

2018 ANNUAL REPORT & 2017 FINANCIAL REPORT



DISTRICT OF CHETWYND

“Community Carved by Success”

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Some of the photographs presented throughout the Annual Report are courtesy of Glenda Pye, Travis Stewart, Danielle Dendy, Kristi Evdokimoff, Anna Hudson and Rose Duggan.

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 2017 and projected operations for 2018 and beyond.



Message from the Mayor



The years slip by so quickly we would scarcely notice their passage if it were not for the events and accomplishments marking the way. We had no shortage of events and accomplishments in 2017.

There are several exceptional accomplishments and events that we can note with satisfaction. In no order of magnitude or importance, the Airport received a much-needed upgrade with new paving funded by the BC Air Access Program, Northern Development Initiative Trust, and the District of Chetwynd.

Street upgrading goes on each year almost as a matter of course and over the next decade the District should see most of its streets brought up to standard. Concurrent with the upgrading of street surfaces will be the upgrading of sub-surface infrastructure as noted in the 10-Year Capital Plan.

(With an election that will put a new Council at the table in October, some of these plans may change but the intent of the Capital Plan must be upheld.)

Still on the theme of upgrades, hockey fans and skaters will appreciate that the new ice sheet in the Arena was put in service in time for the 2017 season. Congratulations to all who had a part in planning and funding the project.

Chetwynd's response to the flood of June, 2016, required a major outlay of funds, approximately 80% of which were recovered from the Provincial Government as the repairs were made in 2017. Nevertheless, the flood had a major impact on operating and capital budgets.

As spring approaches and we look with no little apprehension to the massive snow pack in the high country just a few kilometers out of town, we can appreciate the work on a Flood Hazard Study funded by Emergency Management BC and just completed. Council will be following up with action to reduce the risk as much as possible.

On the lighter side, the Chetwynd Arts Council turned the District Centre into an art gallery by the donation of fourteen original pieces depicting our home town and the region. You are welcome to pay the gallery a visit any time the office is open for business. By the way, Chetwynd is also open for business.

An Economic Development Strategy Report was authorized in 2017 and completed in early 2018. Economic Development is about creating the kind of community that is the kind of community in which you want to live. That is our aim as a Council and it involves community beautification, promotion of health and recreation facilities, building of trails, planting of trees, and creating a community in which one can thrive as a child, expand as a youth, prosper as an adult, and grow old safely – Chetwynd.

Chetwynd, built on wheels, celebrated its 55th anniversary in 2017 and still very much dependent on wheels (newer wheels), is experiencing a shortage of professional drivers. This is a national shortage that was predicted several years ago but nothing on a Provincial or National scale was done to turn it about. Communities such as Chetwynd could experience a serious economic handicap if the professional driver shortage is not soon reversed.

Finally, I want to acknowledge and appreciate Chetwynd's on-going relationship with Northern Health. Throughout 2017 professional staffing at the clinic reached an optimum number and service to area residents is secure. At the time of writing five physicians and one nurse practitioner are providing patient care in the clinic and hospital.

Recruiting and retaining of all types of professionals is always front and center in our plans and we do not expect this to change in the future.

Success to all in 2018.

Sincerely,

Merlin Nichols, Mayor

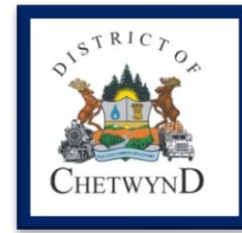
Mayor and Council Roles

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.



Left to Right: Councillor Laura Weisgerber, Councillor Ernest Pfanner, Councillor Clay Bassendowski, Mayor Merlin Nichols, Councillor Mel Deck, Councillor Alec Brownlee, 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.



Photo taken by Anna Hudson



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 2017.

Council Biographies & Portfolio's - 2018

Mayor Merlin Nichols



Portfolio:

- Committee of the Whole Chair
- Civic Properties Commission
- Peace River Regional District
- Site C Regional Community Liaison Committee
- Treaty Land Entitlement Joint Planning Committee Liaison
- Recycling and Solid Waste Committee Chair

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, 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.

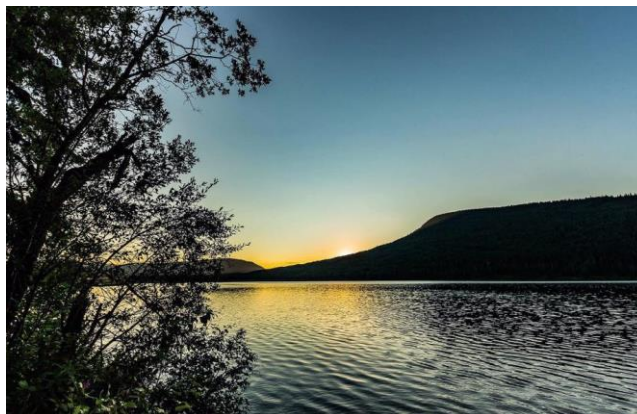


Photo taken by Danielle Dendy

Councillor Clay Bassendowski

Portfolio:



- Committee of the Whole
- Northern Development Initiative Trust Alternate
- Municipal Insurance Authority Alternate
- BC Hydro Peace River/Williston Reservoir Advisory Committee
- Chetwynd Communication Society Liaison
- Heritage/Museum Society Liaison
- Recycling and Solid Waste Committee

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 has worked for West Fraser for 21 years; 15 years in the bush as an Operations Supervisor, 6 years in the planer as a Quality Control Supervisor and in 2017 has gone back to an Operations Supervisor in the Woods Department.

Clay met his wife Dianne, a life-long resident, shortly after moving to Chetwynd in 1996 where today they enjoy raising their 11 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 continuing to serve the community of Chetwynd.



Photo taken by Kristi Evdokimoff



- Committee of the Whole
- Civic Properties Commission
- Peace River Regional District Alternate
- Treaty Land Entitlement Joint Planning Committee Liaison
- Recycling and Solid Waste 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 Maintenance Superintendent.

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



Photo taken by Rose Duggan

Councillor Mel Deck

Portfolio:



- Committee of the Whole
- Fire Department Liaison
- Recycling and Solid Waste Committee
- Peace River Regional Waste Committee

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 has also run a small painting company since moving to Chetwynd.

Mel and his wife Donna have been married for 35 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 was happy to be elected onto Council in late 2014 and looks forward to continuing to serve the community of Chetwynd which has been so good to him and his family.



Photo taken by Glenda Pye



- Committee of the Whole
- Chetwynd Public Library Liaison
- Recycling and Solid Waste Committee

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. She has since completed her Level 2 Certificate in Local Government Leadership from the Local Government Leadership Academy.

Rochelle has worked, volunteered and been involved in a variety of clubs and organizations in Chetwynd, including spending eight years working with the District of Chetwynd as the Deputy Coordinator for their Municipal Emergency Plan. She is currently working for Northern Lights College as the Community Adult Literacy Coordinator.

Rochelle was first elected to the District of Chetwynd Council in 2011 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 36 years and have two adult children who are now having families of their own. In her spare time, she enjoys golfing, camping and travelling.



Photo taken by Danielle Dendy

Councillor Ernest Pfanner

Portfolio:



- Committee of the Whole
- Civic Properties Commission
- Northern Health Liaison
- RCMP Liaison
- Recycling and Solid Waste Committee

Ernest is currently completing his second term as Councillor for the District of Chetwynd and appreciates all the opportunities he has had representing the constituents of Chetwynd. He enjoys working with Council, Staff and representing the community. He has participated in the Union of British Columbia Municipalities Local Government Leadership Academy and has received Level 1 and 2 Certificates in Local Government Leadership. Ernest enjoys participating on his Council-appointed positions within the community.

Ernest was born in Dawson Creek and has called Chetwynd home ever since. Ernest and his wife, Laurie, have three children, one grandson and one granddaughter. They have enjoyed raising their children in Chetwynd and appreciate all that Chetwynd and area has to offer. Ernest has been an active member of the Chetwynd Volunteer Fire Department for 29 years and enjoys hunting, fishing and camping as well as spending time horseback riding and hiking in our local mountains.

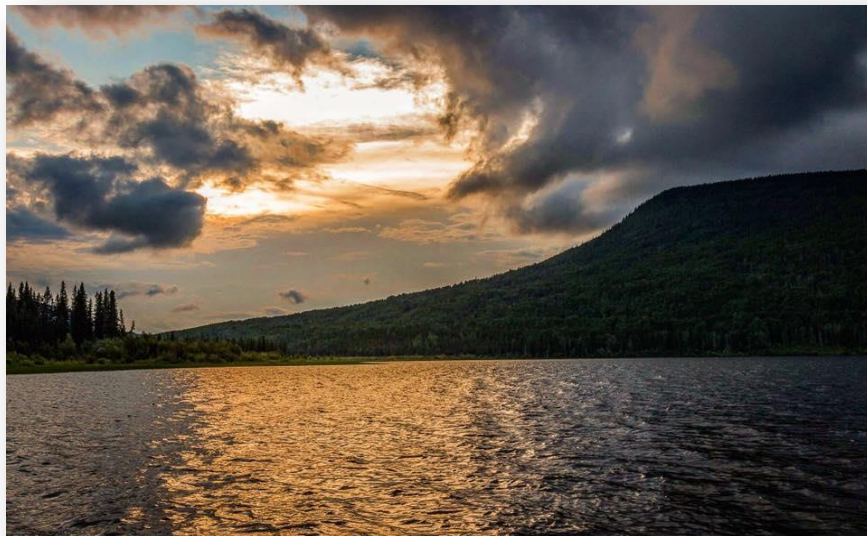


Photo taken by Danielle Dendy



- Committee of the Whole
- Northern Development Initiative Trust
- Municipal Insurance Authority
- Chamber of Commerce Council Liaison
- BC Hydro Peace Region Non-Profit Community Fund Committee

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 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.



Photo taken by Danielle Dendy

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:



Road Maintenance	❖ 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.
Water Systems	❖ Provision of drinking water; provision of water and hydrants for fire protection purposes; water conservation initiatives.
Sewer Systems	❖ Collection, treatment and disposal of domestic sanitary sewage.
Solid Waste Collection	❖ Residential and commercial solid waste (garbage) collection and disposal through contract service.
Parks Facilities	❖ Maintenance of community owned parks and facilities; parks equipment maintenance and upgrading.
Cemetery Services	❖ Maintenance and operation of community cemetery.
Animal Control	❖ Provision of animal control services (primarily dog control and licensing).
Building Inspection	❖ Provision of building inspection services to provide compliance with Provincial building, plumbing and fire code regulations.

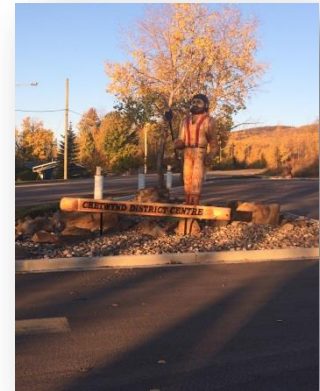
Subdivision Approvals	❖ Subdivision approvals to ensure compliance with local land development regulations to ensure a level of consistency in land servicing.
Zoning and Land Use	❖ Provision of regulations to ensure a level of consistency and advance indication of land uses.
Bylaw Enforcement	❖ Enforcement of local land use, noise, nuisance and related regulations. <i>Enforcement initiated upon complaint.</i>
Economic Development	❖ Attraction of economic development interests and new business opportunities as well as local business support, retention and promotion.
Tourism Development	❖ Operation of Visitor Centre, promotion of tourism development and tourism attraction opportunities.
Recreation Centre and Programs	❖ Provision of recreational facilities and programs, in partnership with the Peace River Regional District.
Protective Services (Fire Department)	❖ Provision of fire protection services in Chetwynd and the rural fire protection area.
Municipal Emergency Plan	❖ Provision of guidelines to meet the local government's responsibilities to prepare for, respond to and recover from disasters or emergencies.
Airport	❖ Provision of airport services for small aircraft and helicopters. The airport facilitated 21 medivacs and air ambulance flights in 2017. (These stats only include medivacs during the day time hours of the weather station operations)



Departmental Services

Administration and Finance Departments:

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



Engineering , Public Works:

- Principally supported by:
 - Director of Engineering & Public Works
 - Building Inspector
 - Engineering Staff
 - Public Works Staff
 - Seasonal 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, bylaw enforcement and parks & grounds maintenance.



Economic Development & Parks:

- 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 providing information on local features, attractions and recreational opportunities to tourists and residents.



Parks:

- Principally supported by:
 - Parks Manager
 - Seasonal Parks Staff
- More specifically involving maintenance of parks, boulevards and 180 kms of trails.



Recreation:

- Principally supported by:
 - Director of Parks & Recreation
 - Manager of Leisure & Facility Services
 - Recreation Programs Manager
 - Maintenance Staff
 - Aquatic 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.



Photo taken by Kristi Evdokimoff

Progress Report – 2017 Goals and Objectives

TO DEVELOP AND IMPLEMENT PLANNED AND SUSTAINABLE PRACTICES

WORLDHOST TRAINING

Objective:

To implement WorldHost training community-wide.

Strategy:

Chetwynd has obtained a WorldHost designation as per license agreement.

Measurement:

The Visitor Centre Manager will be trained as a WorldHost instructor and has been providing WorldHost training to the community. The measurement will be the continued delivery of WorldHost training to members of the community.

Benefit:

The benefits of this service will be improved customer service throughout the community for the business, service and tourism sectors.

Result:

- ❖ *Fundamentals Workshops were well received by some businesses in the community in 2017 with 4 WorldHost workshops hosted. Due to changes in the program from WorldHost to SuperHost the Visitor Centre Manager was re-certified and the changes will be implemented in 2018.*



MARKETING OF DISTRICT OWNED LANDS

Objective:

The objective is to market specific District owned land that is surplus to the District's needs.

Strategy:

Remarket and redesign promotional materials respecting District-owned lands for residential and commercial development opportunities.

Measurement:

Land sales, implementation of marketing.

Benefit:

The benefits of this project will be the development of land that is currently vacant, and increased property tax revenue.

Result:

- ❖ *Completed land inventory which included both District owned land and private land owners and marketed and produced materials. Also completed a commercial rentals inventory and developed a listing for showcasing. Seventeen new businesses opened in 2017.*

ECONOMIC DEVELOPMENT STRATEGY PLANNING

Objective:

The objective is to develop an updated plan with short-term and long-term planning goals.

Strategy:

The strategy planning will include interviews, input from the community during the tradeshow weekend and other informal settings, and will involve all key stakeholders.

Measurement:

Received a grant of \$48,000 from the Rural Dividend Program. Hired a consultant and implemented the project; intend to release plan by the fourth quarter 2017.

Benefit:

The benefits of this project will be short, medium and long term goals identified within the strategy, with the end result of attracting more firms, skilled labour force and their families to the community and retaining those already located here.

Result:

- ❖ *The strategy was compiled information by means of interviews, a booth at the tradeshow and public surveys. The Economic Development Strategy is available at the District Office and on the District of Chetwynd website at www.gochetwynd.com*

RETENTION AND RECRUITMENT STRATEGY

Objective:

Retain/support existing firms, and recruit new businesses to Chetwynd.

Strategy:

Working on strategies to implement a Pilot Program partnering and implementing programs including collecting stamps, Chetwynd dollars and other fun local shopping experience programs for participating businesses to retain local shoppers in our community and enhance the experience.

Measurement:

The measurement of this project will be retaining existing businesses and recruiting new businesses to locate in town.

Benefit:

The benefit of this strategy will be retaining local shoppers in our community, with increased local economic benefits.

Result:

- ❖ *Implemented shop local program and all businesses participated. Delivered the program July 1, 2017 – October 2, 2017. Very successful partnerships with local businesses and the Chamber of Commerce; will be re-implemented in 2018.*



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 a welcome to Chetwynd sign on and around the modified Expo mound. Phase II of the plan is to install boulevard lighting from the Rodeo Sub entrance to the Centurion Creek bridge.

Measurement:

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

Benefit:

The benefit of this program will be an attractive and safe community that draws visitors, tourists and potential new businesses, as well as appealing to residents. This project is designed to encourage more physical activity by lighting up portions of the trail system.

Result:

- ❖ *The lights were installed from the Rodeo Sub entrance to Centurion Creek bridge with additional benching to enhance the area.*



BOULEVARD TREE REPLACEMENT

Objective:

The objective of this project is to continue with year 2 of the 3 year boulevard tree replacement project by removing existing diseased and dying poplar trees on boulevards along the highway and replace them with new hardy fast growing trees.

Strategy:

Continue in 2017, to replace 68 trees in the affected areas on North and South Access roads along Highway 97 to 54th Street SW.

Measurement:

The measurement of this project will be to complete the plantings of the new trees with a 100% survival rate.

Benefit:

The benefit of this project is to continue to leave a legacy of beautiful, treed boulevards for future residents and visitors, to enhance urban recreational greenspace and to increase safety by removing trees that could be a hazard to pedestrians.

Result:

- ❖ ***82 trees were removed from North and South Access Road boulevards and 68 new trees were planted. This project will continue into 2018 for the 3rd year.***



BUSINESS FAÇADE IMPROVEMENT PROGRAM

Objective:

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

Strategy:

To apply for a Northern Development Initiative Trust (NDIT) matching funds program for commercial 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:

- ❖ *In 2017 there were many inquiries with the program but no applications. The District requested the funding to be forwarded for 2018.*



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 (GHG's) 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:

- ❖ *Recycling was expanded in Chetwynd in 2017, with a pilot bi-weekly curbside recycling pickup program implemented in the Crown and Rodeo Subdivisions. A Share Shed was constructed at the Recycling Depot to enable those with surplus used items in good condition to drop them off for those who need such items, and the opportunity to pick up something they need that someone else dropped off.*



TO MAINTAIN & UPGRADE MUNICIPAL INFRASTRUCTURE, EQUIPMENT & FACILITIES

EAST TRUNK MAIN REPLACEMENT

Objective:

The objective of this project is to replace a 1000m section of the East Trunk Main which is over its capacity and crumbling.

Strategy:

This project was previously denied grant funding but due to its urgent nature the District of Chetwynd will finance the project by borrowing. An alternative approval process was successfully completed in order to borrow up to \$1,500,000 as necessary. Gas Tax Revenue may also be used for this project.

Measurement:

The measurement of this project will be the successful tendering and construction of this project.

Benefit:

The benefit of this project will be to eliminate surcharges of this main, and remove risk of negative impacts either to the environment or potentially residents' homes.

Result:

❖ *This sewer main was replaced on time and under budget, at \$1,086,000.*



WATER DISTRIBUTION SYSTEM

Objective:

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

Strategy:

Replace second underground malfunctioning pressure reducing valve (PRV) with an enclosed above ground valve system, to permit access for monitoring and maintenance.

Measurement:

The measurement of this project will be the successful abandonment of the malfunctioning equipment and to install new equipment above ground. This will also eliminate risks of District crews entering an underground chamber with active traffic above.

Benefit:

The benefit of this program will be improved efficiencies throughout the water distribution system. Improved fire flows and consistent water pressures will benefit community water usage. Water will cycle in reservoir #1 and ensure water is circulating through the system as designed.

Result:

❖ *The 5134 46th Ave NW Hillside PRV station was constructed on time and under budget.*



NEW WATER TREATMENT PLANT

Objective:

The objective of this project is to construct a new water treatment plant to replace the old and failing existing plant.

Strategy:

With Federal, Provincial and Peace River Regional District funding the failing rapid sand filtration system will be replaced with new technology; the membrane water treatment plant will also increase water production by 30%, ensuring capacity for growth of the community.

Measurement:

Success will be measured by the removal of the old plant and installation of the new plant with no interruption of water supply to the community.

Benefit:

The benefit of this project will be a reliable source of safe drinking water for many years to come with the ability to expand capacity should the community grow and need it.

Result:

- ❖ *This \$3.1 million project was tendered and awarded November 6, 2017 for the bid amount of \$1.3m. Construction began in November, 2017; water restrictions were implemented November 21, 2017 to conserve water during construction of the new plant. Construction will be completed in 2018.*

WATER MAIN LOOPING PROJECT

Objective:

The objective of this project is to loop the dead end water mains in the industrial subdivision to improve water flows for fire fighting purposes and improve water quality.

Strategy:

Design and tender this construction work and complete in 2017.

Measurement:

The successful completion of this looping project while staying within budget parameters.

Benefit:

The benefit of this project will be that on completion fire flows will be improved and this in turn will provide better public safety. In addition, water quality will be improved, also providing better public safety.

Result:

- ❖ *This project was postponed to 2018 as other infrastructure projects took precedence.*

AIRPORT RUNWAY REHABILITATION

Objective:

The objective of this project is to resurface the 40 year old airport runway and improve safety to those pilots that need to use it.

Strategy:

With Provincial grant funding the District will rehabilitate the runway surface and substructure, which has a total surface area of 500,000 square feet.

Measurement:

Success will be measured by the full completion of the project while staying within budget parameters.

Benefit:

The benefit of this project will be that users of this facility, especially medivacs, can rely on their ability to land safely in Chetwynd for years to come.

Result:

- ❖ *The airport runway was replaced in the fall of 2017 and was back in operation by October 30, 2017.*



2018 Goals and Objectives

TO DEVELOP AND IMPLEMENT PLANNED AND SUSTAINABLE PRACTICES

SUPERHOST TRAINING

Objective:

To implement SuperHost training community-wide.

Strategy:

Chetwynd has obtained a WorldHost/SuperHost designation as per license agreement.

Measurement:

The Visitor Centre Manager has been retrained as a SuperHost instructor and will be providing SuperHost training to the community. The measurement will be the delivery of SuperHost training to members of the community.

Benefit:

The benefits of this service will be improved customer service to improve transaction experiences of goods and services throughout the community for the business, service and tourism sectors.



RETENTION AND RECRUITMENT STRATEGY

Objective:

Retain existing and recruit new businesses to Chetwynd.

Strategy:

Working on strategies to implement a Pilot Program partnering and implementing programs including collecting stamps, Chetwynd dollars and other fun local shopping experience programs for participating businesses to retain local shoppers in our community and enhance the experience.

Measurement:

The measurement of this project will be retaining existing businesses and recruiting new businesses to locate in town.

Benefit:

The benefit of this strategy will be retaining existing local shoppers in our community and recruiting new businesses for additional local economic drivers.

TO MAINTAIN A LIVABLE, SAFE AND HEALTHY COMMUNITY

BUSINESS FAÇADE IMPROVEMENT PROGRAM

Objective:

The objective of this program is to support economic development through encouraging 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.

BOULEVARD TREE REPLACEMENT

Objective:

The objective is to continue with year 3 of the project by removing existing diseased and dying poplar trees along the highway and replace with new hardy, fast growing trees.

Strategy:

Continue in 2018, to replace 45 trees in the next affected areas, that being the 4600 block of North and South Access roads along Highway 97.

Measurement:

The measurement of this project will be to complete the plantings of the new trees with a 100% survival rate.

Benefit:

The benefit of this project is to continue to leave a legacy of beautiful, treed boulevards for future residents and visitors, and to increase safety by removing trees that could be a hazard to pedestrians and motorists.

TRAIL LOOP CONNECTOR

Objective:

Implement a tear-off map, "Chetwynd Healthway" kilometer measurement trail mapping project, increased pedestrian access, and a suspension rope bridge installation near Little Prairie School. A new, accessible trail will be created from Surerus Place loop to Carvers Row.

Strategy:

Create tear-off maps with kilometer measurement system for identified areas, add a new pedestrian walkway and bike path, install walkway handrails and build the trail to be wheelchair accessible by reducing the grade and steepness of the trail.

Measurement:

The measurement will be that the walkway is installed, path added, and tear-off maps produced.

Benefit:

Improved accessibility, increased opportunities for the enjoyment of natural outdoor activities and health and wellness for all ages.

BALL FIELD IMPROVEMENTS

Objective:

Ball field improvements.

Strategy:

Apply to Northern Development Initiative Trust (NDIT) for grant funding in the amount of \$50,000 for this project. New dugouts will be constructed for Diamonds 3 and 4. The current washroom structure will be removed and the treed area by Diamond 5 will be improved for a kids play area.

Measurement:

The measurement will be a successful application to NDIT, and improvements including new dugout structures constructed.

Benefit:

The benefit will be to finalize the last phase of ball park improvements, improve safety for children's play area by increasing visibility, and encouraging outdoor activities for residents and visitors.

CARVERS ROW IMPROVEMENT FOR ACCESSIBILITY

Objective:

Carvers Row is a prominent display of the current year's chainsaw carving competition sculptures along Highway 97. Although it is very popular for tourists, this area is currently not accessible to mobility-challenged individuals. It requires modification for accessibility.

Strategy:

The pavement ends as an individual moves down onto the walkway to view the carvings. Plans for 2018 are to remove the flowerbed inside of the walkway thereby widening the path. The walking area surface will be levelled to increase accessibility.

Measurement:

The measurement will be an improved, widened walkway that is accessible.

Benefit:

Adding accessibility in this area for residents and visitors of all ages and improve space for additional uses.

AREA SIGNAGE

Objective:

To add area signage for wayfinding and beautification.

Strategy:

Wooden signs will be installed to identify Wabi Sub and two relief carved wood signs to identify Pressure Reducing Valve buildings located at 5310 South Access Road across from Dragon Palace and at 5134 46th Ave NW near Hillside Avenue. Signs will be installed at the cemetery and museum with dry rocks and shrubs to beautify those entrances. Signage will be installed at the corner of Northern Industrial Services and the entrance into Spirit Park.

Measurements:

The measurement will be the complete installation of signage described above.

Benefits:

The benefits will be convenience for the community via wayfinding, and beautification.

REPAIR TO MONUMENTS IN DEDICATION PARK, DON TITUS PARK AND CENOTAPH PARK

Objective:

Repair and restore monuments in Dedication Park, Don Titus Park and Cenotaph Park

Strategy:

Masonry work for restoration and repair is required to restore commemorative monuments that are of historic significance to the community.

Measurements:

Work will be completed to restore the monument in Dedication Park downtown. Any fossil rock from the monument that cannot be replaced will be relocated to Museum. Rock structure repair will be performed to monuments at Don Titus Park and Cenotaph Parks.

Benefits:

Restore existing monuments to commemorate important historical occasions in the community for years to come.

WATER MAIN LOOPING PROJECT

Objective:

The objective of this project is to loop the dead end water mains in the industrial subdivision to improve water flows for fire fighting purposes and to improve water pressure and quality.

Strategy:

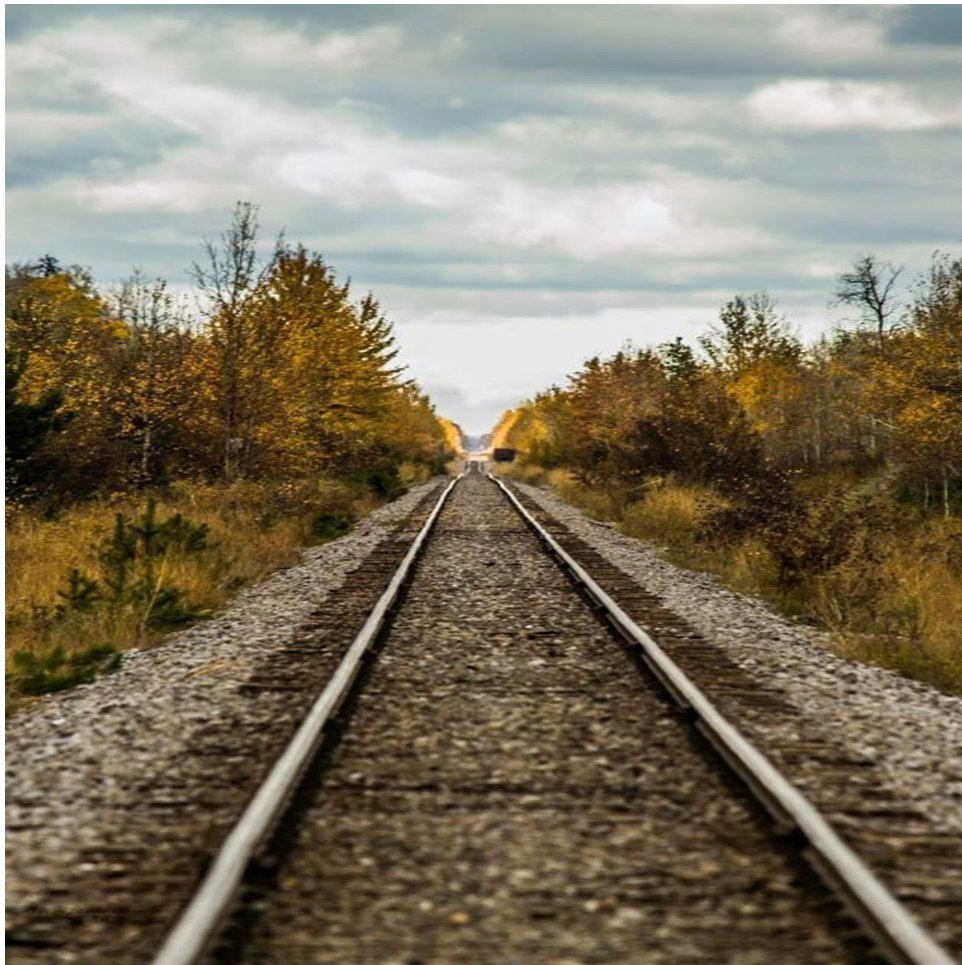
Design and tender of this construction work was initiated in Spring 2018. The project was divided into two components, with the Nicholson Road component to proceed in 2018 and the 46th Drive component to be completed in 2019.

Measurements:

The successful completion of this looping project while staying within budget parameters.

Benefits:

The benefit of this project will be that on completion water quality, fire flows and water pressure will be improved, and this in turn will provide better water service to the community.



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 (GHG's) in the municipal fleet wherever possible, encouraging recycling and water conservation in the community, and monitoring sewage effluent quality. To cut down on GHG's produced by employees making multiple trips to pick up water and back to hand-water flowers and trees, an inactive automatic irrigation system is being reactivated in community parks for 2018. This will also reduce the amount of water required for watering as sprinklers can be set to operate during low-evaporation periods of the day and timed to shut off after the optimal amount of watering.

Xeriscaping is being utilized in new gardens and to enhance signage instead of plantings that require extensive watering.

Recycling continues to be expanded in Chetwynd, with the Legion Subdivision having been added to the Crown and Rodeo Subdivisions pilot curbside recycling pickup project in early 2018. It is anticipated that more subdivisions will be added quarterly; this recycling expansion has diverted much waste from being placed in the landfill, increasing the life of the landfill and reducing the cost of tipping fees for the District.

Council authorized a composter rebate program in 2018 to encourage the recycling of organic household waste.

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, could extend the life of the landfill and decrease the environmental footprint of the community.

NEW WATER TREATMENT PLANT

Objective:

The objective of this project is to construct a new water treatment plant to replace the old and failing existing plant.

Strategy:

With Federal and Provincial grant funding and a generous contribution from the Peace River Regional District, the failing rapid sand filtration water treatment system has been replaced with new technology; the new energy-efficient, membrane filtration water treatment plant will also increase water production by 30%, ensuring capacity for growth of the community.

Measurement:

Success will be measured by the removal of the old plant and installation of the new plant with no interruption of water supply to the community.

Benefit:

The benefit of this project will be a reliable source of safe drinking water for many years to come with the ability to expand capacity should the community grow and need it. The new plant will also be more energy efficient, using municipal resources more responsibly.

SEWER MAIN REPLACEMENT – 47th STREET NE

Objective:

The objective of this project is to replace an aging sewer main on 47th Street NE.

Strategy:

Chetwynd, like many municipalities in BC, has aging water/sewer infrastructure. A prioritized list of projects has been developed and a phased plan has been developed to replace them.

Measurement:

Success will be measured by the removal of the old sewer line and construction of the new line with minimal disruption to the residents of 47th Street NE and the surrounding community.

Benefit:

The benefit of this project will be continued delivery of reliable and safe municipal services.

PEACE RIVER AGREEMENT

The Peace Region has access to rural industrial assessment through the Peace River Agreement (formerly called Fair Share).

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.

The Peace River Agreement 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 Peace River Agreement 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 the Peace River Agreement.



Photo taken by Travis Stewart

2017 Chainsaw Carvings



Permissive Tax Exemptions

In 2017, the District of Chetwynd adopted Tax Exemption Bylaw No. 1061, 2017 for the purpose of granting permissive tax exemptions for 2018 for the following organizations:

Organization	Estimated Value of Exemption for 2018
Chetwynd Fellowship Baptist Church	\$ 2907.00
Chetwynd Shared Ministry Society	\$ 622.79
Chetwynd Temple Society	\$ 604.42
Church of the Nazarene	\$ 986.50
Little Prairie Christian Fellowship	\$ 2201.73
Pentecostal Assemblies of Canada	\$ 3002.88
Church of Jesus Christ of Latter Day Saints	\$ 1554.20
Roman Catholic Episcopal Corporation of Prince Rupert	\$ 3473.46
Royal Canadian Legion, Chetwynd Pacific Branch No. 258	\$ 1144.51
Tansi Friendship Centre Society	\$ 1077.15
Tansi Friendship Centre Society	\$ 2993.08
Trustees of the Chetwynd Congregation of Jehovah's Witnesses	\$ 4373.03
Chetwynd Senior Citizen's Housing Society, Surerus Place	\$ 6718.17

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.

Organization	Estimated Value of Exemption for 2018
Canadian Forest Products Ltd.	\$ 20,834.00

Development Statistics

Building Permits

Class	Building Permits Issued		\$ Value of Permit	
	2016	2017	2016	2017
Residential	10	13	\$352,200	\$258,600
Commercial/Industrial	10	5	\$3,767,788	\$2,540,250
Institutional	0	4	0	\$2,238,610

Development Permits

Class	Development Permits Issued		Development Variance Permits Issued	
	2016	2017	2016	2017
Residential	0	0	1	0
Commercial/Industrial	4	5	0	0
Other	0	0	0	0

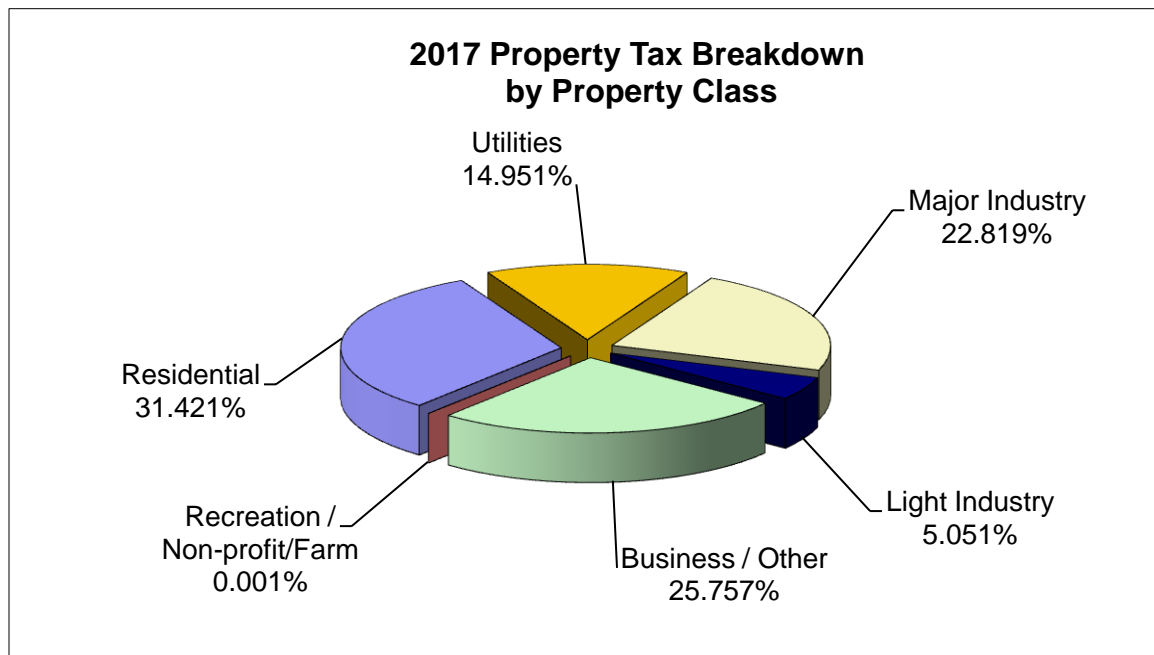
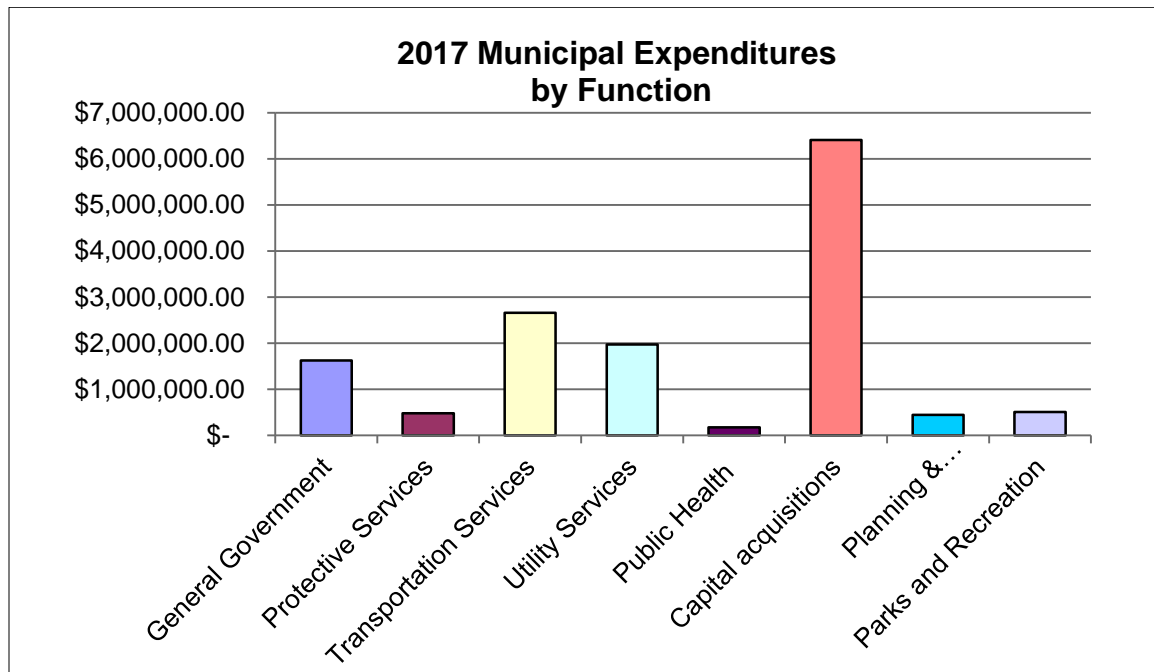
Temporary Commercial Permits and Board of Variance Applications

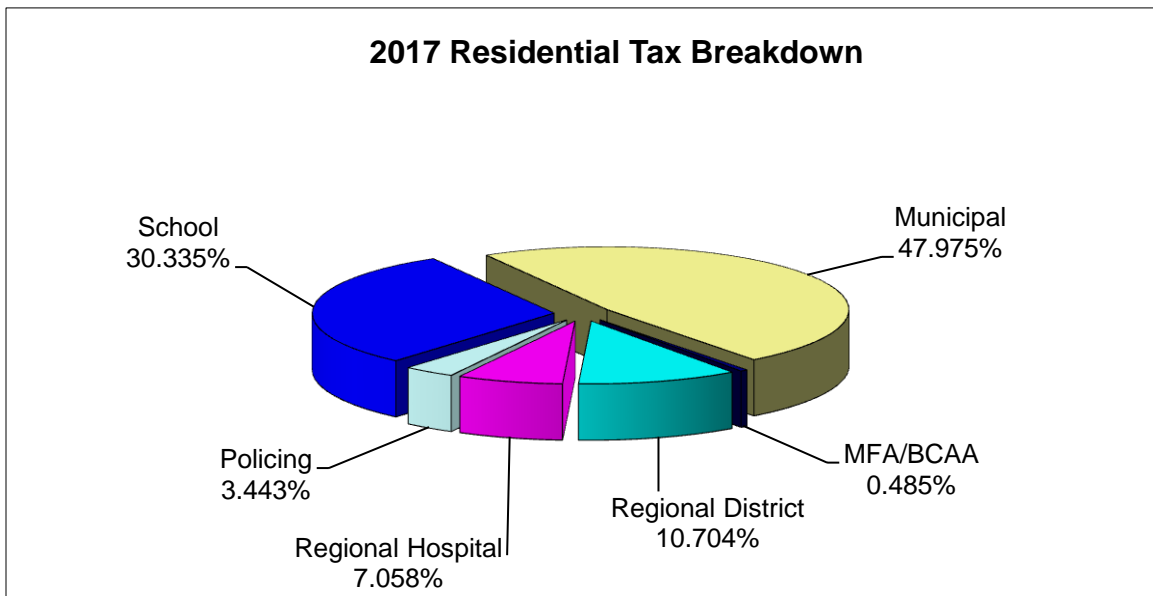
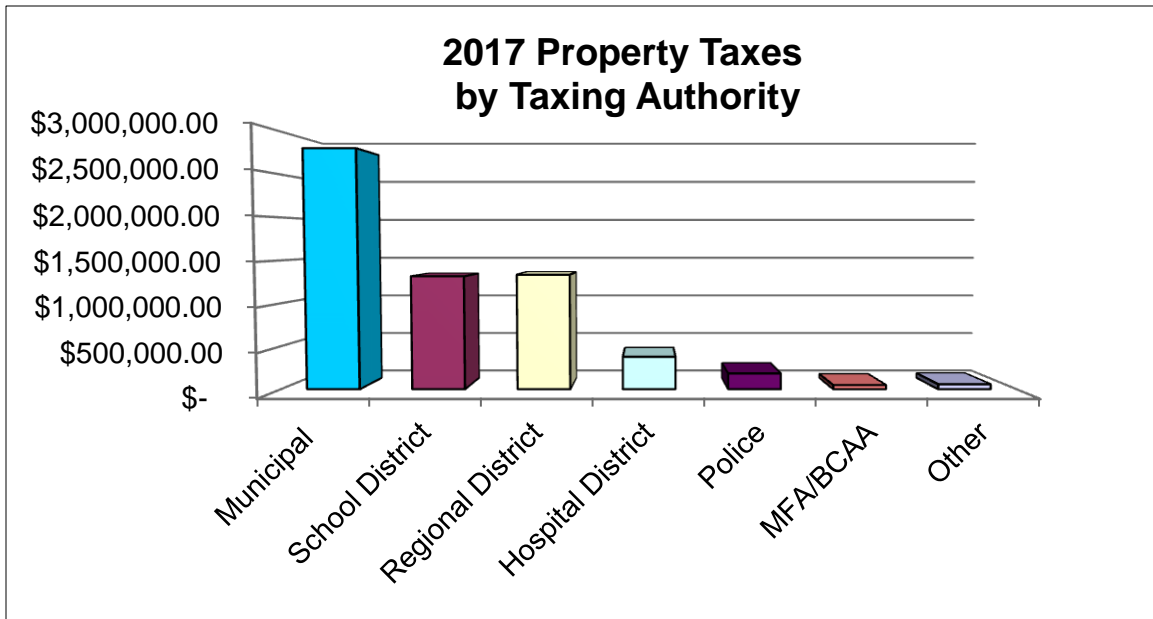
Class	Temporary Commercial Permits Issued		Board of Variance Applications	
	2016	2017	2016	2017
Residential	0	0	0	0
Commercial/Industrial	1	3	0	0
Other	0	0	0	0

Zoning and Official Community Plan Amendments

Class	Zoning Amendments		OCP Amendments	
	2016	2017	2016	2017
Residential	0	0	0	0
Residential/Commercial	0	1	0	1
Residential/Industrial	0	0	0	0
Commercial/Industrial	0	2	0	1
Institutional	0	0	0	0

Financial Statistics





2017 Financial Statement & 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, 2017.



Photo of Hole in the Wall out Sukunka



Financial Statements
Year Ended December 31, 2017

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December 31, 2017

MANAGEMENT REPORT

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

These 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 financial statements have been audited by Sander Rose Bone Grindle LLP, Chartered Professional 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.

Kevin Franson
Director of Financial Administration
Dated

Carol Newsom
Chief Administrative Officer
Dated

CHARTERED PROFESSIONAL ACCOUNTANTS

Partners

- * Ben Sander, B. Comm., FCPA, FCA
- * Dale J. Rose, CPA, CA
- * Alan Bone, B. Comm., CPA, CA
- * Jason Grindle, B. Comm., CPA, CA
- * Jaron Neufeld, B. Comm., CPA, CA

813 - 103rd AVENUE, DAWSON CREEK, BC V1G 2G2
TEL: (250) 782-3374 • FAX: (250) 782-3379 • dc@srbg.ca

10208 - 99th AVENUE, FORT ST. JOHN, BC V1J 1V4
TEL: (250) 785-5645 • FAX: (250) 785-0064 • fsj@srbg.ca

203 - 9815 - 97th STREET, GRANDE PRAIRIE, AB T8V 8B9
TEL: (780) 532-8303 • FAX: (780) 532-8374 • gp@srbg.ca

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, 2017 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.

Basis for Qualified Opinion

The District has not adopted the new Section PS 3260, Liability for Contaminated Sites, of the Public Sector Accounting Board handbook which establishes how to account for and report a liability associated with the remediation of contaminated sites. The effects on the consolidated financial statements as a result of not adopting the new section are that liabilities and expenditures could be understated and accumulated surplus could be overstated, the amounts, if any, are not known at this time.



Member, Chartered Professional Accountants of British Columbia and Alberta

* Denotes Professional Corporations

Qualified Opinion

In our opinion, except for the failure to adopt Section PS 3260, Liability for Contaminated Sites, of the Public Sector Accounting Board handbook, these consolidated financial statements present fairly, in all material respects, the financial position of the District of Chetwynd as at December 31, 2017 and the results of its operation, its cash flow and change in net financial assets for the year end then ended in accordance with Canadian Public Sector Accounting Standards.

Fort St. John, BC
June 4, 2018

Sander Rose Bone Grindle LLP
Chartered Professional Accountants

DISTRICT OF CHETWYND

Statement of Financial Position

December 31, 2017

	2017	2016
Financial Assets		
Cash and cash equivalents (Note 2)	\$ 5,792,161	\$ 2,043,377
Accounts receivable (Note 3)	2,470,402	3,199,529
MFA Debt Reserve (Note 4)	96,114	46,653
Land held for resale	350,050	350,050
	8,708,727	5,639,609
Liabilities		
Accounts payable and accrued liabilities (Note 5)	1,604,298	1,871,658
Deferred revenue (Note 11)	906,842	156,556
Short Term Borrowing (Note 12)	1,082,000	-
Long Term Debt (Note 13)	2,983,415	1,541,974
Debt Reserve Fund (Note 4)	96,114	46,653
	6,672,669	3,616,841
Net Financial Assets	2,036,058	2,022,768
Non-Financial Assets		
Inventory	35,924	33,658
Prepaid Expenses	54,867	53,793
Tangible capital assets (Note 8)	48,281,341	43,488,306
	48,372,132	43,575,757
Accumulated Surplus (Note 15)	\$ 50,408,190	\$ 45,598,525

Approved by:



Kevin Franson

Director of Financial Administration

See accompanying notes to the financial statements

DISTRICT OF CHETWYND

Statement of Operations

Year Ended December 31, 2017

	2017	2017 Budget (unaudited)	2016
Revenue			
Taxes (Note 9)	\$ 3,076,237	\$ 3,100,784	\$ 3,019,416
Grants in lieu of taxes	43,010	43,158	39,662
Services provided to other governments	160,555	165,201	154,834
Sale of Services	1,496,181	1,293,059	1,295,873
Other revenue from own sources	606,456	395,700	741,291
Government transfers	6,837,022	8,914,068	8,319,258
Gain (Loss) on disposal of assets	(64,511)	-	(24,382)
	12,154,950	13,911,970	13,545,952
Expenses			
General Government Services	1,619,097	1,548,715	1,815,853
Protective Services	463,610	282,852	1,326,548
Transportation Services	2,358,909	1,472,862	2,086,216
Utility Services	1,869,010	1,433,109	1,685,355
Public Health Services	164,508	134,188	172,405
Planning and Development	444,742	461,849	483,279
Parks and Recreation	425,409	427,513	439,581
	7,345,285	5,761,088	8,009,237
Current year surplus	4,809,665	8,150,882	5,536,715
Accumulated Surplus, beginning of year	45,598,525	45,598,525	40,061,810
Accumulated Surplus, end of year	\$ 50,408,190	\$53,749,407	\$45,598,525

See accompanying notes to the financial statements

DISTRICT OF CHETWYND

Statement of Cash Flows

Year Ended December 31, 2017

	2017	2016
CASH FLOWS FROM OPERATING ACTIVITIES:		
Current Year Surplus	\$ 4,809,665	\$ 5,536,715
Amortization of tangible capital assets	1,546,610	1,410,011
Loss on disposal of assets	64,511	24,382
	6,420,786	6,971,108
Changes in non-cash working capital components		
Receivables - decrease (increase)	729,127	(1,337,242)
Land for resale - decrease	-	240,000
Accounts payable - (decrease) increase	(267,360)	554,942
Deferred revenue - increase (decrease)	750,286	(50,177)
Inventory - (increase) decrease	(2,266)	9,666
Prepaid expenses - (increase) decrease	(1,074)	(1,098)
	1,208,713	(583,909)
TOTAL CASH FLOWS FROM OPERATING ACTIVITIES	7,629,499	6,387,199
CASH FLOWS FROM INVESTING ACTIVITIES:		
Acquisition of tangible capital assets	(6,406,562)	(7,341,343)
Proceeds on disposal of tangible capital assets	2,406	45,805
Proceeds from long term debt	1,500,000	-
Proceeds from short term debt	1,082,000	-
Repayment of long term debt	(58,558)	(58,026)
NET CASH USED BY INVESTING ACTIVITIES	(3,880,714)	(7,353,564)
	3,748,785	(966,365)
Cash and cash equivalents at beginning of period	2,043,376	3,009,742
Cash and cash equivalents at end of period	\$ 5,792,161	\$ 2,043,377

See accompanying notes to the financial statements

DISTRICT OF CHETWYND

Statement of Net Financial Assets

Year Ended December 31, 2017

	2017	2016
Current Year Surplus	\$ 4,809,665	\$ 5,536,715
Amortization	1,546,610	1,410,011
Decrease (increase) in inventory	(2,266)	9,666
Proceeds on disposal of tangible capital assets	2,406	45,805
Gain on disposal of tangible capital assets	64,511	24,382
(Increase) decrease in prepaid expenses	(1,074)	(1,098)
Acquisition of capital assets	(6,406,562)	(7,341,343)
	13,290	(315,862)
Net Financial Assets, beginning of year	2,022,768	2,338,630
Net Financial Assets, end of year	\$ 2,036,058	\$ 2,022,768

See accompanying notes to the financial statements

DISTRICT OF CHETWYND

Significant Accounting Policies

December 31, 2017

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 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 Chartered Professional Accountants. The significant accounting policies are as follows:

Basis of presentation

The 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 Financial Statements, per PSAB guidelines.

Deferred revenue

Receipts that are restricted by legislation or direction of senior governments or by agreement with external parties are deferred when received. When qualifying expenditures are incurred the related revenue is realized.

Revenue received in advance of services to be provided in a later period is recorded as deferred revenue until those services are provided.

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.

DISTRICT OF CHETWYND

Significant Accounting Policies

December 31, 2017

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.

Use of estimates

These 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 financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

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 2017 is presented in the 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 \$903,419 to \$395,700 and to reduce Operation expenses from \$6,268,807 to \$5,761,088.

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.

Land held for resale

Properties available for sale include real estate properties which are ready and available to be sold and for which there is a market. They are valued at the lower of cost or expected net realizable value.

Prepaid expenses

Prepaid expenses consist mainly of unexpired insurance premiums, support contracts and deposits which are amortized over the term of the respective policies or as they are used.

DISTRICT OF CHETWYND

Significant Accounting Policies

December 31, 2017

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.

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

Inventories

Inventory of supplies include gravel piles and other materials held for consumption are recorded at the lower of cost and replacement cost and are measured using Average Weighted Cost.

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, 2017

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.

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 16.

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

Notes to the Financial Statements

December 31, 2017

2. Cash and cash equivalents

	2017	2016
Cash on hand	\$ 1,865	\$ 2,115
Cash and bank	2,113,499	645,652
Short term and MFA money market deposits	3,676,797	1,395,610
	\$ 5,792,161	\$ 2,043,377

3. Receivables

	2017	2016
Property tax receivable	\$ 273,733	\$ 438,797
Due from Other Governments	1,596,744	2,375,443
Trade receivables	599,925	385,289
	\$ 2,470,402	\$ 3,199,529

4. Municipal Finance Authority Debt Reserve Fund and Demand Note

The District issues its debt instruments through the Municipal Finance Authority (MFA). As a condition of these borrowings, a portion of the debenture proceeds are withheld by the MFA as a debt reserve fund. The District also executes demand notes in conjunction with each debenture whereby the District may be required to loan certain amounts to the MFA.

The details of the cash deposits and demand note are as follows:

			2017	2016
	Cash Deposit	Demand Note		
General Operations	\$ 32,316	\$ 63,798	\$ 96,114	\$ 46,653

DISTRICT OF CHETWYND

Notes to the Financial Statements

December 31, 2017

5. Accounts payable and accrued liabilities

	2017	2016
Other government agencies	\$ 56,184	\$ 145,346
Trade payables	978,255	947,047
Wages and employee benefits payable	223,371	217,170
Holdbacks and trust	346,488	562,095
Total	\$ 1,604,298	\$ 1,871,658

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 (2016: \$ NIL) at December 31st.

7. Pension liability

The District and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2016, the plan has about 193,000 active members and approximately 90,000 retired members. Active members include approximately 38,000 contributors from local government.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2015, indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1,927 million was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged.

The District of Chetwynd paid \$290,002 (2016 - \$331,219) for employer contributions to the plan in fiscal 2017.

The next valuation will be as at December 31, 2018, with results available in 2019.

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, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

DISTRICT OF CHETWYND

Notes to the Financial Statements

December 31, 2017

8. Tangible Capital Assets									
	Land	Buildings	Machinery, Equipment	General Infrastructure	Utility Infrastructure	Work in Progress	2017	2016	
Cost									
Balance, beginning of year	\$ 876,686	\$ 12,277,871	\$ 8,498,696	\$ 19,573,577	\$ 23,287,184	\$ 691,729	\$ 65,205,743	\$ 58,398,670	
Additions	230,865	43,195	770,952	3,095,703	2,465,768	486,116	7,092,599	8,369,483	
Disposals	-	-	(155,402)	(611,048)	(12,232)	(686,037)	(1,464,719)	(1,562,410)	
Balance, end of year	1,107,551	12,321,066	9,114,246	22,058,232	25,740,720	491,808	70,833,623	65,205,743	
Accumulated Amortization									
Balance, beginning of year	-	2,347,934	5,623,623	7,276,695	6,469,185	-	21,717,437	20,771,509	
Amortization	-	222,131	396,115	504,554	423,810	-	1,546,610	1,410,011	
Disposals	-	-	(97,228)	(605,893)	(8,644)	-	(711,765)	(464,083)	
Balance, end of year	-	2,570,065	5,922,510	7,175,356	6,884,351	-	22,552,282	21,717,437	
Net book value, end of year	\$ 1,107,551	\$ 9,751,001	\$ 3,191,736	\$ 14,882,876	\$ 18,856,369	\$ 491,808	\$ 48,281,341	\$ 43,488,306	

DISTRICT OF CHETWYND

Notes to the Financial Statements

December 31, 2017

9. Net Municipal Property Taxes

	2017	2017 Budget (unaudited)	2016
Net Municipal Property Taxes	\$ 3,076,878	\$ 3,100,784	\$ 3,004,088
Add: Requisitions collected on behalf of other taxing authorities			
Provincial School/Policing	1,501,741	1,604,543	1,620,635
Regional District	1,335,370	1,462,907	1,458,014
Regional Hospital District	379,705	382,189	380,961
B.C. Assessment Authority	47,351	57,559	57,179
MFA	120	117	130
City of Dawson Creek	57,701	143,280	155,412
	6,398,866	6,751,379	6,676,419
Deduct: Requisitions remitted to other taxing authorities			
Remitted to other taxing authorities	3,322,629	3,650,595	3,657,003
Net Municipal Property Taxes	\$ 3,076,237	\$ 3,100,784	\$ 3,019,416

DISTRICT OF CHETWYND

Notes to the Financial Statements

December 31, 2017

10. 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 Financial Statements

December 31, 2017

11. Deferred revenue

	2017	2016
Capital grants	\$ 663,922	\$ -
Planning grants	81,593	-
Lease revenue	11,319	12,564
Utility charges	41,645	33,106
Other	108,363	110,886
	\$ 906,842	\$ 156,556

12. Short term borrowing

Loan is issued under temporary borrowing bylaw No. 1054, 2017. The loan has no set repayment and is due to demand. Total interest paid during 2017 was nil.

	2017	2016
MFA, interest rate 1.94%	\$ 1,082,000	\$ -

DISTRICT OF CHETWYND

Notes to the Financial Statements

December 31, 2017

13. Long-term debt

The District obtains debt instruments through the Municipal Finance Authority of British Columbia (MFA) pursuant to security issuing bylaws under authority of the Community Charter to finance certain expenditures. The District is required to make their repayment on outstanding debt to a sinking fund as outlined below.

The principal repayment on long term debt required in each of the next five years is as follows:

	Effective Interest Rate	Total	2018	2019	2020	2021	2022	Subsequent
MFA Issue 131	2.19%	\$ 1,018,400	\$ 56,578	\$ 56,578	\$ 56,578	\$ 56,578	\$ 56,578	\$ 735,510
MFA Issue 141	2.80%	1,116,471	55,823	55,823	55,823	55,823	55,823	837,356
Total		\$ 2,134,871	\$ 112,401	\$ 112,401	\$ 112,401	\$ 112,401	\$ 112,401	\$ 1,572,866

MFA	Issue date	Term	Maturity
Issue 131	Apr 8, 2015	20	Apr 8, 2035
Issue 141	Apr 7, 2017	20	Apr 7, 2037
Total interest expense for 2017 \$56,200 (2016 - \$35,200)			

	Gross debt	Repayments and actuarial adjustments	2017 Net debt	2016 Net debt
General Fund	\$ 1,600,000	\$ (116,585)	\$ 1,483,415	\$ 1,541,974
Sewer Fund	1,500,000	-	1,500,000	-
Total	\$ 3,100,000	\$ (116,585)	\$ 2,983,415	\$ 1,541,974

14. 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.

DISTRICT OF CHETWYND

Notes to the Financial Statements

December 31, 2017

15. Accumulated Surplus

	2017	2016
General Fund Accumulated Surplus		
General Fund Surplus	\$ 1,240,100	\$ (120,810)
Water Fund Surplus	331,477	129,059
Sewer Fund Surplus	200,745	61,795
Statutory Reserve Funds	1,197,695	1,016,472
Non-Stat Reserve Funds	3,192,689	2,538,523
Equity in capital assets	44,245,484	41,973,486
	\$ 50,408,190	\$ 45,598,525

DISTRICT OF CHETWYND

Notes to the Financial Statements

December 31, 2017

16. Segmented Information

	General Gov't	Protective Services	Transport.	Utility Services	Public Health	Planning, Develop	Parks & Rec.	2017	2017 Budget (unaudited)	2016
Taxes	\$ 3,085,851	\$ -	\$ -	\$ 33,396	\$ -	\$ -	\$ -	\$ 3,119,247	\$ 3,143,942	\$ 3,059,078
Services provided to other governments	3,609	66,946	-	-	-	-	90,000	160,555	165,201	154,834
Sale of Services	1,300	9,438	30	1,449,886	12,511	23,016	-	1,496,181	1,293,059	1,295,873
Other revenue	254,653	59,521	190,673	1,900	87,109	100	12,500	606,456	395,700	741,291
Government transfers	3,662,412	3,000	2,159,215	769,586	30,000	192,609	20,200	6,837,022	8,914,068	8,319,258
Gain (Loss) on the disposal of assets	1,000	-	(3,748)	(61,763)	-	-	-	(64,511)	-	(24,382)
	7,008,825	138,905	2,346,170	2,193,005	129,620	215,725	122,700	12,154,950	13,911,970	13,545,952
Wages and benefits	765,832	103,879	832,973	464,259	87,683	243,809	229,320	2,727,755	2,774,979	3,040,562
Travel & Training	76,956	27,329	13,544	4,851	26	11,411	-	134,117	123,500	130,006
Contracted services	282,120	130,201	367,050	580,753	1,712	79,806	54,513	1,496,155	1,356,750	1,712,714
Materials and supplies	69,623	57,475	289,883	104,029	5,747	44,400	48,873	620,030	577,818	885,332
Insurance and licenses	75,353	21,285	40,087	8,898	140	937	116	146,816	163,750	156,980
Utilities and telephone	78,745	16,385	141,425	165,427	607	8,266	11,192	422,047	457,610	432,332
Other expenditures	125,600	1,208	1,845	31,586	35,200	56,113	202	251,754	250,100	241,300
Amortization	144,868	105,848	672,102	509,207	33,393	-	81,193	1,546,611	-	1,410,011
	1,619,097	463,610	2,358,909	1,869,010	164,508	444,742	425,409	7,345,285	5,704,507	8,009,237
Annual Surplus (Deficit)	\$ 5,389,728	\$ (324,705)	\$ (12,739)	\$ 323,995	\$ (34,888)	\$ (229,017)	\$ (302,709)	\$ 4,809,665	\$ 8,207,463	\$ 5,536,715

AUDITOR'S REPORT ON SUPPLEMENTARY INFORMATION

To the Mayor and Council of the District of Chetwynd

We have audited the consolidated financial statements of the District of Chetwynd, which comprise the consolidated statements of financial position as at December 31, 2017 and consolidated statements of operations, change in net financial debt and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information. This report contained a qualified opinion on the consolidated financial statements as a whole. The following supplemental financial information is presented for the purposes of additional analysis and is not a required part of the consolidated financial statements. Such supplementary information is the responsibility of management and was derived from the underlying accounting and other records used to prepare the consolidated financial statements.

The supplementary information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such supplementary information directly to the underlying accounting records and other records used to prepare the consolidated financial statements or the consolidated financial statements.

**Fort St. John, BC
June 4, 2018**

Sandra Rose Bone Kinellie CMA
Chartered Professional Accountants

DISTRICT OF CHETWYND

Year Ended December 31, 2017

Schedule of Operations (unaudited)

Schedule 1

	General	Water	Sewer	2017	2017 Budget	2016
Revenues						
Taxes	\$ 3,085,851	\$ 20,161	\$ 13,235	\$ 3,119,247	\$ 3,143,942	\$ 3,059,078
Sale of services	505,273	748,302	403,161	1,656,736	1,458,260	1,450,707
Other Revenue	547,940	1,900	-	549,840	395,700	470,910
Government Transfers	4,058,221	-	-	4,058,221	3,785,500	4,738,747
Gain (Loss) on Sale of Assets	-	-	-	-	-	6,403
	8,197,285	770,363	416,396	9,384,044	8,783,402	9,725,845
Expenses						
General Government	1,474,229	-	-	1,474,229	1,548,715	1,675,359
Protective Services	357,762	-	-	357,762	282,852	1,244,513
Transportation Services	1,686,807	-	-	1,686,807	1,472,862	1,463,882
Utility Services	416,100	607,431	336,272	1,359,803	1,433,109	1,228,379
Public Health Services	131,115	-	-	131,115	134,188	139,012
Planning and Development	444,742	-	-	444,742	461,849	483,279
Parks and Recreation	344,216	-	-	344,216	427,513	364,802
	4,854,971	607,431	336,272	5,798,674	5,761,088	6,599,226
Current year Surplus (deficit)	3,342,314	162,932	80,124	3,585,370	3,022,314	3,126,619
Transfer from (to) Operating Funds	(94,912)	57,086	37,826	-	-	-
Transfer from (to) capital fund	1,443,423	-	-	1,443,423	-	(1,438,862)
Transfer (to)/from Reserves	(3,329,915)	(17,600)	21,000	(3,326,515)	-	(3,098,262)
Accumulated Surplus, beginning of year	1,360,910	202,418	138,950	1,702,278	3,022,314	(1,410,505)
	(120,810)	129,059	61,795	70,044	70,044	1,480,549
Accumulated Surplus, end of year	\$ 1,240,100	\$ 331,477	\$ 200,745	\$ 1,772,322	\$ 3,092,358	\$ 70,044

DISTRICT OF CHETWYND

Year Ended December 31, 2017

Schedule of Capital Fund Operations (unaudited)

Schedule 2

	2017	2017 Budget	2016
Revenue			
Donations	\$ 12,600	\$ -	\$ 244,023
Grants	2,778,801	5,128,568	3,580,511
Other Revenue	1,980	-	-
Gain (loss) on disposal of assets	(64,511)	-	(30,785)
	2,728,870	5,128,568	3,793,749
Expenses			
Amortization			
- General Government	144,868	-	140,494
- Protective Services	105,848	-	82,035
- Transportation Services	672,102	-	622,334
- Public Health Services	33,393	-	33,393
- Parks and Recreation Services	81,193	-	74,779
- Utility Services	509,207	-	456,976
	1,546,611	-	1,410,011
Current year Surplus (deficit)	1,182,259	5,128,568	2,383,738
Interfund Transfers			
Transfer from (to) operations	(1,443,423)	-	1,438,862
Transfer from Reserve Funds	2,533,162	2,827,723	2,123,725
	1,089,739	2,827,723	3,562,587
Change in Surplus	2,271,998	7,956,291	5,946,325
Accumulated Surplus, beginning of year	41,973,486	41,973,486	36,027,161
	\$ 44,245,484	\$ 49,929,777	\$ 41,973,486

DISTRICT OF CHETWYND

Year Ended December 31, 2017

Schedule of Reserve Fund Operations (unaudited)

Schedule 3

	2017	2016
Revenue		
Interest	\$ 42,036	\$ 26,358
Interfund Transfers		
Transfer from operations	3,410,515	3,256,770
Transfer to capital fund	(2,533,162)	(2,123,725)
Transfer to operations	(84,000)	(158,508)
	793,353	974,537
Change in Reserve Funds	835,389	1,000,895
Reserve Funds, beginning of year	3,554,995	2,554,100
Reserve Funds, end of year	4,390,384	3,554,995
Balance represented by:		
Reserves set aside by Council:		
Snow Removal Reserve	1,342	45,944
Water Reserve Fund	556,059	533,754
Recreation Site Reserve	201,733	200,000
Administration Equipment	1,169	162
Finance Equipment	5,699	664
Gas Tax Reserve	448,183	301,050
Sustainability Reserve	904,877	654,546
Council Reserve	50,022	-
Fair Share Reserve	1,023,605	802,403
	3,192,689	2,538,523
Restricted Reserves		
Capital Equipment Reserve	127,733	84,390
Fire Equipment Reserve	311,027	161,637
Medical Clinic Reserve	275,252	290,838
Land Sale	419,733	416,206
Tax Sale Land	63,950	63,401
	1,197,695	1,016,472
	\$ 4,390,384	\$ 3,554,995



DISTRICT OF CHETWYND



Photo taken by Travis Stewart

Municipal Office

5400 Hospital Road
P.O. Box 357
Chetwynd, BC
V0C 1J0

Telephone: 250-401-4100 Fax: 250-401-4101

Email: d-chet@gochetwynd.com

Website: www.gochetwynd.com

Facebook: <https://www.facebook.com/DistrictofChetwynd>