

2020 ANNUAL REPORT & 2019 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 Belinda Gerstel, Danielle Lynn Dendy, Payden Waldie, Travis Stewart and Glenda Pye.

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 2019 and projected operations for 2020 and beyond.





Message from the Mayor

October 20, 2018 was a fine day for me and family. I am enjoying myself after being elected as Mayor of a wonderful community like Chetwynd, BC. I would like to know the future of our community and tell everyone that I knew this was going to happen But we live one day at a time and we make our own future in certain places in this world of technology, and technology flies faster than we would like. To know nothing is like a vacuum; sometimes you suck and other time you just collect dust. I would prefer to know the meaning of “matter of fact?” Knowledge is crucial to the future of our well being and this filters down to building a better community. With knowledge we will build a bigger, better place to call home and look forward to securing a future for the next generation of wonderful citizens of CHETWYND.

We will continue to progress towards our plans that have Councils attention in 2020. And I believe with a bit of tweaking we will get the tasks done!

Some of the accomplishments in 2019 include the following:

- 1) The District of Chetwynd continues with its playground replacement program; playground equipment was replaced in the Rodeo Sub Park and Spirit Park in 2019, and repaired in the Rec Centre outdoor playground.
- 2) The outdoor rink in Spirit Park was equipped with basketball hoops to encourage year round use including skating in winter, rollerblading, ball hockey and basketball in spring, summer and fall. When winter arrives it will be flooded again for skating and hockey.
- 3) The District received \$717,000 from the Province for structural flood mitigation work. A debris trap/sediment barrier has been designed and will be constructed in 2020 to prevent sediment and debris from being washed into Windrem Creek, which has in the past flooded where bottle necks formed in the creek.
- 4) The community recycling program was widely utilized in 2019, with a steady increase in the amount of recycled materials picked up at curbside every 2 weeks.
- 5) A Federal and Provincial Clean Water and Wastewater Fund grant in the amount of \$2.6 million, along with a generous contribution of \$300,000 from the PRRD, allowed the District to construct a new Water Treatment Plant. As the Water Treatment Plant came in well under budget, the District was able to upgrade the High-Lift station in 2019 as well.
- 6) The District of Chetwynd hosted Minerals North, on May 22-24, 2019. There were 332 attendees from around the province, filling up our town's hotels and utilizing every restaurant. As well as providing valuable information on the mining sector in BC, this conference was an economic benefit to local businesses.
- 7) A \$25,000 grant was received in 2019 to have a community wildfire plan created which will provide recommendations on how we can mitigate the risk of wildfire in and around our community.
- 8) Sadly in 2019 our community's beloved Fire Chief passed away; Leo Sabulsky is gone but will never be forgotten for how he used his life to give to others. However a new fire chief had to be found and Curtis Redpath became Chetwynd's fire chief in September.
- 9) Chetwynd had 25 new businesses open up in 2019, with 7 intercommunity business licenses issued, for a total of 295 businesses. The first non-medical cannabis retail outlet was approved to operate in Chetwynd by the Province in 2019 as well; Daima Cannabis is located at 4728 52nd Street NW.
- 10) Two large capital projects were constructed in Chetwynd in 2019; a water/sewer replacement on 47th Avenue NW at a cost of \$2,199,773.34, and a water looping project in the Industrial Subdivision at a cost of \$735,000.
- 11) An extension of lighting on the boulevard walkway system (from the library to the Highway 29/97 intersection downtown) was constructed last fall, using funds from the Federal Gas Tax Revenue.

Sincerely,

Allen Courtoreille, Mayor

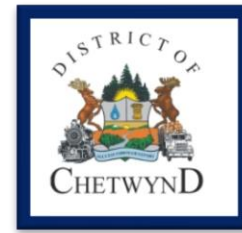
Mayor and Council Roles

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 Clay Bassendowski, Councillor Jocelyn Disher, Councillor Janet Wark, Mayor Allen Courtoreille, Councillor Laura Weisgerber, Councillor Rochelle Galbraith, Councillor Mel Deck

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 Alycia Aird

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 2019.

Council Biographies & Portfolio's - 2020

Mayor Allen Courtoreille



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

Allen was born June 18, 1958 in High Prairie, Alberta to Archie & Helen Courtoreille. Archie was born on the Driftpile Alberta Cree First Nation Reserve. Archie worked for the rail road in Faust, Alberta where they had a family of 13, with 8 boys and 5 girls, Allen being the youngest boy with two younger sisters to follow. This is a big family in some places and a normal size in others.

When Allen was nine years old the family made a decision to move, with Chetwynd Sawmills/Railroad being a destination for work for his brothers and sisters. Little did Allen know that he would spend his working career of 40 years at the Canfor sawmill. Two years prior to the families move, a farm accident to his father precipitated an early retirement from the Northern Alberta Railroad.

Landing in Chetwynd at the age of 9 was a little shocking, leaving friends, family members especially mooshum & kookum (grand parents) in Faust. But Allen was a sports fanatic; he loved to watch and play all kinds. This made going to a different school a little bit easier for a new resident of Chetwynd. He played baseball, basketball, volleyball, soccer, and when he was 13 he tried playing hockey in the newly constructed Chetwynd arena - the same place his sons would play hockey and his daughter would also play ringette. And the beat goes on with Allens grandson playing in that same Arena.

After leaving school in 1976 Allen needed to work; his brothers told him ``The Mill is right there''. After a couple of years at the mill, Allen met his wife Diane. Allen and Diane had three children, Stephanie, Lyonel and Benjamin. Now Diane and Allen have 10 Grand kids. At the Canfor sawmill Allen earned a Lumber Grading ticket and his trade of thirty years, Sawfiler: for 20 of those years he ran the filing room, his title being Headfiler. Away from work Allen is an avid Golfer and a good Mooshum!!

Retiring from Canfor in 2018 he promptly entered the political arena. He was elected to the Mayors position on October 20, 2018 and here we are!



Photo taken by Payden Waldie



- Committee of the Whole
- Northeast Regional Advisory Committee
- BC Hydro Peace River/Williston Reservoir Advisory Committee Liaison
- Chetwynd Communication Society Liaison
- Treaty Land Entitlement Joint Planning Committee

Clay was born in Saskatoon Saskatchewan, where he attended elementary and high school. He graduated with honors from the Forest Technology program at NAIT in 1996 and is a Registered Forest Technician with the Association of BC Forest Professionals. He has worked for West Fraser in Chetwynd for 23 years as an Operations Supervisor, Quality Control Supervisor and most recently as the Purchase Wood Coordinator.

Clay met his wife Dianne, a life long resident of Chetwynd, shortly after moving to Chetwynd, where today, they are raising their daughter, Ireland.

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

Clay was elected to council in 2014 and re-elected in 2018. He looks forward to continuing to serve the community of Chetwynd.



Photo taken by Glenda Pye



- Committee of the Whole
- Peace River Regional District (PRRD) Alternate
- Fire Department Liaison
- PRRD Solid Waste Sub-committee Liaison
- Treaty Land Entitlement Joint Planning 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 38 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

Councillor Jocelyn Disher

Portfolio:



- Committee of the Whole
- Municipal Insurance Authority Alternate
- Northeast Regional Advisory Committee Alternate
- Chainsaw Carving Championship Society Liaison
- Heritage Museum Liaison
- Violence Against Women in Relationships Committee Liaison
- Treaty Land Entitlement Joint Planning Committee

Jocelyn was born in Edmonton, AB but considers herself a BC girl. She moved to BC at the age of 3. Her dad was a Ministry of Transport employee and took the job of a lighthouse keeper. Jocelyn lived on the lights till the age of 11 where her family moved to Prince Rupert. From Prince Rupert, they moved to Quesnel where she graduated from Corrilieu Senior Secondary. After spending 2 years at CNC college in Prince George studying Marketing, she made the move to the big city of Vancouver. From Vancouver she was transferred to Calgary. Deciding the city living was done, she moved back to Prince George, met her husband Joe and moved to Chetwynd. Chetwynd has been home for the past 25 years, and has been a great place to raise their 2 sons. She has volunteered for Chetwynd Minor Hockey in many different capacities and continues to volunteer for a few different organizations. Jocelyn has been employed at the Chetwynd Public Library for the past 23 years and is committed to the District of Chetwynd.

Her schedule is busy but in her down time she's a regular at the gym, enjoys walking, getting together with friends and the occasional trip to Mexico.

Jocelyn was elected to Council in November of 2018 and is looking forward to serving her community.



Photo taken by Payden Waldie



- Committee of the Whole
- Civic Properties Commission
- Site C Regional Community Liaison Committee Alternate
- Chetwynd General Hospital Working Group
- Treaty Land Entitlement Joint Planning Committee
- Chetwynd & District Economic Recovery Task Force

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 volunteer Deputy Coordinator for their Municipal Emergency Plan and is now a board member for the Chetwynd & District Hospital Foundation.

Rochelle was first elected to the District of Chetwynd Council in 2011. Rochelle sits on a variety of committees as a representative for Chetwynd. She and her husband, Gordie, have been married for 38 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 Payden Waldie

Councillor Janet Wark



Portfolio:

- Committee of the Whole
- Civic Properties Commission
- Chetwynd Public Library Liaison
- Northern Health Liaison
- Chetwynd General Hospital Working Group
- Treaty Land Entitlement Joint Planning Committee

Janet was born and lived in Fort Nelson for 33 years before moving to Chetwynd in 2002. She attended Northern Lights College where she studied Office Administration and went on to instruct the same program. Janet's past employment includes administration, banking and education.

Janet and her husband Jim have four children, three of whom are grown and reside and/or work here in the Peace area.

In her spare time, she enjoys all aspects of recreation that Chetwynd offers, especially camping and hiking, as well as travelling.

Janet is passionate about life in Chetwynd and is honoured to be representing and serving its residents during her term on Council.



Photo taken by Payden Waldie



- Committee of the Whole
- Chamber of Commerce Council Liaison
- Municipal Insurance Authority
- RCMP Liaison
- Senior Citizens Housing Society Liaison
- Treaty Land Entitlement Joint Planning 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 third term as Councillor in 2018.



Photo taken by Payden Waldie

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.

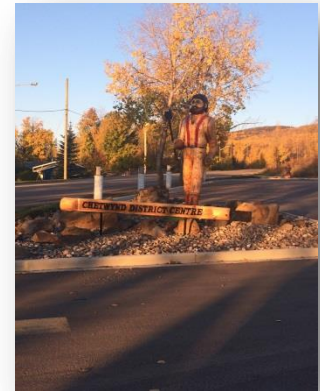
Subdivision Approvals	❖ Subdivision approvals to ensure compliance with local land development regulations to ensure a level of consistency in land servicing.
Zoning and Land Use	❖ Provision of regulations to ensure a level of consistency and advance indication of land uses.
Bylaw Enforcement	❖ Enforcement 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 27 medivacs and air ambulance flights in 2019. (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
 - Bylaw Enforcement Officer
 - 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 development and maintenance of parks, boulevards and 180 kms of trails maintained by the District of Chetwynd.



Recreation:

- Principally supported by:
 - Director of Facilities & 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 by Glenda Pye

Progress Report – 2019 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.

Result:

- ❖ *There were several promotional and opportunities for training and continued support for delivering and providing assistance in SuperHost.*



BUSINESS RETENTION AND RECRUITMENT STRATEGY

Objective:

Retain existing and recruit new businesses to Chetwynd.

Strategy:

Working on strategies to implement a Shop Local 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 revitalize interest in shopping locally, retaining existing businesses and recruiting new businesses to locate in town.

Benefit:

The benefit of this strategy will be a thriving downtown, stable economic base, enticing more shoppers to spend their dollars locally and recruiting new businesses for additional local economic drivers.

Result:

- ❖ *A business recognition program for new downtown brick and mortar stores was continued in 2019; six certificates were presented to new businesses downtown. The District of Chetwynd also partnered in the Shop Local Program, and other programs to stimulate opportunities for local businesses.*



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) 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 successful applications from local businesses for the NDIT grant.

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:

- ❖ *Several businesses expressed interest in applications; some plan to apply for a façade improvement grant in 2020. Der Cannabis restored an older building which in the past was a laundromat/dry cleaners and before that, a hardware store. The renovation restored a vacant building into an appealing and attractive downtown business.*



BOULEVARD TREE REPLACEMENT

Objective:

The objective is to continue with year 4, the final phase of the project, by removing existing diseased and dying poplar trees along the highway and replace them with new hardy, fast growing trees.

Strategy:

Continue in 2019 to replace 31 trees in the North and South Access road boulevards along Highway 97 near the Chetwynd & District Recreation Centre.

Measurement:

The measurement of this project will be to complete the planting 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.

Result:

- ❖ *36 dying and diseased trees were removed on boulevards, and 26 trees were planted for the final phase of the Boulevard tree removal and replacement program. From this point forward, trees will be removed and replanted individually as needed.*



ROTARY PARK IMPROVEMENTS

Objective:

Rotary Park Improvements.

Strategy:

Apply to Northern Development Initiative Trust (NDIT) for grant funding in the amount of \$29,000 to improve fences, install new bleachers, new netting on fences, upgrade the washrooms and tie them into water and sewer.

Measurement:

The measurement will be a successful application to NDIT, and improvements completed as above.

Benefit:

The benefit will be revitalizing Rotary Park for users and improving safety for the children's play area by increasing visibility, and encouraging outdoor activities for residents and visitors.

Result:

- ❖ *The installation of a new fence, netting, bleachers and the bathroom renovation were completed in 2019. This provided a much appreciated improvement to the greenspace at Rotary Park.*



CEMETERY ENHANCEMENT

Objective:

To enhance and expand the District of Chetwynd cemetery.

Strategy:

Join the upper and lower cemetery parcels with a greenspace, and add a 64 niche columbarium to the upper area near the scattering garden.

Measurement:

The measurement will be improved greenspace between the upper and lower cemetery linking them, and providing more options for interment in the cemetery.

Benefit:

Improved access, a comforting location for reflection, and easier maintenance or additional sites as needed.

Result:

- ❖ *A new walkway was installed, the older fence removed and replaced, a new 64-niche columbarium was installed and a new rest area was constructed. The new and old cemetery parcels were also joined together to provide a more cohesive and attractive atmosphere.*



MINERALS NORTH

Objective:

Host Minerals North Conference May 22 – 24, 2019.

Strategy:

Organize, host, encourage partnerships for joint event opportunities.

Measurement:

Host the event.

Benefit:

Social, regional impact, increase economics for tourism and local shopping plus other outdoor activities and opportunities for regional and local partnerships.

Result:

- ❖ *The Minerals North Conference was well attended by 352 participants from all over the Province and it was an excellent showcase for Chetwynd.*



BOULEVARD WALKWAY/LIGHTING ENHANCEMENT

Objective:

Boulevard walkway lighting enhancement.

Strategy:

Apply for funding to add lighting and improve safety and accessibility throughout the boulevard walkway system.

Measurement:

Installation of decorative lighting on trails and walkways from 46th Street NE to 50th Street NE.

Benefit:

The benefits of this program will be an increasingly attractive and safe community, the lighting is designed to support the Chetwynd Healthway kilometer measurement program and encourage more physical activities by lighting up portions of the trail system.

Result:

❖ *All lights have been installed in the identified section of North Access Road from the corner of 46th Street NE to 50th Street NE along the North Access Road.*



HOUSING NEEDS ASSESSMENT

Objective:

Perform a housing needs assessment, in conjunction with the Ministry of Municipal Affairs and Housing (MMAH) direction.

Strategy:

Utilize Regional growth strategies and partner with Northern Health and the MMAH to produce an updated housing needs assessment.

Measurement:

The measurement will be to collect data, create a report, and submit it to MMAH.

Benefit:

The benefit will be identifying social economics gaps and needs in regard to housing and types of housing inventory, and enabling the District to partner with various agencies to ensure housing supply is adequate for current population and to plan for growth.

Result:

- ❖ *We have jointly participated with the Peace River Regional District to apply for funding to implement a housing needs study for all of the Peace River Regional District area in 2020.*



VULNERABILITY ASSESSMENT/CLIMATE RISK NETWORK AND CLIMATE PROJECTIONS REPORT

Objective:

To engage the community in working on “Climate Projections for the Northeast” and “Vulnerability Assessment” documents for Chetwynd in partnership with the Northeast Climate Risk Network.

Strategy:

The communities of Chetwynd, Dawson Creek, Fort St. John, Northern Rockies Regional Municipality, Tumbler Ridge, and Pouce Coupe formed a partnership called the Northeast Climate Risk Network for the purpose of working together with the Fraser Basin Council by means of a Federation of Canadian Municipalities Grant to explore adaptation initiatives, improving communications between communities on climate risk, sharing climate data, and identify regional priorities and best practices; the document “Climate Projections for the BC Northeast Region” document was created and released to the public in a Regular Council Meeting in 2019. A “Vulnerability Assessment” for Chetwynd was also created and released during a Regular Council Meeting in 2019. Information from this project can be used to better utilize infrastructure resources to address physical impacts to municipalities from climate change.

Measurement:

The measurement will be if the public are included and engaged in the process, and if Climate Projections and Vulnerability Assessment documents are created.

Benefit:

The benefits of this program will be increased awareness of the risk of climate change, and an action list to implement in future planning to focus resources effectively while mitigating effects of climate change.

Result:

- ❖ *Several opportunities were offered to obtain public and stakeholder input and to provide scientific information and statistics on the subject of climate change along with anticipated effects for Chetwynd. A climate scientist travelled to Chetwynd to present findings, models of future weather, and to discuss concerns and opportunities with the public and stakeholders. The Climate Projections and Vulnerability Assessment documents were used to create action plans for future community planning.*



53rd PLACE NW SANITARY SEWER REPLACEMENT

Objective:

The objective of this project is to replace and upsize the aging sanitary sewer main on 53rd Place NW from 47 Avenue NW approximately 100m south and east through the alleyway to 52 Street NW.

Strategy:

Chetwynd, like many municipalities in BC, has aging sewer infrastructure. A prioritized list of required infrastructure upgrades was developed based on video inspection of sewer mains and through conversation with Public Works staff who are responsible for repairs and emergency response.

Measurement:

The project's success will be evaluated based on the following:

- Timeline for completion – construction complete before substantial performance date of September 30, 2019
- Minimized impact to residents and business owners
- Safe work procedures followed
- District of Chetwynd standards for workmanship followed and documented
- On budget

Benefit:

The project will benefit the community by increasing the capacity of the sanitary collection system and reducing infiltration into the system. This will in turn result in the continued delivery of reliable and safe municipal services.

Result:

- ❖ *The sewer main on 53rd Place NW was scheduled to be replaced during the summer of 2019, but was postponed due to budgeting reasons. It is anticipated to be completed in 2020.*



Photo by Danielle Lynn Dendy

51 AVE SW SANITARY UPGRADES

Objective:

The objective of this project is to replace the aging sanitary sewer main on 51st Avenue SW from 4837 51 Avenue SW to Nicholson Road

Strategy:

Chetwynd, like many municipalities in BC, has aging sewer infrastructure. A prioritized list of required infrastructure upgrades was developed based on video inspection of sewer mains and through conversation with Public Works staff who are responsible for repairs and emergency response.

Measurement:

The project's success will be evaluated based on the following:

- Timeline for completion – construction complete before substantial performance date of September 30, 2019
- Minimized impact to residents and business owners
- Safe work procedures followed
- District of Chetwynd standards for workmanship followed and documented
- On budget

Benefit:

The project will benefit the community by helping to reduce leakage of sewage into surrounding soils and the infiltration of groundwater into the sanitary collection network, thereby reducing pumping and treatment requirements at the sewage treatment plant.

Result:

- ❖ *The sewer main on 51st Avenue SW was scheduled to be replaced during the summer of 2019, but was postponed due to budgeting reasons. It is anticipated to be completed in 2020.*



Sukunka/Pine River

47th AVENUE UPGRADES

Objective:

To replace the aging sanitary and water mains as well as their corresponding services back to the lot lines, re-construct the road base, and re-pave 47th Avenue NW from Hillside Avenue to Highway 29.

Strategy:

Chetwynd's infrastructure requires continual maintenance and upgrades. A prioritized list of required upgrades was developed based on video inspection of sewer mains and through conversation with Public Works staff who respond to emergency breaks, and through examining record drawings which show the date of installation and give a better idea of the anticipated condition of buried infrastructure. By upgrading both the sanitary and water main in this stretch of roadway concurrently, the District will incur less cost and less disruption to residents and business owners in the area.

Measurement:

- Timeline for completion – construction complete before substantial performance date of September 30, 2019
- Minimized impact to residents and business owners
- Safe work procedures followed
- District of Chetwynd standards for workmanship followed and documented
- On budget

Benefit:

- Reduced leakage of water and sewer into the surrounding soils
- Reduced infiltration of groundwater into sanitary collection network
- Reduced requirement for emergency repairs and water shut-offs
- Smoother road surface for driving
- Continued delivery of safe and reliable municipal services

Result:

- ❖ *The aging sanitary sewer and water mains were successfully replaced on 47th Avenue and the road was repaved. The project was completed in November 2019.*



DEBRIS BARRIERS AND SEDIMENT TRAPS

Objective:

Install one debris barrier and one sediment trap each on Windrem Creek and Widmark Creek.

Strategy:

Chetwynd has experienced catastrophic flood events in recent years that have damaged property and infrastructure within the District of Chetwynd. Debris barriers and sediment traps were identified as options to reduce flooding during periods of high streamflow in a Flood Hazard Study that was prepared in 2018. The goal of the debris barriers and sediment traps is to reduce the downstream transportation and deposition of debris and sediment during high-flow events, which will allow crossing structures such as bridges and culverts to remain unobstructed and able to convey the stormwater. This work is funded through the Emergency Management British Columbia grant program.

Measurement:

- Timeline for completion – must be constructed within allowable window for working in streams
- Minimized impact to residents and business owners
- Safe work procedures followed
- Appropriate permits in place and terms followed
- On budget

Benefit:

- Anticipated reduction in flooding that is associated with heavy rainfall events and high stream flows

Reduction in flood-related property and infrastructure damage

Result:

- ❖ *The debris barriers and sediment traps were planned to be constructed on Widmark Creek and Windrem Creek in 2019. The project was postponed due to issues with environmental permitting and crown land applications. The project is on track to be completed between July 1st and August 30th, 2020, in the low risk fish window.*

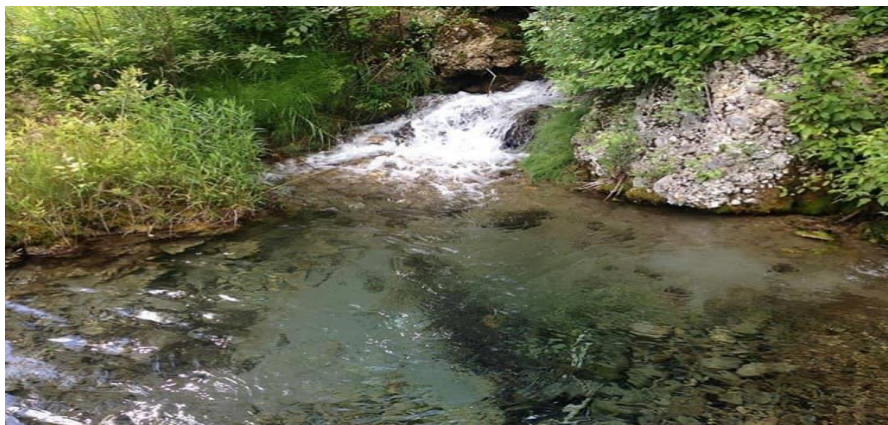


Photo by Payden Waldie

HIGH LIFT PUMPS UPGRADES

Objective:

- Replace the three existing vertical turbine pumps that are reaching the end of their useful life with three new vertical turbine pumps
- Replace aging Motor Control Centre (MCC) with new MCC accompanied with variable frequency drives (VFD) for pumps

Strategy:

The high lift pumps are reaching the end of their useful life and have been identified as requiring replacement. The water treatment plant was upgraded in 2018 under the British Columbia Clean Water and Wastewater Fund (BC CWWF) but as the project came in under budget, the remaining funds were allocated to upgrading the high lift pump station which includes replacing the pumps and the MCC.

Measurement:

- Timeline for completion – must be completed by March 2020
- On budget
- Safe work procedures followed
- Work completed to District of Chetwynd standards and specifications

Benefit:

- Continued delivery of safe and reliable municipal services. The high lift pumps transport water from the water treatment plant into the District of Chetwynd's distribution network and to the two treated water reservoirs, which provide drinking water and fire protection for residents and businesses.
- Adding VFDs will allow for more operational flexibility and will reduce water hammer effects in the system when turning pumps on and off.

Result:

- ❖ ***The three existing pumps were replaced as well as the Motor Control Centre. All was done within the timeline and budget.***



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 originally scheduled to proceed in 2018 and the 46th Drive component to be completed in 2019. The Nicholson Road component was rescheduled to 2019 by the contractor due to labour constraints.

Measurement:

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

Benefit:

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.

Result:

- ❖ *Both the Nicholson Road and 46th Drive components of this project were completed in 2019, providing improved water quality, fire flows and water pressure. The project was completed within the District of Chetwynd's timeline and budget.*



2020 Goals and Objectives

TO DEVELOP AND IMPLEMENT PLANNED AND SUSTAINABLE PRACTICES

LAND USE PLANNING AND ENGAGEMENT

Objective:

Land use Planning and Engagement.

Strategy:

The District of Chetwynd intends to participate in Treaty Land Entitlement, TLA processes, Forestry Access, Community Forest Tenure, Caribou Recovery & Habitat protection initiatives and other forums for stakeholder engagement for the Chetwynd area.

Measurement:

The measurement will be whether meaningful participation and dialogue take place in engagement sessions as available.

Benefit:

The benefit will be support for area businesses and interests as directed for Chetwynd and area residents, and strengthened relationships with other stakeholders.



TO MAINTAIN A LIVABLE, SAFE AND HEALTHY COMMUNITY

BUSINESS FAÇADE IMPROVEMENT PROGRAM

Objective:

The objective of this program is to support economic development and downtown revitalization by 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 successful applications from local businesses for the NDIT grant.

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.

COMMUNITY RESILIENCY INVESTMENT PROGRAM – FIRESMART COMMUNITY PLANNING

Objective:

To complete Community Resiliency Investment Program – Firesmart Community Planning.

Strategy:

To develop a Wildfire Protection Plan, utilizing partnerships, to prevent interface fires in and close to Chetwynd.

Measurement:

The measurement will be the coordination of a comprehensive plan for community firesmart protection for the area.

Benefit:

The benefit will be community firesmart planning and mapping in the area that is the District's current fire protection area. Once the planning is complete, recommendations will be implemented to reduce the fire load, provide education, management, and tools for future funding opportunities.

HOUSING NEEDS ASSESSMENT

Objective:

Perform a housing needs assessment, in conjunction with the Ministry of Municipal Affairs and Housing (MMAH).

Strategy:

Utilize Regional growth strategies and partner with Northern Health, the Peace River Regional District and the MMAH to produce an updated housing needs assessment.

Measurement:

Work with partners to collect data, create a 2020 housing study, and report back to MMAH.

Benefit:

The benefit of a housing needs assessment is to identify housing needs, types of housing inventory available and gaps, through partnerships with various agencies to ensure housing supply is adequate for current population and to plan for growth. Adequate housing is a vital component of attraction and retention of businesses and their labour force.

CHILDCARE PLANNING PROGRAM

Objective:

To create a new Community Child Care Inventory and Action Plan for the District of Chetwynd.

Strategy:

To involve the community in creating a Community Child Care Inventory and Action Plan that inventories existing child care and identifies gaps and needs for the short and long-term childcare in Chetwynd.

Measurement:

The measurement will be if members of the public are included and engaged and that the inventory and an effective action plan are created.

Benefit:

The benefits of this program will be to focus resources, enable the District to apply for grant funds to create more childcare spaces and to partner with other agencies and existing childcare providers to expand and operate the new spaces, allowing expansion of the labour force to include more parents of young children.

OFFICIAL COMMUNITY PLAN

Objective:

To create a new Official Community Plan (OCP) for the District of Chetwynd.

Strategy:

Apply for funding to add an age-friendly lens to creation of a new OCP for Chetwynd, and that the project be approached with a focus on sustainability, climate change mitigation, increased food security, active lifestyles and liveability along with a sense of place in the community.

Measurement:

The measurement will be if members of Council, staff, stakeholders and the public are included and engaged and that a robust and relevant OCP document is created with a long term vision for Chetwynd.

Benefit:

The benefits of this program will be creation of a new OCP that promotes future development of an attractive, functional, sustainable and safe community.

ZONING BYLAW

Objective:

To create a new Zoning Bylaw for the District of Chetwynd.

Strategy:

To involve the community in creating a new Zoning Bylaw that references updated legislation with a focus on sustainability, a vibrant downtown, reduced carbon emissions, increased food security, active lifestyles and liveability along with a sense of place in the community.

Measurement:

The measurement will be if members of the public are included and engaged and that a robust, practical and relevant Zoning Bylaw document is created.

Benefit:

The benefits of this program will be creation of a new Zoning Bylaw that promotes development of an attractive, functional, sustainable and safe community.

MAPPING FOR INDUSTRIAL AND COMMERCIAL SERVICES STOREFRONTS

Objective:

Ensure effective mapping is in place for Industrial and Commercial Services storefronts.

Strategy:

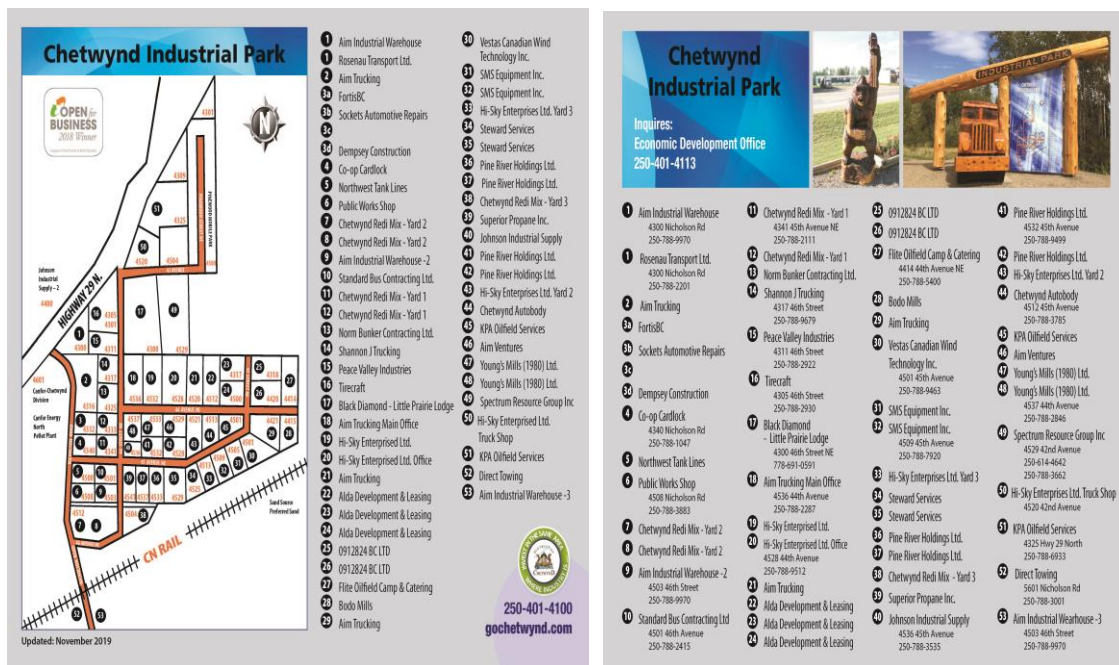
Our strategy will be to update wayfinding to ensure local businesses are promoted and easily found in the community.

Measurement:

The measurement will be to connect with industry and commercial services to ensure location, address and contact information are correct on mapping.

Benefit:

The benefit of wayfinding is that it provides information to easily locate local businesses and properties for sale and development.



LAGOON FENCING

Objective:

The objective is to install fencing around the entire sewer lagoon area, to prevent the public from entering the area.

Strategy:

The District of Chetwynd's Sewer Lagoons were inspected by the Ministry of Environment in 2019. It was brought to the District's attention that fencing must be installed around the perimeter of the lagoons to provide a barrier between the lagoons and the public.

Measurement:

- Safe work procedures followed
- Completed within budget
- District of Chetwynd standards for workmanship followed and documented

Benefit:

The benefit of this project will be that on completion, there will no longer be access to the sewage lagoons, which provides increased safety to the public.



CCTV OF SEWER MAINS

Objective:

The objective of this project is to take closed-circuit television (CCTV) inspection videos of the sewer mains considered to be a priority for repair or replacement to gain clarity and knowledge of damages, deposits, or blockages that exist within the pipes.

Strategy:

The District of Chetwynd completes an annual program to inspect top priority sewer mains. Top priority sewer mains could be pipes that are older, or have caused issues in the past. After video inspections have been conducted and interpreted, plans can be made to perform necessary maintenance or repairs.

Measurement:

- Safe work procedures followed
- CCTV of prioritized sewer mains completed within budget
- District of Chetwynd standards for workmanship followed and documented

Benefit:

The project will benefit the community by enabling the District staff to gain knowledge and clarity of any problems the sewer main could have or could develop with time, so that they can be rectified. This in turn will result in the continued delivery of reliable and safe municipal services.



Photo by Travis Stewart

CLEARWELL CLEANING

Objective:

The objective of this project is to clean and inspect the clear wells that exist in the Water Treatment Plant, and in the High Lift Pump Station be cleaned and inspected.

Strategy:

All clear wells need to be maintained periodically, but before the Water Treatment Plant was upgraded in 2018, sand filtration among other processes were used to treat the drinking water. The material used for sand filtration has accumulated within the clear wells and needs to be removed. It is also good practice to inspect clear wells during cleaning for any damages.

Measurement:

- Cleaning and inspection of clear wells
- Safe work procedures followed
- Completed within budget
- District of Chetwynd standards for workmanship followed and documented

Benefit:

The project will benefit the community by increasing the quality of the drinking water. Removing sediment from clear wells also prevents damage to pumps, which will in turn result in the continued delivery of reliable safe drinking water.

WATER MASTER PLAN

Objective:

To update the water master plan for the District of Chetwynd.

Strategy:

To create a water master plan that establishes an updated framework for organizing and implementing resources for safe water collection, treatment and delivery projects, while factoring in climate change, population growth, aging infrastructure and identifies other needs for the short and long-term water provision in Chetwynd.

Measurement:

The measurement will be if a robust master plan is created that addresses all the above components.

Benefit:

The benefits of this program will be enabling the District to focus resources, implement programs to deliver safe potable water reliably over the short and long terms, conserve water where possible, and replace infrastructure and apply for grant funding for new projects where feasible.

STORM WATER MASTER PLAN

Objective:

To update the storm water master plan for the District of Chetwynd.

Strategy:

To create a storm water master plan that establishes an updated framework for mapping, prioritizing construction, maintenance and replacement of the storm water system to enable the safe and efficient movement of water from snow melt and rain fall through the community to the river without harm to the environment, while factoring in climate change, population growth, aging infrastructure and identifying needs for the short and long-term storm water management in Chetwynd.

Measurement:

The measurement will be if a robust master plan is created that addresses all the above components.

Benefit:

The benefits of this program will be enabling the District to focus resources to divert water from the community via its storm water system reliably over the short and long terms, replace infrastructure and apply for grant funding for new projects where feasible.



Cameron Lake Campground

TO MAINTAIN & UPGRADE MUNICIPAL INFRASTRUCTURE, EQUIPMENT & FACILITIES

PAVING

Objective:

The objective of this project is to pave Westgate Road and a section of Nicholson Road connecting to Highway 29, as well as smaller miscellaneous sections throughout Chetwynd.

Strategy:

Chetwynd, like many municipalities in northern BC, experiences frost heaves and other weathering to the paved roads. A list of top priority roads was developed based on how severe the damages are and what the budget can allow the District of Chetwynd to complete.

Measurement:

- Safe work procedures followed during paving project
- Completed within budget
- District of Chetwynd standards for workmanship followed and documented
- Minimize impact to residents and business owners

Benefit:

The project will benefit the community by providing smooth safe roads that reduce the impact on resident's vehicles.

BUILDING UPDATES

Objective:

The objective of this project is to replace eaves troughs on the Water Treatment Plant building and to repaint the exterior of the Low Lift Pump Station building.

Strategy:

Chetwynd's utility facilities, like many municipalities are aging; by replacing the eaves troughs, the water will be redirected away from the building reducing the damages to the building. Painting the exterior of the Low Lift Station building will provide a protective coat on the building decreasing the likelihood of damages and increasing curb appeal.

Measurement:

- Safe work procedures followed during building update projects
- Completed within budget
- District of Chetwynd standards for workmanship followed and documented

Benefit:

The benefit of this project is that it will prevent damages to the Water Treatment Plant building and the Low Lift Pump Station. This in turn will result in the continued delivery of reliable and safe municipal services.

NORTH TRUNK MAIN

Objective:

The objective of this project is to provide protection to the exposed pipe in Centurion Creek and to create a design for the replacement of the North Trunk Main. The tender and construction for the replacement of the North Trunk Main will be executed and completed in 2021.

Strategy:

Chetwynd, like many municipalities in BC, has aging sewer infrastructure. An exposed pipe has made it apparent that rehabilitation needs to be completed to ensure the continued successful delivery of sewage through the main. The new design will provide a system that will need less maintenance than the current structure.

Measurement:

- Timeline for completion – design and rehabilitation for the exposed pipe by or before August 30, 2020
- Safe work procedures followed
- Completed within budget
- District of Chetwynd standards for workmanship followed and documented

Benefit:

The benefit of protecting the exposed pipe is that the main will continue to convey sewage as needed, as well as protecting the surrounding environment from any contamination due to leaks that could develop. The project, when fully completed, will benefit the community by increasing the capacity of the north trunk main. This in turn will result in continued delivery of reliable and safe municipal services.

SECURITY/FIRE ALARMS

Objective:

The objective of this project is to install security alarms and fire alarms in the Water Treatment Plant, the Sewage Treatment Plant, the High Lift Pump Station and the Low Lift Pump Station.

Strategy:

The existing security and fire alarms in the Water Treatment Plant, the Sewage Treatment Plant, the High Lift Pump Station and the Low Lift Pump Station are not operational, and need to be replaced and installed properly.

Measurement:

- Safe work procedures followed during installation of security/fire alarms
- Completed within budget
- District of Chetwynd standards for workmanship followed and documented

Benefit:

The benefit to this project is that it will provide a safe work environment for the District staff as well as provide security and safety of the facilities and any equipment that exist inside the facilities.

PLAYGROUND STRUCTURES REPLACEMENT PROGRAM

Objective:

The objective is to replacement play structures in District of Chetwynd playgrounds where necessary.

Strategy:

In 2013 a Municipal Insurance Association of BC audit found that many play structures in District of Chetwynd parks needed to be replaced to meet current CSA standards. A multi-year phased program was created to allow the District to replace play structures in an orderly and affordable manner. 2020 is the last year of the program. Moving forward, play structures will be replaced on an as-needed basis.

Measurement:

The measurement will be if play structures are replaced as per the multi-year program put into place in 2014.

Benefit:

The benefit will be the installation of appealing, safe, fun play structures placed into District of Chetwynd playgrounds that meet CSA standards and encourage the community to engage in healthy activities.



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 Belinda Gerstel

2019 Chainsaw Carvings



Permissive Tax Exemptions

In 2019, the District of Chetwynd adopted Tax Exemption Bylaw No. 1103, 2019 for the purpose of granting permissive tax exemptions for 2020 for the following organizations:

Organization	Estimated Value of Exemption for 2020
Chetwynd Fellowship Baptist Church	\$ 2,705.44
Chetwynd Shared Ministry Society	\$ 482.99
Chetwynd Temple Society	\$ 507.22
Church of the Nazarene	\$ 757.77
Little Prairie Christian Fellowship	\$ 1,866.20
Pentecostal Assemblies of Canada	\$ 2,065.05
Church of Jesus Christ of Latter Day Saints	\$ 2,165.69
Roman Catholic Episcopal Corporation of Prince Rupert	\$ 2,375.05
Royal Canadian Legion, Chetwynd Pacific Branch No. 258	\$ 893.49
Tansi Friendship Centre Society	\$ 792.80
Tansi Friendship Centre Society	\$ 2,720.12
Trustees of the Chetwynd Congregation of Jehovah's Witnesses	\$ 3,492.24
Chetwynd Senior Citizen's Housing Society, Surerus Place	\$ 7,946.44
Chetwynd Senior Citizen's Housing Society, Little Prairie Haven	\$ 1,544.45

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 2020
Nil	\$ 0

Development Statistics

Building Permits

Class	Building Permits Issued		\$ Value of Permit	
	2018	2019	2018	2019
Residential	10	5	\$351,650	\$459,000
Commercial/Industrial	6	7	\$727,000	\$2,266,500
Institutional	1	1	\$15,000	\$20,000

Development Permits

Class	Development Permits Issued		Development Variance Permits Issued	
	2018	2019	2018	2019
Residential	0	0	1	0
Commercial/Industrial	3	3	1	0
Other	0	0	0	0

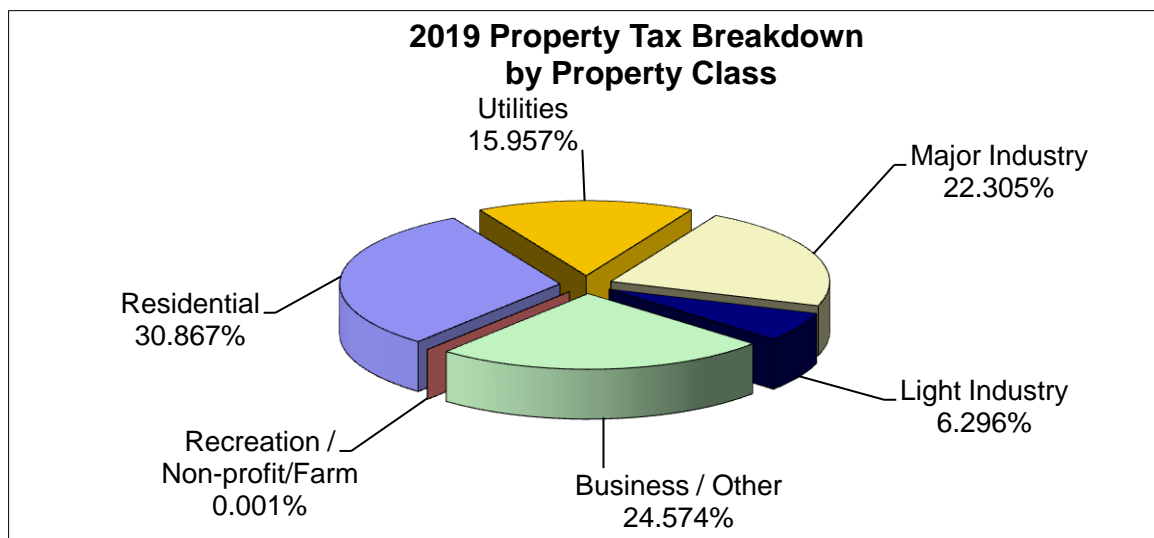
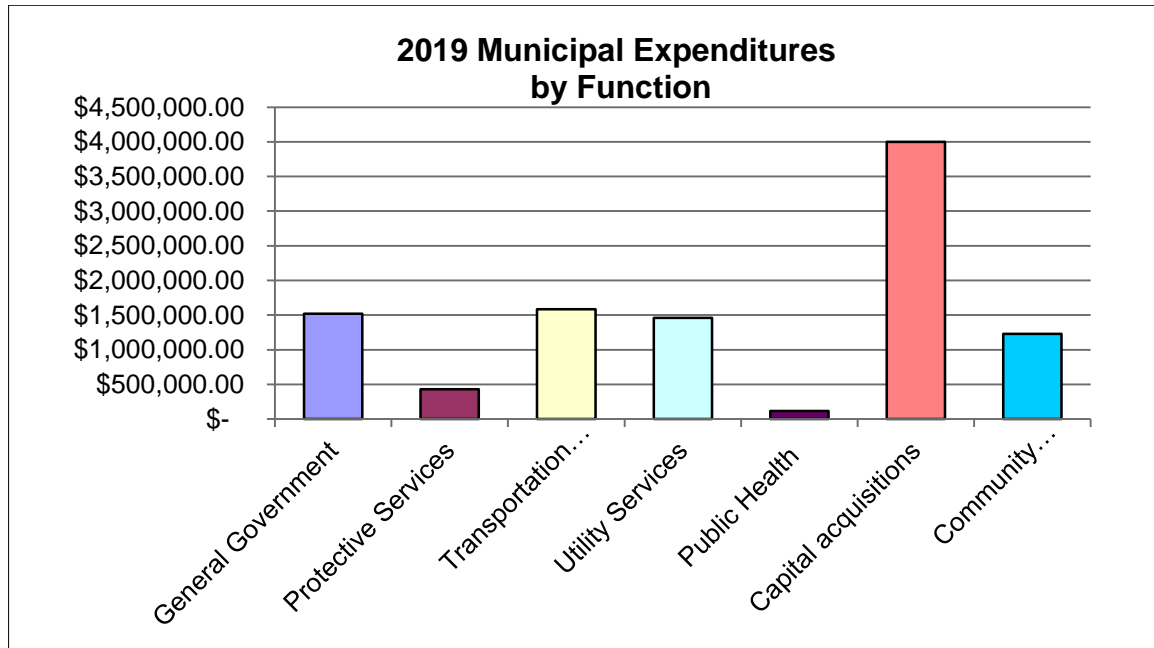
Temporary Commercial Permits and Board of Variance Applications

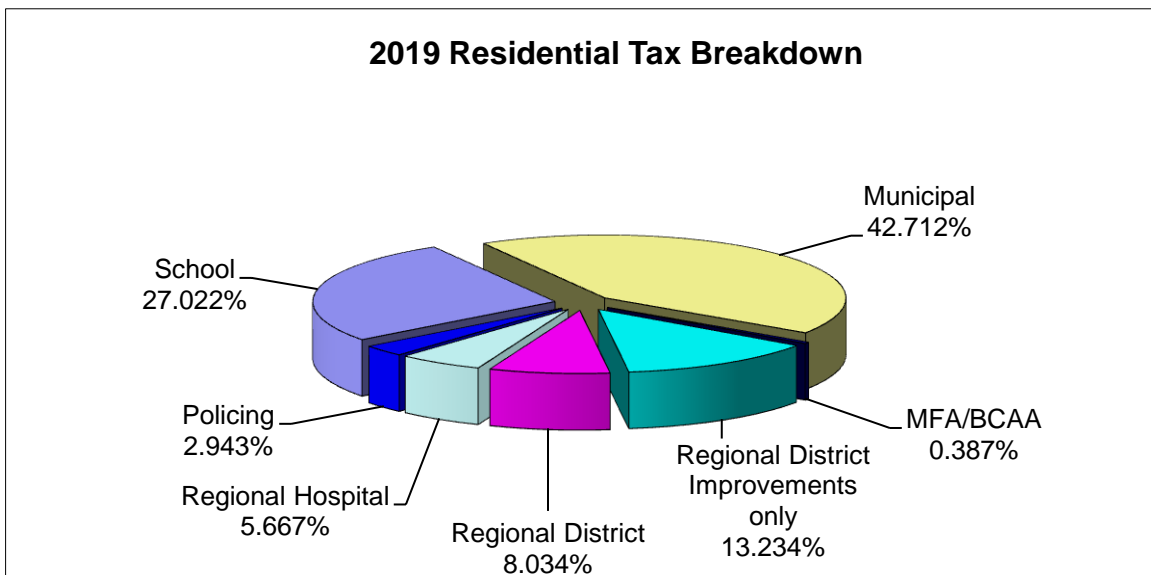
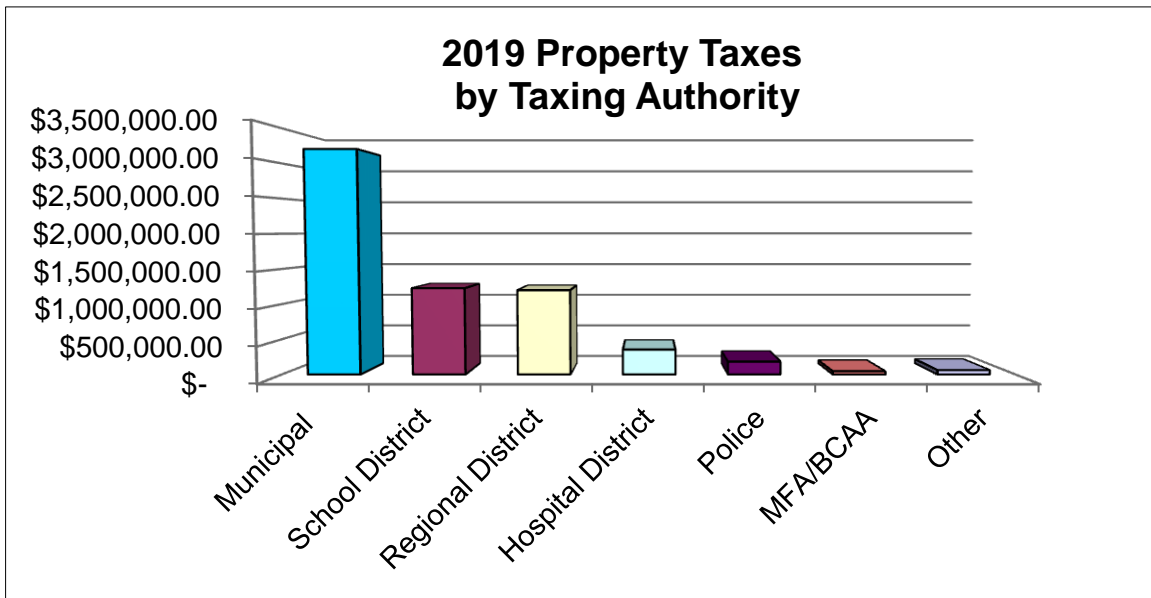
Class	Temporary Commercial Permits Issued		Board of Variance Applications	
	2018	2019	2018	2019
Residential	0	0	0	0
Commercial/Industrial	3	0	0	0
Other	0	0	0	0

Zoning and Official Community Plan Amendments

Class	Zoning Amendments		OCP Amendments	
	2018	2019	2018	2019
Residential	1	2	1	0
Residential/Commercial	1	2	0	1
Residential/Industrial	0	0	0	1
Commercial/Industrial	2	3	0	0
Institutional	0	0	0	0

Financial Statistics





2019 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, 2019.



Teepee Falls Tumbler Ridge

DISTRICT OF



CHETWYND

Financial Statements

December 31, 2019



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Management Statement of Responsibility

These financial statements and accompanying schedules are the responsibility of the management of the District of Chetwynd and have been prepared in accordance with generally accepted accounting principles for local governments as established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

Management is responsible for implementing and maintaining a system of internal controls that are designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are regularly monitored and evaluated by management.

These financial statements have been audited by Sander Rose Bone Grindle LLP, Chartered Professional Accountants, independent external auditors appointed by the District of Chetwynd. The following Independent Auditor's Report describes their responsibilities, scope of examination and opinion on the District's financial statements. The external auditors have full access to Council.



Kevin Franson
Director of Financial Administration
August 19, 2020



Carol Newsom
Chief Administrative Officer
August 19, 2020

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

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INDEPENDENT AUDITOR'S REPORT

To the Mayor and Council of District of Chetwynd

Qualified Opinion

We have audited the financial statements of District of Chetwynd, which comprise the statement of financial position as at December 31, 2019, the statement of operations, the statement of cash flows and changes in net financial assets for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of District of Chetwynd as at December 31, 2019 and the result of its operations and its cash flows for the year then ended in accordance with the Canadian accounting standards for Public Sector.

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 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.

We conduct our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for Public Sector, 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.

In preparing the financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing, as applicable, matter relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality or to cease operations, or has no realistic alternative but to do so.

(continued)

Those charged with governance are responsible for overseeing the Municipality financial reporting process. Independent Auditor's Report to the Mayor and Council of District of Chetwynd.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, further events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statement represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Fort St. John, BC
August 26, 2020

Sander Rose Bone Grindle LLP
Chartered Professional Accountants

District of Chetwynd

Statement of Financial Position

December 31, 2019

	Note	2019	2018
Financial Assets			
Cash and cash equivalents	2.	\$ 7,785,750	\$ 7,930,033
Accounts receivable	3.	1,736,567	1,446,389
Deposit - Municipal Finance Authority	4.	135,365	134,341
Land held for resale		350,050	350,050
		10,007,732	9,860,813
Liabilities			
Accounts payable and accrued liabilities	5.	1,318,717	937,470
Deferred revenue	6.	563,311	528,236
Reserve - Municipal Finance Authority	4.	135,365	134,341
Long term debt	9.	3,785,262	3,949,624
		5,802,655	5,549,671
Net Financial Assets		4,205,077	4,311,142
Non-Financial Assets			
Inventory		66,713	45,448
Prepaid expenses		88,469	83,081
Tangible capital assets	8.	52,018,031	50,030,373
		52,173,213	50,158,902
Accumulated surplus		\$ 56,378,290	\$ 54,470,044

Approved by:



Kevin Franson
Director of Financial Administration

The accompanying notes are an integral part of these financial statements.

District of Chetwynd

Statement of Operations

For the Year Ended December 31, 2019

	2019	2019 Budget (unaudited)	2018
Revenue			
Property taxes	\$ 3,240,640	\$ 3,170,993	\$ 3,053,473
Services provided to other governments	205,396	191,914	194,404
Sale of services	1,688,218	1,556,591	1,546,002
Other revenue from own sources	837,549	565,895	641,520
Government transfers	4,266,039	4,151,067	6,145,280
Gain (Loss) on disposal of assets	(235,540)	-	(196,008)
	10,002,302	9,636,460	11,384,671
Expenditures			
General Government Services	1,667,716	1,651,734	1,517,041
Protective Services	527,399	385,079	517,127
Transportation Services	2,327,267	1,463,526	2,397,616
Utility Services	2,099,493	1,602,337	1,935,279
Public Health Services	148,568	91,730	131,442
Community Development	1,323,613	1,124,313	824,312
	8,094,056	6,318,719	7,322,817
	1,908,246	3,317,741	4,061,854
Accumulated Surplus, beginning of year	54,470,044	54,470,044	50,408,190
	\$ 56,378,290	\$ 57,787,785	\$ 54,470,044

The accompanying notes are an integral part of these financial statements.

District of Chetwynd

Statement of Cash Flows

For the Year Ended December 31, 2019

	2019	2018
OPERATING ACTIVITIES		
Net income (loss) for the period	\$ 1,908,246	\$ 4,061,854
Amortization	1,777,521	1,714,346
Loss on disposal of assets	235,540	196,008
(Increase) decrease in		
Accounts receivables	(290,178)	1,024,012
Prepaid expense	(5,388)	(28,214)
Inventory	(21,264)	(9,523)
Increase (decrease) in		
Accounts payable and accrued liabilities	381,247	(666,827)
Deferred revenue	35,075	(378,606)
TOTAL OPERATING ACTIVITIES	4,020,799	5,913,050
CAPITAL ACTIVITIES:		
Acquisition of tangible capital assets	(4,000,720)	(3,682,137)
Proceeds from disposal of tangible capital assets	-	22,750
TOTAL CAPITAL ACTIVITIES	(4,000,720)	(3,659,387)
FINANCING ACTIVITIES:		
Repayments of short-term debt	-	(1,082,000)
Proceeds from issuance of long-term debt	-	1,086,921
Repayments of long-term debt	(164,362)	(120,712)
TOTAL FINANCING ACTIVITIES	(164,362)	(115,791)
Net cash increase (decreases) in cash and cash equivalents	(144,283)	2,137,872
Cash and cash equivalents at beginning of period	7,930,033	5,792,161
Cash and cash equivalents at end of period	\$ 7,785,750	\$ 7,930,033

The accompanying notes are an integral part of these financial statements.

District of Chetwynd

Statement of Net Financial Assets

For the Year Ended December 31, 2019

	2019	2018
Current Year Surplus	\$ 1,908,246	\$ 4,061,854
Acquisition of capital assets	(4,000,720)	(3,682,137)
Amortization	1,777,521	1,714,346
loss on disposal of assets	235,540	196,008
Proceeds on disposal of assets	-	22,750
(Increase) decrease in inventory	(21,264)	(9,523)
(Increase) decrease in prepaids	(5,388)	(28,214)
Increase (decrease) in Net Financial Assets	(106,065)	2,275,084
Net Financial Assets, beginning of year	4,311,142	2,036,058
Net Financial Assets, end of year	\$ 4,205,077	\$ 4,311,142

The accompanying notes are an integral part of these financial statements.

District of Chetwynd

Significant Accounting Policies

For the Year Ended December 31, 2019

1. Significant Accounting Policies

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.

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:

The financial statements reflect a combination of the District's Operating, Capital and Reserve Funds. Interfund transactions and balances have been eliminated.

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 of capital assets.

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

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 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.

The District follows the accrual method of accounting for revenues and expenses. Revenues 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.

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.

Inventory of supplies for resale are valued at the lower of cost and net realizable value.

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.

District of Chetwynd

Significant Accounting Policies

For the Year Ended December 31, 2019

1. Significant Accounting Policies continued

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 are recorded as deferred revenue until those services are provided.

The District has determined that the estimated fair value of the financial assets and liabilities do not differ considerably from their book value.

Sales revenue is recognized in accordance with industry practice which is when all the risks and benefits of ownership of products have been transferred to customers under executed sales agreements.

The budget approved in April 2019 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 \$1,063,960 to \$565,895 and to reduce operation expenses from \$6,816,784 to \$6,318,719.

Included in prepaid expenses are unexpired insurance premiums, support contracts and deposits which are amortized over the term of the respective policies or as they are used.

The preparation of financial statements in accordance with Canadian public accounting standards 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 revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

Property, plant and equipment is carried at cost. Depreciation is calculated using the straight-line method over estimated useful lives ranging from 5 to 60 years. Depreciation expense for December 31, 2019 was \$ 1,777,521 (2018 - \$ 1,714,346).

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 liabilities of the municipality unless they are sold.

Property, plant and equipment is stated 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 the 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 and improvements	not amortized
Buildings	60 years
Vehicles	8 - 25 years
Equipment	5 - 30 years
Infrastructure	15 - 75 years

In the event that facts and circumstances indicate that the District's long-lived assets may be impaired, an

District of Chetwynd

Significant Accounting Policies

For the Year Ended December 31, 2019

1. Significant Accounting Policies continued

evaluation of recoverability would be performed. Such an evaluation entails comparing the estimated future undiscounted cash flows associated with the asset to the asset's carrying amount to determine if a write down to market value or discounted cash flow value is required. The District considers that no circumstances exist that would require such an evaluation.

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.

The District owns one third of the 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 of the District, West Moberly First Nations and Saulneau 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 Saulneau First Nations are limited partners with the Little Prairie Community Forest Inc., the unlimited partner. The partnership operates as Little Prairie Community Forest LLP and was created in an economic and environmentally responsible manner. All management functions are provided by the Little Prairie Community Forest Inc. and its board of directors. The district accounts for the partnership through proportionate consolidation.

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

For the Year Ended December 31, 2019

1. Significant Accounting Policies continued

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 and community development services. Operating results are reported by the following segments included in Note 13.

General Government

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

Protective Services

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

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 operation and maintenance of the cemetery and community health initiatives.

Community Development

Community Development services include economic development, tourist information services, recreation and leisure services including the grounds, boulevard, trails and wood carving maintenance.

District of Chetwynd

Notes to the Financial Statements

For the Year Ended December 31, 2019

2. Cash and cash equivalents

	2019	2018
Cash on hand	\$ 1,865	\$ 1,865
Bank	1,363,858	1,647,737
Short term and MFA money market deposits	6,420,027	6,280,431
Total	\$ 7,785,750	\$ 7,930,033

3. Receivables

Accounts receivable consist of the following:

	2019	2018
Trade accounts receivable	\$ 85,538	\$ 147,886
Due from Other Governments	985,737	682,432
Property taxes receivable	241,677	209,755
Utilities receivable	423,615	406,316
Total	\$ 1,736,567	\$ 1,446,389

4. MFA Debt Reserve

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

	2019	2018
Demand Note	\$ 90,274	\$ 90,274
Cash Deposit	45,091	44,067
Total	\$ 135,365	\$ 134,341

District of Chetwynd

Notes to the Financial Statements

For the Year Ended December 31, 2019

5. Accounts payable and accrued expenses

Accounts payable consist of the following:

	2019	2018
Trade accounts payable	\$ 578,108	\$ 369,280
Holdbacks and trust funds payable	437,562	285,559
Wages and employee benefits payable	279,907	240,270
Other governments and agencies	23,140	42,361
Total	\$ 1,318,717	\$ 937,470

6. Deferred revenue

	2019	2018
Capital grants	\$ 351,760	\$ 358,550
Lease revenue	12,990	11,319
Utility charges	-	42,114
Other deferred revenue	198,561	116,253
Deferred revenue, end of period	\$ 563,311	\$ 528,236

7. Line of Credit

The District holds a line of credit which includes a demand operating facility of up to \$300,000 at Scotiabank Prime Lending Rate and a revolving equipment financing loan of up to \$500,000 at Scotiabank Leasing's Base Rate plus 1.25%. The balance of the credit facilities at December 31, 2019 was approximately \$ NIL(2018 - \$ NIL).

District of Chetwynd

Notes to the Financial Statements

For the Year Ended December 31, 2019

8. Tangible Capital Assets

	Land	Buildings	Machinery, Equipment	General Infrastructure	Utility Infrastructure	Work in Progress	2019	2018
Cost								
Balance, beginning of year	\$ 1,214,847	\$ 12,361,168	\$ 9,391,299	\$ 22,363,584	\$ 28,210,163	\$ 192,149	\$ 73,733,210	\$ 70,833,623
Additions	89,500	42,347	322,198	1,366,005	1,801,621	559,690	4,181,361	4,145,113
Disposals	-	-	-	(407,744)	(15,472)	(180,642)	(603,858)	(1,245,526)
Balance, end of year	1,304,347	12,403,515	9,713,497	23,321,845	29,996,312	571,197	77,310,713	73,733,210
Accumulated Amortization								
Balance, beginning of year	-	2,793,790	6,249,777	7,655,337	7,003,933	-	23,702,837	22,552,282
Amortization	-	225,256	428,820	576,034	547,411	-	1,777,521	1,714,347
Disposals	-	-	-	(177,261)	(10,415)	-	(187,676)	(563,792)
Balance, end of year	-	3,019,046	6,678,597	8,054,110	7,540,929	-	25,292,682	23,702,837
	\$ 1,304,347	\$ 9,384,469	\$ 3,034,900	\$ 15,267,735	\$ 22,455,383	\$ 571,197	\$ 52,018,031	\$ 50,030,373

District of Chetwynd

Notes to the Financial Statements

For the Year Ended December 31, 2019

9. Long-term debt

	Balance, beginning of year	Proceeds	Sinking fund payments	Actuarial adjustment	Balance, end of year
General capital fund					
MFA Issue 131	\$ 1,419,757	\$ -	\$ (58,229)	\$ (6,089)	\$ 1,355,439
Sewer capital fund					
MFA Issue 141	1,442,951	-	(56,274)	(2,489)	1,384,188
MFA Issue 145	1,086,921	-	(40,450)	(836)	1,045,635
Sewer Capital Fund	2,529,872	-	(96,724)	(3,325)	2,429,823
	\$ 3,949,629	\$ -	\$ (154,953)	\$ (9,414)	\$ 3,785,262

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

	Effective Interest Rate	2020	2021	2022	2023	2024	Subsequent
MFA Issue 131	2.19%	\$ 56,578	\$ 56,578	\$ 56,578	\$ 56,578	\$ 56,578	\$ 622,354
MFA Issue 141	2.80%	55,823	55,823	55,823	55,823	55,823	725,707
MFA Issue 145	3.15%	40,451	40,451	40,451	40,451	40,451	566,305
Total		\$152,852	\$152,852	\$152,852	\$152,852	\$152,852	\$ 1,914,366

10. Property taxes

	2019	2018
Municipal property taxes	\$ 6,266,736	\$ 6,149,497
Remitted to other governments		
School & Police taxes	1,367,213	1,468,952
PRRD taxes	1,197,771	1,165,101
PRRHD taxes	355,609	356,498
Joint boards and commissions	105,503	105,473
	3,026,096	3,096,024
Total	\$ 3,240,640	\$ 3,053,473

District of Chetwynd

Notes to the Financial Statements

For the Year Ended December 31, 2019

11. Subsequent events

1. Fire

On January 31, 2020 a fire destroyed the a detached garage used for storage by the District's parks department. According to an initial estimate, damages could reach \$ 400,000. Management believes insurance coverage and internal reserves are sufficient to cover all damage.

2. COVID - 19

On March 11, 2020, the World Health Organization declared a global pandemic for the spread of COVID -19. Management continues to assess the actual and potential impacts this global pandemic may have on the operation of the District. Management believes that there will be no significant financial impacts as a result of this pandemic.

12. Pension liability

The District of Chetwynd 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, 2018, the plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local governments.

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, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The District of Chetwynd paid \$272,300 (2018 - \$ 277,301) for employer contributions to the plan in fiscal 2019.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the plan record their pension expense as the amount employer contributions made during the fiscal year (defined contribution pension 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 too individual employers participating in the plan.

District of Chetwynd

Notes to the Financial Statements

For the Year Ended December 31, 2019

13. Segmented Information

	General Government	Protective Services	Transportation Services	Utility Services	Public Health	Community Development	2019 Budget (unaudited)	2018
Property taxes	\$ 3,207,272	\$ -	\$ -	\$ 33,368	\$ -	\$ -	\$ 3,240,640	\$ 3,170,993
Services provided to other governments	3,503	89,989	-	-	-	111,904	205,396	191,914
Sale of services	7,035	17,410	21	1,632,601	4,920	26,231	1,688,218	1,556,591
Other revenue from own sources	428,798	57,628	187,025	700	5,939	157,459	837,549	565,895
Government transfers	3,824,375	9,789	-	224,945	30,000	176,930	4,266,039	4,151,067
Gain (Loss) on disposal of assets	-	-	(230,482)	(5,058)	-	-	(235,540)	(196,008)
	7,470,983	174,816	(43,436)	1,886,556	40,859	472,524	10,002,302	9,636,460
Salaries, wages & benefits	813,741	143,965	816,870	520,797	40,947	504,810	2,841,130	2,822,193
Travel & training	93,887	44,980	24,696	10,551	-	19,107	193,221	163,000
Contracted services	241,695	136,344	312,683	547,784	33,662	223,638	1,495,806	1,244,667
Materials & supplies	73,076	82,010	239,131	124,545	5,545	376,631	900,938	892,725
Insurance, licenses & dues	77,118	4,484	47,402	12,539	-	2,457	144,000	159,350
Utilities & telephone	80,407	13,319	133,360	161,672	-	26,079	414,837	458,060
Other expenditures	135,594	2,640	2,014	78,080	36,304	71,971	326,603	578,724
Amortization	152,198	99,657	751,111	643,525	32,110	98,920	1,777,521	-
	1,667,716	527,399	2,327,267	2,099,493	148,568	1,323,613	8,094,056	6,318,719
	\$ 5,803,267	\$ (352,583)	\$ (2,370,703)	\$ (212,937)	\$ (107,709)	\$ (851,089)	\$ 1,908,246	\$ 3,317,741
							\$ 4,061,854	

District of Chetwynd

Schedule of Operations (unaudited)

Schedule 1

For the Year Ended December 31, 2019

	General	Water	Sewer	2019	2019 Budget	2018
Revenues						
Property Taxes	\$ 3,207,272 \$	20,144 \$	13,224 \$	3,240,640 \$	3,170,993 \$	3,053,473
Sale of Services	574,830	779,572	539,213	1,893,615	1,748,505	1,740,406
Other Revenue	705,412	700	-	706,112	565,895	533,558
Government Transfers	4,022,926	-	-	4,022,926	3,497,119	4,306,622
	8,510,440	800,416	552,437	9,863,293	8,982,512	9,634,059
Expenses						
General Government	1,515,518	-	-	1,515,518	1,651,734	1,384,883
Protective Services	427,743	-	-	427,743	385,079	391,133
Transportation Services	1,576,156	-	-	1,576,156	1,463,526	1,666,274
Utility Services	448,224	694,828	312,916	1,455,968	1,602,337	1,334,971
Public Health Services	116,458	-	-	116,458	91,730	99,332
Community Development	1,224,693	-	-	1,224,693	1,124,313	731,878
	5,308,792	694,828	312,916	6,316,536	6,318,719	5,608,471
Current year surplus (deficit)	3,201,648	105,588	239,521	3,546,757	2,663,793	4,025,588
Transfer - Capital Funds	(15,071)	(20,705)	(117,075)	(152,851)	(38,085)	(120,713)
Transfer - Reserve Funds	(3,073,522)	(17,600)	-	(3,091,122)	(2,610,940)	(3,434,980)
	113,055	67,283	122,446	302,784	14,768	469,895
Accumulated Surplus, beginning of year	1,379,049	474,645	423,002	2,276,696	2,276,696	1,806,801
Accumulated Surplus, end of year	\$ 1,492,104 \$	541,928 \$	545,448 \$	2,579,480 \$	2,291,464 \$	2,276,696

District of Chetwynd

Schedule of Capital Fund Operations (unaudited)

Schedule 2

For the Year Ended December 31, 2019

	2019	2018 Budget	2018
Revenue			
Donations	\$ -	\$ -	\$ 5,000
Government transfers - capital	243,113	653,948	1,838,658
Gain (Loss) on disposal of assets	(235,540)	-	(196,008)
	7,573	653,948	1,647,650
Expenses			
Amortization			
General Government	152,198	-	132,158
Protective Services	99,656	-	125,994
Transportation Services	751,111	-	731,342
Utility Services	643,525	-	600,308
Public Health Services	32,110	-	32,110
Community Development	98,920	-	92,434
	1,777,520	-	1,714,346
	(1,769,947)	653,948	(66,696)
Interfund Transfers			
Reserves to Capital	3,757,607	-	1,815,732
Capital to Operations	152,851	-	120,713
	3,910,458	-	1,936,445
Change in Accumulated Surplus	2,140,511	653,948	1,869,749
Accumulated Surplus, beginning of year	46,080,754	46,080,754	44,211,005
Accumulated Surplus, end of year	\$ 48,221,265	\$ 46,734,702	\$ 46,080,754

District of Chetwynd

Schedule of Reserve Fund Operations (unaudited)

Schedule 3

For the Year Ended December 31, 2019

	2019	2018
Revenue		
Interest	\$ 131,437	\$ 102,962
Interfund Transfers		
Reserves from (to) Operations	3,091,122	3,434,980
Reserves to Capital	(3,757,607)	(1,815,732)
	(666,485)	1,619,248
Change in Reserve Funds	(535,048)	1,722,210
Reserve funds, beginning of year	6,112,594	4,390,384
Reserve funds, end of year	5,577,546	6,112,594
Balance Represented by:		
Reserves set aside by Council:		
Administration Reserve	3,245	2,194
Finance Reserve	16,073	10,825
Snow Removal Reserve	1,390	1,365
Recreation Site Reserve	208,884	205,135
Gas Tax Reserve	674,123	511,783
Council Reserve	560,048	352,029
Sustainability Reserve	965,723	984,909
Water Capital Reserve	611,523	583,141
Debt Retirement Reserve	83,229	81,735
Peace River Agreement Reserve	892,678	1,893,018
	4,016,916	4,626,134
Restricted Reserves		
Capital Equipment Reserve	231,975	261,524
Fire Equipment Reserve	579,391	471,442
Medical Clinic Reserve	248,436	261,654
Land Sale Reserve	434,611	426,811
Tax Sale Land Reserve	66,217	65,029
	1,560,630	1,486,460
	\$ 5,577,546	\$ 6,112,594



DISTRICT OF CHETWYND



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