>2012 Budget</u>	<u>2012</u>	<u>2011</u>
<b>REVENUE</b>			
Grants	\$ 1,094,400	\$ -	\$ 53,000
Other Revenue	30,000	7,000	37,287
Contributed Assets	85,000	71,463	-
Gain (Loss) on disposal of assets	-	138,155	15,000
	<u>1,209,400</u>	<u>216,618</u>	<u>105,287</u>
<b>EXPENSES</b>			
Amortization			
- General Government	-	54,326	46,923
- Protective Services	-	63,337	66,769
- Transportation Services	-	626,335	573,764
- Utilities	-	432,250	420,957
- Public Health	-	1,283	1,283
- Parks & Recreation	-	79,327	80,293
	<u>-</u>	<u>1,256,858</u>	<u>1,189,989</u>
<b>Current year Surplus (Deficit)</b>	<b><u>1,209,400</u></b>	<b><u>(1,040,240)</u></b>	<b><u>(1,084,702)</u></b>
<b>INTERFUND TRANSFERS</b>			
Capital from (to) Operations	-	(120,432)	54,044
Capital from Reserve Funds	<u>901,980</u>	<u>1,101,437</u>	<u>938,998</u>
	<u>901,980</u>	<u>981,005</u>	<u>993,042</u>
	<b>\$ <u>2,111,380</u></b>	<b>\$ <u>(59,235)</u></b>	<b>\$ <u>(91,660)</u></b>



# Schedule of Accumulated Surplus

## SCHEDULE 5

YEAR ENDED DECEMBER 31, 2012

(Unaudited)

	<b>General Fund</b>	<b>Water Fund</b>	<b>Sewer Fund</b>	<b>Capital Assets</b>	<b>Reserve Accounts</b>	<b>2012</b>	<b>2011 Restated</b>
Opening, as previously stated	\$ 741,553	(33,225)	495,666	30,248,674	3,253,444	\$ 34,706,112	\$ 33,665,796
Prior period adjustment, note 9	-	-	-	-	-	-	281,895
Opening balance, restated	741,553	(33,225)	495,666	30,248,674	3,253,444	34,706,112	33,947,691
Current year surplus (deficit)	2,756,965	89,818	48,522	(1,040,240)	38,904	1,893,969	758,421
Transfers	(2,217,472)	(31,071)	(31,564)	981,005	1,299,102	-	-
	539,493	58,747	16,958	(59,235)	1,338,006	1,893,969	758,421
Balance, December 31	\$ 1,281,046	25,522	512,624	30,189,439	4,591,450	\$ 36,600,081	\$ 34,706,112



# DISTRICT OF CHETWYND



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