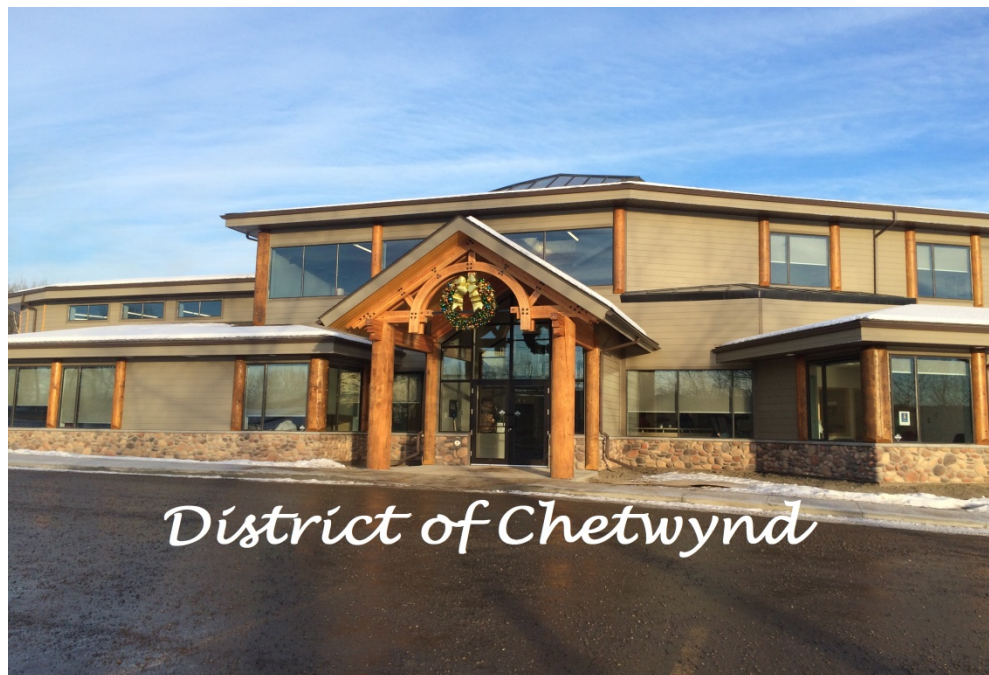


# 2022 ANNUAL REPORT & 2021 FINANCIAL REPORT

## DISTRICT OF CHETWYND

*“Community Carved by Success”*



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*Some of the photographs presented throughout the Annual Report are courtesy of Carol Newsom and Deanne Ennis.*

# 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 2021 and projected operations for 2022 and beyond.





## Message from the Mayor

I would like to thank the general public for their perseverance throughout 2021. Coming out of the Covid-19 Delta variant we all thought the matter was over and we would get back to where we were before Covid. Surprise, more restrictions and we ran straight into wave after wave of being sick and being isolated again. Another round of no gathering, no visiting your loved ones in the hospital or long term care facilities. We had the vaccine but some chose not to participate; this was their choice and this was a choice that was difficult for me to understand. The restrictions were devastating to all involved and the schools had to adjust; our businesses had great hopes but were dashed with the variant mutating. OMICRON. Enough said!

The continuation of Coastal GasLink's pipeline construction made it a little easier for those who were employed by Coastal GasLink, either directly or indirectly. This eased some of the economic pain caused by the Pandemic. Chetwynd's main industries, West Fraser Sawmill, Canfor Sawmill and the two Conuma Coal mines continued to operate. Without our industries continuing to push forward through government changes, we might be in a different economic situation. Chetwynd is positioned in a very good place to move the economic needle once the Covid-19 restrictions are fully lifted.

Below are some 2021 District projects:

The large project in terms of money for infrastructure was the sewer/water/paving of 43<sup>rd</sup> Street NE in the Rodeo Sub at a cost of \$1.8 million.

Council authorized a new Splash Park located near the Rec Center/Skate Park area, which will be in operation in the spring of 2022.

The indoor playground was installed in 2020 but because of Covid-19 it was not used until 2021. Since then it has been well used; the indoor playground is located inside the front entrance of the Rec Center.

Council authorized a new Dog Park (funded by grants); this is located behind the Legion Hall on Veterans Way. Solar lighting has been installed so people can use it during the day or after dark.

The District of Chetwynd partnered with Tansi Friendship Centre to apply for a \$200,000 grant to renovate and operate the new Emergency Shelter at 5301 South Access Road. This Emergency shelter is a welcome addition to Chetwynd.

In 2021 we had multiple smaller fires and motor vehicle extractions. Also, the Chetwynd Fire Department dealt with two serious fires. The District's Fire Chief and some of our volunteer firefighters attended the Mount Lemoray fire with equipment on August 13, 2021. On September 16, 2021 a fire in the log yard of the West Fraser Sawmill created a big challenge for our fire department.

On September 30, 2021 the District of Chetwynd Mayor and Council alongside Saulteau First Nations and West Moberly First Nations celebrated National Truth and Reconciliation by raising the Treaty 8 Flag alongside our District of Chetwynd flag, British Columbia and Canadian flags respectfully. This day was a good day to be a human being; Kinanaskomitinan (thank you all).

In 2021 over 35 new business licenses were issued. \$7 million worth of construction took place in Chetwynd in 2021.

Chetwynd has done fairly well in the 2021 fiscal year of operation. The community has benefitted from the construction of the Coastal GasLink pipeline. Revenue from sales of treated water has gone up. All the financial statements can be found at the District Office, on web page [www.gochetwynd.com](http://www.gochetwynd.com) or call 250-401-4100 for more information.

With respect to health matters, in 2021 Mayor and Council worked along with Northern Health on the vacant positions of physicians and nurses. Once positions are filled the need to divert patients from the Chetwynd Hospital to other communities will be alleviated. Healthcare is a huge part of the structure of a community; we must maintain a certain level of care that is critical to a healthy life style.

With that said I have never been in such a place where the state of doing business was further from normal than *the* last few years of Covid-19.

Mayor Allen Courtoreille



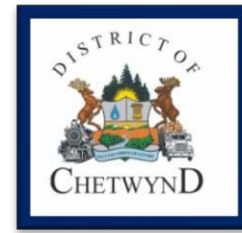
# Mayor and Council Roles

## 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 Council and to represent the best interests of the citizens of the Municipality.



## **Councillor's Role:**

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



## **Declarations of Disqualifications**

There were no declarations of disqualifications made under Section III of the Community Charter in 2021.

## Council Biographies & Portfolios - 2022

### 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 and Helen Courtoreille. Archie was born on the Driftpile Alberta Cree First Nation Reserve. Archie worked for the railroad in Faust, Alberta where they had a family of 13, with 8 boys and 5 girls. Allen was the youngest boy with two younger sisters. 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 Chetwynd Canfor sawmill. Two years prior to the family's 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, and family members especially Mooshum and Kookum (grandparents) in Faust. But Allen was a sports fanatic; he loved to watch and play all kinds of sports. 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 later play hockey and his daughter would play ringette. And the beat goes on, with Allen's 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 grandkids. 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 Head Filer. Away from work Allen is an avid golfer and a good Mooshum!!

After retiring from Canfor in 2018, Allen promptly entered the political arena. He was elected to the Mayor's position on October 20, 2018 and here we are!



Photo from above Chetwynd Rod & Gun Club

## Councillor Clay Bassendowski

### Portfolio:



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

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 26 years as an Operations Supervisor, Quality Control Supervisor and most recently as the Purchase Wood Coordinator.

Clay met his wife Dianne, a lifelong resident of Chetwynd, shortly after moving to Chetwynd where they are now 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.







- 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 39 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.



## 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 Corriveau 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 25 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.





- Committee of the Whole
- Site C Regional Community Liaison Committee Alternate
- Chetwynd General Hospital Working Group
- Treaty Land Entitlement Joint Planning Committee
- Northeast Regional Advisory Committee
- BC Hydro Peace Region Non-Profit Community Liaison

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

Having attended school in Chetwynd, Rochelle continued her education after graduation, receiving many certificates from Northern Lights College, the Justice Institute of BC and Royal Roads University. 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 40 years and have two adult children who are now having families of their own. In her spare time, she enjoys golfing, camping and travelling.





## Councillor Janet Wark

### Portfolio:



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





- 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
- Pine Valley Seniors Association Liaison

Born in Dawson Creek, Laura moved to Chetwynd a few years later on January 20, 1966 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.



## Municipal Services

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

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



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

<b>Subdivision Approvals</b>	❖ Subdivision approvals to ensure compliance with local land development regulations to ensure a level of consistency in land servicing.
<b>Zoning and Land Use</b>	❖ Provision of regulations to ensure a level of consistency and advance indication of land uses.
<b>Bylaw Enforcement</b>	❖ Enforcement of local land use, noise, nuisance and related regulations. <i>Enforcement initiated upon complaint.</i>
<b>Economic Development</b>	❖ Attraction of economic development interests and new business opportunities as well as local business support, retention and promotion.
<b>Tourism Development</b>	❖ Operation of Visitor Centre, promotion of tourism development and tourism attraction opportunities.
<b>Recreation Centre and Programs</b>	❖ Provision of recreational facilities and programs, in partnership with the Peace River Regional District.
<b>Protective Services (Fire Department)</b>	❖ Provision of fire protection services in Chetwynd and the rural fire protection area.
<b>Municipal Emergency Plan</b>	❖ Provision of guidelines to meet the local government's responsibilities to prepare for, respond to and recover from disasters or emergencies.
<b>Airport</b>	❖ Provision of airport services for small aircraft and helicopters. The airport facilitated 24 medivacs and air ambulance flights in 2021. (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
  - Bylaw Enforcement Officer
  - 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
  - Water/Sewer Staff
  - Public Works Staff
  - Seasonal Public Works Staff
- More specifically involving activities related to municipal works and services, engineering structures, planning and design, roads, water and sewer systems maintenance and improvements, building inspection services, airport maintenance, and solid waste collection.





### **Economic Development & Parks:**

- Principally supported by:
  - Economic Development Officer
  - Clerical Staff
  - Parks 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
  - Parks Supervisor
  - Parks Maintenance I
  - 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 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.





# Progress Report – 2021 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 (TLE) and Tripartite Land Agreement (TLA) processes, Forestry Access, Community Forest Tenure, Northeast Roundtable, Land & Resource Management Planning, 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 existing area businesses, recreational opportunities, tourism and economic drivers for Chetwynd and area residents, and strengthened relationships with other stakeholders.

**Result:**

❖ *Ongoing.*



#### 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.

**Result:**

- ❖ *Repeat for 2022.*
- ❖ *The businesses that participated in 2021 were The Flower Shop, Brookwood Properties Inc., Riverhouse Restaurant, Ambleside Land Ltd (5217 South Access) and Swordstone Studios. Each of these properties improved their building and area of business façade. Each of these have added revitalization to their street, highway and enhanced these locations. All of these projects are in alignment with the Official Community Plan, Downtown Revitalization Plan and long term core values identified in priority focus areas for the community.*



## COMMUNITY RESILIENCY & INVESTMENT PROGRAM – COMMUNITY WILDFIRE PROTECTION PLANNING

### Objective:

To complete FireSmart Home Assessment Program & Prescription Planning funding.

### Strategy:

Implement and develop a FireSmart Home Assessment Program, utilizing partnerships, to prevent residential fires in and close to Chetwynd and to prepare for prescription planning based on recommendations from the Community Wildfire Protection Plan (CWPP).

### Measurement:

The measurement will be the coordination of a comprehensive plan for FireSmart Home Assessment program and complete recommendations for properties in the prescription area.

### Benefit:

The benefit will be FireSmart home program and mapping in the District's current fire protection area. Once the planning is complete, recommendations will be implemented to provide education, management and tools for future funding opportunities. The wildfire prescription area that will be addressed will be specific from the recommendations from the CWPP and will reduce the fire fuel load in the area.

### Result:

- ❖ *The prescription planning has begun and will be finalized in Spring of 2022. The FireSmart program was launched following staff training and certification. The priority areas are within the Crown Sub as identified in the CWPP.*





## COMMUNITY DOG PARK

### Objective:

The objective is to develop a Dog Park in the District of Chetwynd.

### Strategy:

To apply for funding to Northern Development Initiative Trust (NDIT) – Community Places to support the development of a Dog Park in Chetwynd. Apply for permits, including a modification to the District's crown lease, develop construction plans and complete the work on the Dog Park with an anticipated opening date in summer 2021.

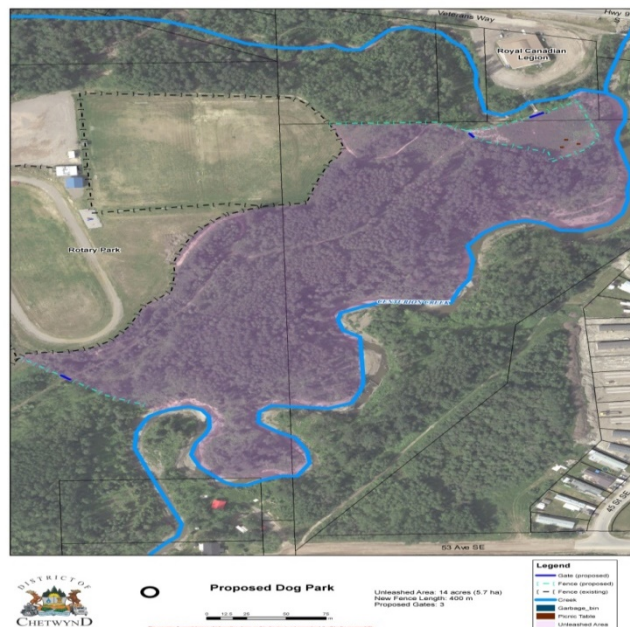
### Measurement:

Apply for Northern Development Initiative Trust funding to support the development of a Dog Park; apply for permits and develop the park for Chetwynd in 2021.

### Benefit:

The benefits of a Dog Park include encouraging an active lifestyle for residents and visitors to Chetwynd, and allowing dogs to enjoy a safe unleashed run while still remaining in alignment with Chetwynd bylaws that require dogs to be on-leash when they are off their owner's property. This amenity has been requested by Chetwynd residents, and will make Chetwynd more attractive to existing residents, the potential workforce and business owners, encouraging them to live in Chetwynd and establish businesses here.

- ❖ *NDIT supported this initiative with approved funding. This project involved permit amendments of the District's license agreement which were approved in 2022. The park development included cleanup and improvements to the Moccasin Trail systems and adding large and small dog fenced areas. The dog parks and trail system are well signed with solar and LED lighting.*



## MAPPING FOR INDUSTRIAL AND COMMERCIAL SERVICES STOREFRONTS

### Objective:

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

### Strategy:

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

### Measurement:

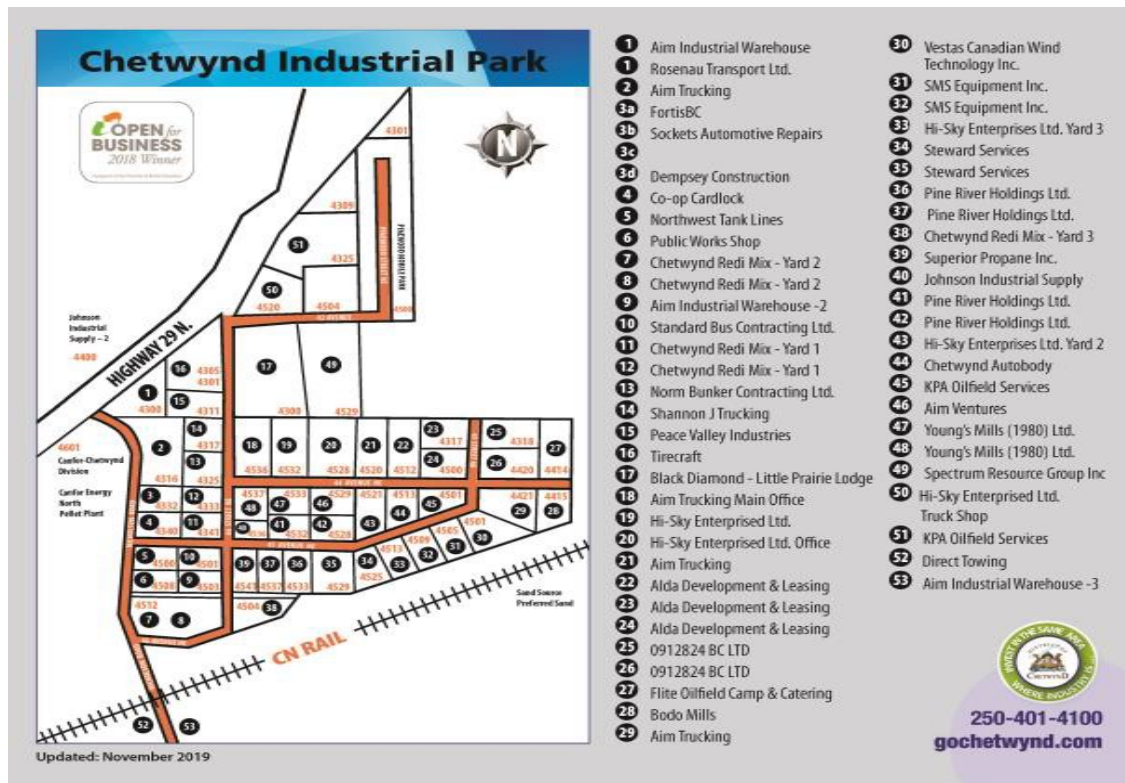
The measurement will be to connect with industry and commercial services to ensure locations, addresses and contact information are correct on the District's mapping and promotional materials.

### Benefit:

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

### Result:

❖ *Completed and will be redesigned and updated in 2022.*



## SPRAY PARK

### Objective:

The objective is to develop an Outdoor Spray Park in the District of Chetwynd.

### Strategy:

To apply for funding and sponsorships to support the development of a Spray Park with accompanying washroom/utility building to be located on the same property as the Chetwynd & District Rec Centre in Chetwynd. Apply for permits and develop plans to build and complete construction of the Spray Park in order to be open in 2021.

### Measurement:

Build and complete the Spray Park in 2021.

### Benefit:

The benefit of the Spray Park will be to provide another fun opportunity for Chetwynd families to be active outdoors. The Spray Park will be located near the Rec Centre and skateboard park, close to outdoor playground equipment and the Chetwynd Secondary School running track. The intent is to provide recreational opportunities for all ages within close proximity to each other so that parents/guardians can supervise children of various ages, each engaged in the activity of their choice.

### Result:

❖ *Tie in of services, electrical, plumbing and greenspace development will be finalized in 2022.*





## COMMUNITY GARDEN GREENHOUSE

### Objective:

Develop a greenhouse at the Community Gardens located at the north east corner of just behind the Pine Valley Exhibition Park.

### Strategy:

The District of Chetwynd intends to apply for funding through Northern Development Initiative Trust (NDIT) – Community Places for financial support to build the greenhouse. The greenhouse will be available for use to community garden participants.

### Measurement:

The measurement will be to apply for funding through NDIT and completion of construction of the Greenhouse at the Community Garden.

### Benefit:

The benefit will be enhanced food security along with active outdoor living for participants.

### Result:

- ❖ The Community Greenhouse was constructed at the Community Garden in 2021 and is complete and ready for use in 2022. Funding was approved by NDIT.





## FISH SPECIES STUDY AND MONITORING

### Objective:

To identify species of fish within the Centurion, Windrem and Widmark Creeks where they flow through the District of Chetwynd boundaries.

### Strategy:

To apply for fish monitoring permits within the Centurion, Windrem and Widmark Creeks to access and observe fish habitat with assistance from habitat specialists. The data the District currently has regarding fish in the above referenced creeks is dated and indicates the presence of fish species that are no longer seen in local streams.

### Measurement:

The measurement will be if an application is submitted, and whether permit approval is obtained for fish habitat identification testing.

### Benefit:

The benefit of identifying fish species present in local creeks will result in development applications that are more streamlined and successful because species-specific protection of riparian areas and fish will be taken into account in those applications.

### Result:

❖ *Permit was applied for and this project will be ongoing over the upcoming years.*



## SECURITY SYSTEM IN WATER TREATMENT PLANT AND HIGH LIFT PUMPING STATION

### Objective:

Install a security system and fire alarms in the Water Treatment Plant and High Lift Pumping Station, including motion sensors in both facilities and a low temperature alarm in the High Lift Pumping Station.

### Strategy:

The existing security system and fire alarms in the Water Treatment Plant and the High Lift Pumping Station are not operational and need to be replaced to improve site security.

### Measurement:

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

### Benefit:

Provides a safe work environment for the District staff and provides security for the facilities and equipment by alerting operators of potential trespassers and vandals. The new low temperature alarm in the High Lift Pumping Station will alert operators before the temperature in the building becomes unsuitable for electrical and mechanical equipment, thus preventing freezing or overheating damage to the equipment.

### Result:

- ❖ ***Security alarms and fire alarms were installed in the Water Treatment Plant and the High Lift Pumping Station in March 2021. The project was completed within budget.***



## RAW WATER RESERVOIR ULTRASONIC REPLACEMENT

### Objective:

Replace the existing ultrasonic transducers in the raw water reservoirs to reduce algae growth, which will lead to improved taste and odour parameters in the drinking water.

### Strategy:

The District of Chetwynd raw water reservoirs consist of a lined 4 million gallon reservoir, an 11 million gallon reservoir, and a 29 million gallon reservoir. Algae growth in both the 11 and 29 million gallon reservoirs exacerbates taste and odour issues in the drinking water. To reduce the algae growth, ultrasonic transducers that can reach the entire reservoir will be installed. Ultrasonic algae control systems work by emitting sound waves at specific vibrational frequencies to cause components in the algae cells to burst, killing the algae.

### Measurement:

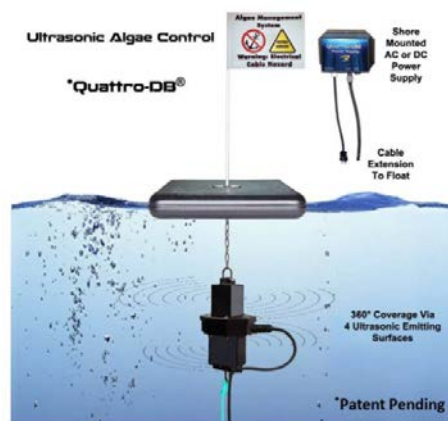
- Safe work procedures followed
- Completed within budget

### Benefit:

- Reduce algae growth in raw water reservoirs
- Improved taste and odour parameters in potable water

### Result:

- ❖ ***New Ultrasonic transducers were ordered toward the end of 2021; they are anticipated to arrive early Spring in 2022, and will be installed for the summer season of 2022.***



## 43<sup>rd</sup> STREET NE UPGRADES

### Objective:

To replace the aging sanitary and water mains, reconnect services, re-construct the road base, and re-pave 43<sup>rd</sup> Street NE.

### 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 together, form an educated estimate of the 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, 2021
- Minimized impact to residents and business owners
- Safe work procedures followed
- District of Chetwynd standards for workmanship followed and documented
- Completed within budget

### Benefit:

This project will reduce the leakage of water and sewer into the surrounding soils, reduce infiltration of groundwater into the sanitary collection system, and reduce the requirement for emergency repairs and water shutoffs. This project will also benefit the community by providing smoother road surfaces for driving and continued delivery of safe and reliable municipal services.

### Result:

- ❖ *The replacement of the water main, sewer main and road reconstruction on 43<sup>rd</sup> St NE was completed in the summer of 2021 within the time line of the project and on budget.*





## DEBRIS BARRIERS AND SEDIMENT TRAPS

### Objective:

Install a debris barrier across Windrem Creek, construct a berm parallel to the creek, and stabilize the channel with riprap.

### Strategy:

Chetwynd has experienced catastrophic flood events in recent years that have damaged property and infrastructure within the District of Chetwynd. The construction of a debris barrier was identified as an option to reduce flooding during periods of high streamflow in a Flood Hazard Study that was prepared in 2018. The goal of the debris barrier 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
- Completed within budget

### Benefit:

Anticipated reduction in flooding that is associated with heavy rainfall events and high stream flows and a reduction in flood-related property and infrastructure damage.

### Result:

- ❖ *The Debris Barriers project was postponed due to difficulties obtaining appropriate environmental approvals. A fish study will be conducted in 2022 to provide more information to the regulatory body.*



## SEWER DISCHARGE FLOW MONITORING

### Objective:

The District of Chetwynd's Permit to Discharge wastewater to the Pine River was reviewed and updated by the Ministry of Environment in January 2020. The new permit changed a few requirements with respect to monitoring, measuring, and reporting various effluent characteristics. Namely, as of June 1, 2021, in addition to measuring the volume of effluent pumped into the District's lagoon system, the District must also measure the volume of treated effluent discharged to the Pine River. To accomplish this, the District must install a suitable flow measuring and recording device at the tail end of the lagoon treatment process. A Parshall Flume was selected as the flow measuring method due to its suitability to measure treated effluent in a partially full pipe over a range of flow values with minimal maintenance required.

### Strategy:

The project includes the purchase and installation of a packaged fiberglass flow metering manhole with a 6" Parshall Flume and pressure transducer. It will be installed immediately downstream of the polishing pond, which is the final stage of treatment in the process before the treated effluent is conveyed by gravity to the Pine River.

### Measurement:

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

### Benefit:

- Compliance with Ministry of Environment Permit to Discharge to the Pine River
- Improved flow data at lagoon site

### Result:

- ❖ *The flow metering manhole was ordered in 2021, should arrive in early 2022 and is planned to be installed in the spring/summer.*



## PAVING 46<sup>th</sup> STREET NE

### Objective:

The objective of this project is to pave a section of 46<sup>th</sup> Street NE to provide smooth and safe road surfaces.

### Strategy:

Chetwynd, like many municipalities in Northern B.C., 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 to complete.

### Measurement:

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

### Benefit:

This project will provide smooth, safe roads that will reduce the impact on resident's vehicles.

### Result:

❖ *This project was postponed to summer 2022 due to contractor timing.*

## CCTV VIDEO INSPECTION OF SEWER MAINS

### Objective:

Take CCTV inspection videos of the top priority sewer mains to gain better knowledge of damages, deposits, and blockages that could exist within the mains.

### Strategy:

The District of Chetwynd completes an annual inspection program of the 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 completed and interpreted, plans can be made to perform necessary maintenance or repairs.

### Measurement:

- Safe work procedures followed
- Completed within budget
- District 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 that exist or could develop over time inside the sewer mains, so that any issues can be rectified. This in turn will result in the continued delivery of reliable and safe municipal services.

### Result:

❖ *This project was not completed due to time restraints. The District plans to have video inspections of the top priority sewer mains completed in 2022.*



## 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.

### Result:

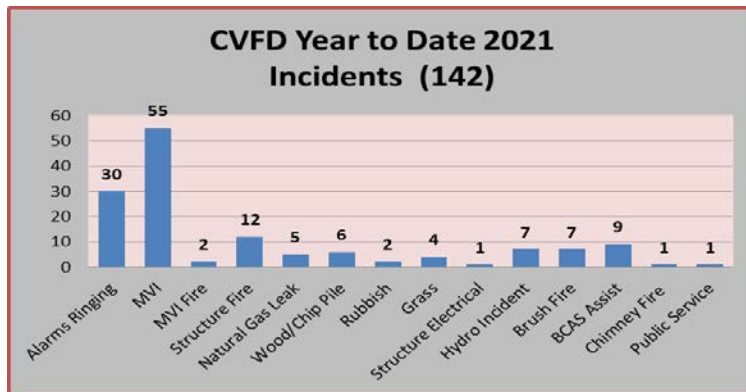
- ❖ *Initial protection of the North Trunk Main was provided using concrete mats and riprap after the small flood in 2020. More riprap protection was placed in the spring of 2021 to complete the project and ensure that the pipe is fully protected. The pipe was pressure tested and deemed to be in good condition, thus this project has been deemed a low priority and will not proceed at this time.*





## Chetwynd Volunteer Fire Department (CVFD) 2021 in Review

- CVFD Attended 142 calls in 2021



- CVFD responded to emergencies 24/7 365 days a year.
- CVFD busiest hours were found to occur between 1400hrs and 1500hrs with 14 incidents

### Operational

- CVFD is proud to acknowledge five firefighters for long service awards (Federal & Provincial)
- Development of the QR Codes for reporting
- New Rural Fire Protection Agreement Completed
- CVFD is re-establishing the annual fire inspection for the community
- New Equipment Purchase: Auto X Tools, Wildfire PPE, Medical Kits, Medical Training Aids

### Training

- Live Fire training



## **Chetwynd Volunteer Fire Department (CVFD) 2021 in Review cont.**

### Training cont.

- Skill Maintenance Training
- Auto Extrication Training

### CVFD Recruitment Classes

- 6 new firefighter recruits (2 classes)
- NFPA 1001 FF 1 & FF 2 standards

### Maintenance

- Annual apparatus maintenance
- Ground Ladder and Aerial maintenance
- Annual Self Contained Breathing Apparatus (SCBA)
- 5 year SCBA Air Cylinder Hydrostatic testing
- Annual Extrication tools maintenance

### Community Involvement

- Halloween/Christmas Fireworks Display



## Chetwynd Volunteer Fire Department (CVFD) 2021 in Review cont.

### CVFD MD Boot Drive

- CVFD Association conducted their annual MD Boot drive in the community and raised \$10,000



### Training Grounds

- The development of the CVFD training grounds is under review to explore alternative locates that may be best suited for the site





## 2022 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 (TLE), Tripartite Land Agreement (TLA) processes, Forestry Access, Community Forest Tenure, Electoral Boundary Commission Review Panel meetings, Caribou Recovery & Habitat protection initiatives and other forums for stakeholder engagement for the Chetwynd area.

**Measurement:**

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

**Benefit:**

The benefit will be if the community's interests are furthered and relationships are strengthened with partners.



**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 improvements, 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.

**RESURFACING WALKWAY AND NEW ADDED WALKWAY AT RECREATION CENTRE**

**Objective:**

To resurface the existing walkway from street lights at the intersection of Highways 29/97 to the Recreation Centre, and add a new walkway in the boulevard in front of the Recreation Centre.

**Strategy:**

To apply for funding, apply for permits and hire contractors to perform the necessary work.

**Measurement:**

Resurface the existing walkway and add a portion of walkway in front of the Recreation Centre to link to existing walkways.

**Benefit:**

The benefit will be to improve the walkway system throughout the community, attracting more individuals to active transportation instead of utilizing vehicles, and to create a safer, more appealing community.

## COMMUNITY RESILIENCY & INVESTMENT PROGRAM – COMMUNITY FIRESMART COMMUNITY FUNDING

### **Objective:**

To complete FireSmart Home Assessment Program & Prescription Planning funding.

### **Strategy:**

To implement and develop a FireSmart Home Assessment Program, utilizing partnerships, to prevent residential fires in and close to Chetwynd and to prepare for prescription planning based on recommendations from the Community Wildfire Protection Plan. Prioritized areas in the Crown, Rodeo and Legion Subs will be the focus in 2022.

### **Measurement:**

The measurement will be the coordination of a comprehensive plan for Firesmart Home Assessment program and complete recommendations for the specific prescription areas.

### **Benefit:**

The benefit will be creation of a FireSmart Home Program and mapping in the District's fire protection area. Once the planning is complete, recommendations will be implemented to provide education, management and tools for future funding opportunities. The wildfire prescription area will be prioritized from the recommendations from the CWPP and will reduce the fire fuel load in the area.

## RECREATION CENTRE BOULEVARD LIGHTING ENHANCEMENT

### **Objective:**

To add cobra style light standards to illuminate the walkway through the boulevard in front of the Recreation Centre.

### **Strategy:**

To apply for funding and agencies to design for added LED cobra style lighting.

### **Measurement:**

Apply and implement program for new lighting into the walkway in the boulevard in front of the Recreation Centre.

### **Benefit:**

Improve visibility and accessibility for this corridor; enhance active transportation by connecting trails and walkways for users in the area.

## WATER PLAY PARK

**Objective:**

The objective is to open the Water Play Park in the District of Chetwynd.

**Strategy:**

Finalize greenspace planning and add amenities to the Water Play Park and Restroom. Place sponsorship signage and picnic tables in 2022 for the opening of the park.

**Measurement:**

Greenspace, amenities, signage, sponsor recognition and celebration will be completed in 2022.

**Benefit:**

The benefit of the Water Play Park will be additional outdoor amenities for residents and visitors that encourage healthy outdoor activity in a safe setting, and cooling relief from future heat wave events.

## SENIORS ACCESSIBILITY TRANSIT PROGRAM

**Objective:**

To create a pilot project that will provide bussing from seniors facilities to downtown amenities, programs and recreational opportunities.

**Strategy:**

To apply for funding opportunities and partner with agencies to provide transit to downtown resources, recreation and health and wellness programs for seniors.

**Measurement:**

The submission of grant applications and implementation of a program for a bussing service with accessibility options.

**Benefit:**

New transportation options for seniors and disabled persons to support quality of life, connectivity, and health and wellness.



## DOWNTOWN REVITALIZATION

**Objective:**

To create a downtown revitalization plan.

**Strategy:**

To apply for funding for future improvements from the recommendations outlined in the Downtown Revitalization Plan.

**Measurement:**

Apply for funding to implement strategies.

**Benefit:**

Improved lighting, accessibility, connections for biking and improved walkways to encourage healthy and active lifestyles. The downtown revitalization plan will be a living document with recommendations to be included in capital planning.

## ACTIVE TRANSPORTATION PLANNING

**Objective:**

To create an active transportation plan for the community.

**Strategy:**

To create a living document to support the systems, review walkways and other infrastructure to be considered within development.

**Measurement:**

Develop an Active Transportation Report and implement recommendations with capital planning.

**Benefit:**

Transportation options for walkways, bike lanes, sidewalks and trail systems for supported health and wellness opportunities and accessibility improvements.

## CHETWYND PINE RIVER RECREATION SITE AT TWIDWELL BEND

**Objective:**

To create and enhance the recreation site at Twidwell Bend.

**Strategy:**

To apply for permits for public access and use, add signage and amenities, add regular seasonal support for the restroom and maintenance. Create permit for access to the Pine River for recreation and boats.

**Measurement:**

Apply and install amenities.

**Benefit:**

Support recreational users for outdoor activities and increase opportunities in or around Chetwynd for healthy outdoor active living.

## MAPPING FOR INDUSTRIAL AND COMMERCIAL SERVICES STOREFRONTS

**Objective:**

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

**Strategy:**

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

**Measurement:**

The measurement will be to connect with industrial 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 sales and development.

## FISH SPECIES STUDY AND MONITORING

**Objective:**

To identify species of fish within the Centurion, Windrem and Widmark Creeks that are within the District of Chetwynd.

**Strategy:**

A fish monitoring study is underway within the Centurion, Windrem and Widmark Creeks to assess and observe fish habitat with assistance from habitat specialists. The District's existing data is dated and identifies species from previous reports that are no longer present in those streams.

**Measurement:**

Fish habitat identification testing will be an ongoing monitoring program over the next 2-3 years.

**Benefit:**

Identify species within Centurion, Windrem and Widmark Creeks within the District of Chetwynd to expedite permits for safe work in and about streams and riparian areas.



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

### ROAD RE-PAVING: 46<sup>TH</sup> STREET NE, 50<sup>TH</sup> AVENUE NE AND VETERANS WAY

**Objective:**

The objective of this project is to pave sections of 46<sup>th</sup> Street NE, 50<sup>th</sup> Avenue NE and Veterans Way to provide a smooth and safe road surface.

**Strategy:**

Chetwynd, like many municipalities in Northern B.C., experiences heavy frost heaves and other weathering to the paved roads. A list of priority roads slated for re-paving was developed based on the condition of each road and the available annual budget.

**Measurement:**

- Minimized impact to residents and business owners
- Safe work procedures followed
- District of Chetwynd standards for workmanship followed and documented
- Completed on budget

**Benefit:**

This project will provide smooth, safe roads for District residents.

### AUTOMATED WEATHER OBSERVATION SYSTEM (AWOS) REPLACEMENT

**Objective:**

To replace or upgrade the existing system to have an Automated Weather Observation System in working condition for the air traffic that utilizes the Chetwynd Airport.

**Strategy:**

An Automated Weather Observation System (AWOS) is an aviation weather system that provides continuous, real-time weather condition information and reports official observations for aviation. Pilots require information about the weather to ensure they can land safely on the runway. The District of Chetwynd needs to upgrade or replace the existing system to ensure the airport is operating smoothly and air traffic can still use the Chetwynd Airport.

**Measurement:**

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

**Benefit:**

This project will provide more information for pilots to ensure safe landings on the runway.



## WABI CRESCENT UPGRADES

### Objective:

To replace the aging sanitary mains and service connections and re-pave Wabi Crescent.

### Strategy:

Chetwynd's infrastructure requires continual maintenance and upgrades. A prioritized list of required upgrades was developed based on video inspection of sewer mains, through conversation with Public Works staff who respond to emergency breaks, and through examining record drawings which show the date of installation and together, form an educated estimate of the condition of buried infrastructure. By upgrading the sanitary sewer infrastructure and roadway simultaneously, the District will incur less cost and less disruption to residents and business owners in the area.

### Measurement:

- Timeline for completion – construction complete by September 30, 2022
- Minimized impact to residents and business owners
- Safe work procedures followed
- District of Chetwynd standards for workmanship followed and documented
- Completed on budget

### Benefit:

This project will reduce the leakage of sewer into the surrounding soils, reduce infiltration of groundwater into the sanitary collection system and reduce the requirement for emergency repairs to the sewer system.

This project will also benefit the community by providing smoother road surfaces for driving and continued delivery of safe and reliable municipal services.



## CCTV VIDEO INSPECTION OF SEWER MAINS

### Objective:

Conduct a video inspection of District sanitary sewer mains to assess the condition of the mains with respect to damages, blockages, deposits and areas of poor flow.

### Strategy:

The District of Chetwynd completes an annual program to inspect its sewer mains. Priority sewer mains may include pipes that are older or have caused issues in the past. After video inspections have been completed and interpreted, plans can be made to perform necessary maintenance, repairs and replacement.

### Measurement:

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

### Benefit:

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





## OFFICIAL COMMUNITY PLAN (OCP) AND ZONING BYLAWS

**Objective:**

To create a new Official Community Plan (OCP) and Zoning Bylaw.

**Strategy:**

Approximately every five to ten years updates are recommended to a municipality's OCP and Zoning Bylaw. The District of Chetwynd's current OCP and Zoning Bylaw were adopted in 2016. The District has attempted to obtain robust public engagement during the creation of these two documents, as well as aligning them with current legislation and best practices.

**Measurement:**

The measurement will be the adoption of new OCP and Zoning Bylaws.

**Benefit:**

The OCP will provide a 20-year plan and over-arching vision for the community. The Zoning Bylaw will provide practical regulations for development and use of each property within District of Chetwynd boundaries.



## FIRE DEPARTMENT MASTER PLAN

**Objective:**

To develop a Fire Department Master Plan.

**Strategy:**

A Master Plan will identify gaps and challenges within the current Fire Department organizational structure, as well as recommend goals and objectives to modernize and sustain a rigorous and effective Fire Department.

**Measurement:**

The measurement will be the presentation of a plan complete with recommendations.

**Benefit:**

The benefit will be effective fire protection for the community.

## NEW WATER TRUCK

**Objective:**

To go through the Tender Process for a new tender (water truck).

**Strategy:**

As part of the 2022 Rural Fire Protection Agreement between the District of Chetwynd and the Peace River Regional District (PRRD), the PRRD agreed to provide a new tender for use by the Chetwynd Fire Department. The District is now engaged in providing specific requirements for the new tender as part of the procurement process.

**Measurement:**

The measurement will be the procurement of a new tender.

**Benefit:**

The benefit will be effective fire protection for the community in both urban and rural fire protection areas.



## REQUEST FOR PROPOSAL (RFP) FOR ARCHITECTURAL DESIGN FOR A NEW FIRE HALL

**Objective:**

To issue a Request for Proposal (RFP) for Architectural Design for a new Fire Hall.

**Strategy:**

A report was commissioned in 2021 on the existing Chetwynd Fire Hall. The report recommended construction of a new Fire Hall.

**Measurement:**

The measurement will be the securing of a firm for Architectural Design of a new Fire Hall.

**Benefit:**

The benefit will be a safe and efficient Fire Hall to facilitate effective fire protection for the community in both urban and rural fire protection areas.

## RECRUITMENT AND RETENTION OF VOLUNTEER FIREFIGHTERS

**Objective:**

To successfully recruit and retain Volunteer Firefighters.

**Strategy:**

Recruitment and Retention of volunteer firefighters is critical to maintaining staff levels for fire protection in the community. A variety of methods recruiting volunteers will be utilized including mail outs, posters on public notice boards, social media campaigns, booths at local events and speaking to groups. Various methods of retaining existing firefighters are being explored as well.

**Measurement:**

The measurement will be the recruitment of new and retention of existing volunteer firefighters.

**Benefit:**

The benefit will be a well-staffed and efficient Fire Department to facilitate effective fire protection for the community in both urban and rural fire protection areas.

## NEW FIRE DEPARTMENT COMMAND VEHICLE

**Objective:**

To go through the tendering process for a New Fire Department Command Vehicle.

**Strategy:**

Council approved the procurement of a New Fire Department Command Vehicle for 2022. Supply management issues may present some challenges to obtaining a vehicle.

**Measurement:**

The measurement will be the procurement of a new Fire Department Command Vehicle.

**Benefit:**

The benefit will be a reliable vehicle for the Incident Commander to attend to fire related duties.



## PEACE RIVER AGREEMENT

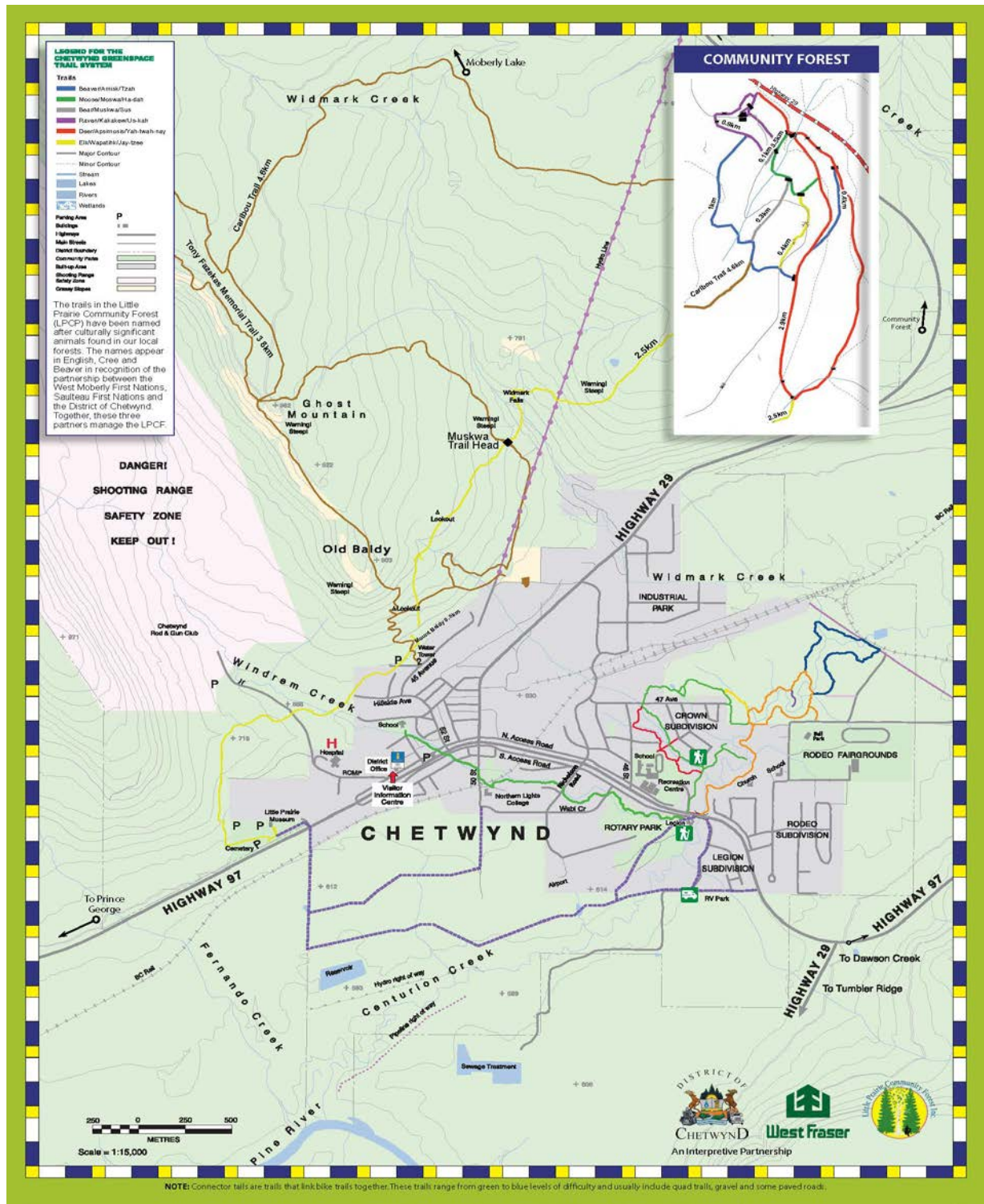
The Peace Region has access to rural industrial assessment through the Peace River Agreement (formerly called Fair Share).

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 extraordinary pressures on community. These pressures are only met through financial resource support of programs such as the Peace River Agreement.







## Permissive Tax Exemptions

In 2021, the District of Chetwynd adopted Tax Exemption Bylaw No. 1142, 2021 for the purpose of granting permissive tax exemptions for 2022 for the following organizations:

Organization	Estimated Value of Exemption for 2022
Chetwynd Fellowship Baptist Church	\$ 2,216.00
Chetwynd Shared Ministry Society	\$ 392.00
Chetwynd Temple Society	\$ 444.00
Church of the Nazarene	\$ 630.00
Little Prairie Christian Fellowship	\$ 1,576.00
Pentecostal Assemblies of Canada	\$ 1,634.00
Roman Catholic Episcopal Corporation of Prince Rupert	\$ 3,214.00
Royal Canadian Legion, Chetwynd Pacific Branch No. 258	\$ 839.00
Tansi Friendship Centre Society	\$ 710.00
Tansi Friendship Centre Society	\$ 2,562.00
Trustees of the Chetwynd Congregation of Jehovah's Witnesses	\$ 2,935.00
Chetwynd Senior Citizen's Housing Society, Surerus Place	\$ 7,157.00
Chetwynd Senior Citizen's Housing Society, Little Prairie Haven	\$ 1,445.00

## 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 2022
Nil	\$ 0

## Development Statistics

### Building Permits

Class	Building Permits Issued		\$ Value of Permit	
	2020	2021	2020	2021
<b>Residential</b>	14	12	\$201,500	\$2,807,155
<b>Commercial/Industrial</b>	6	12	\$5,835,000	\$4,787,992
<b>Institutional</b>	1	2	\$287,848	\$40,000

### Development Permits

Class	Development Permits Issued		Development Variance Permits Issued	
	2020	2021	2020	2021
<b>Residential</b>	0	0	2	0
<b>Commercial/Industrial</b>	1	7	0	2
<b>Other</b>	0	0	0	0

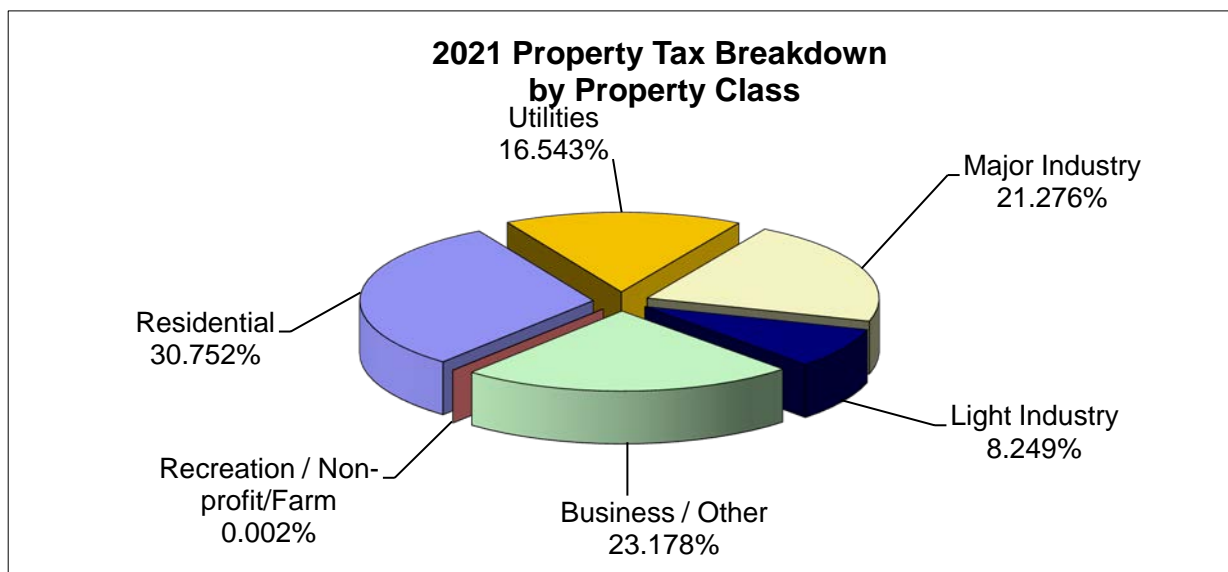
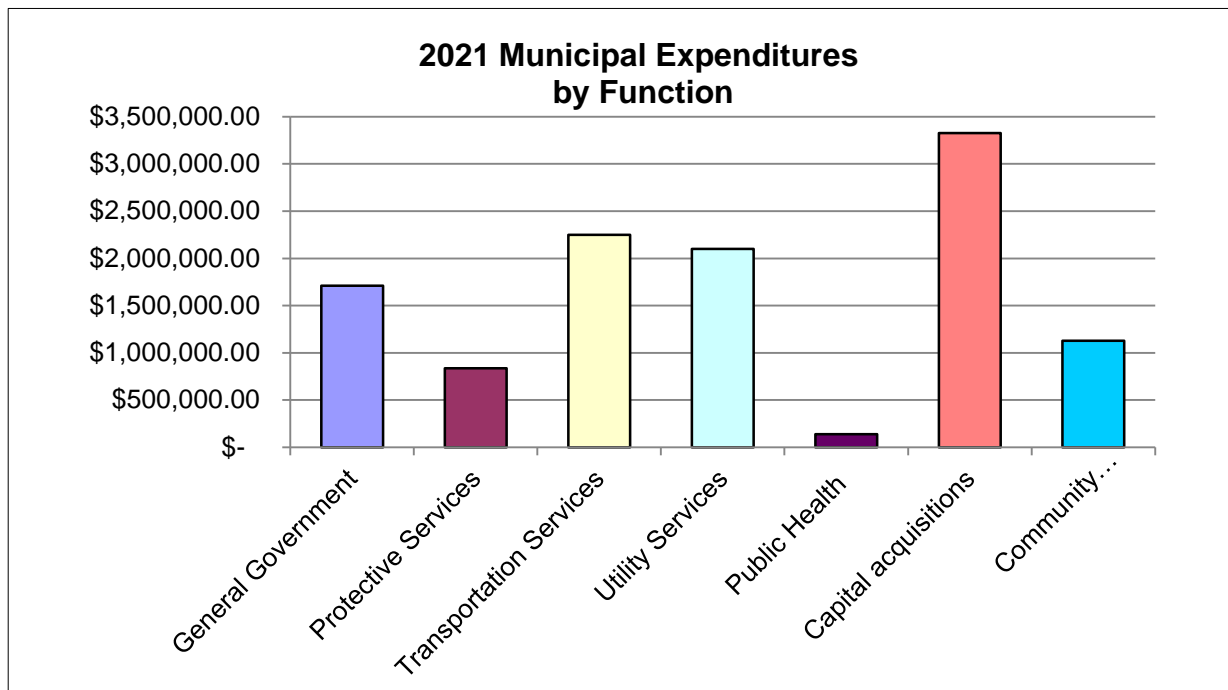
### Temporary Commercial Permits and Board of Variance Applications

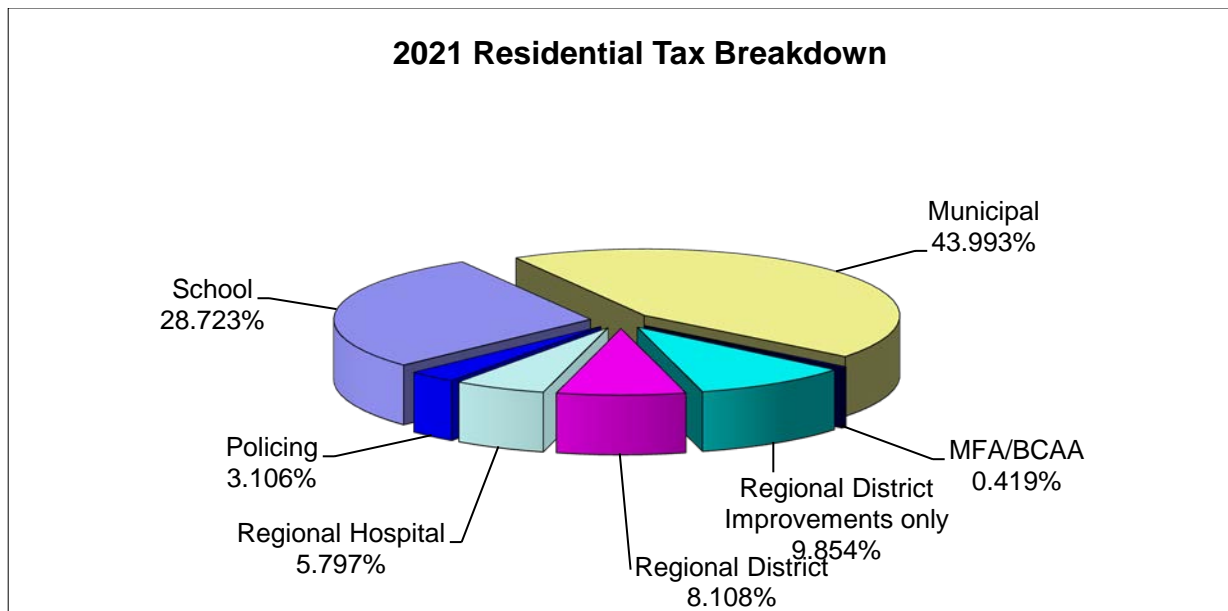
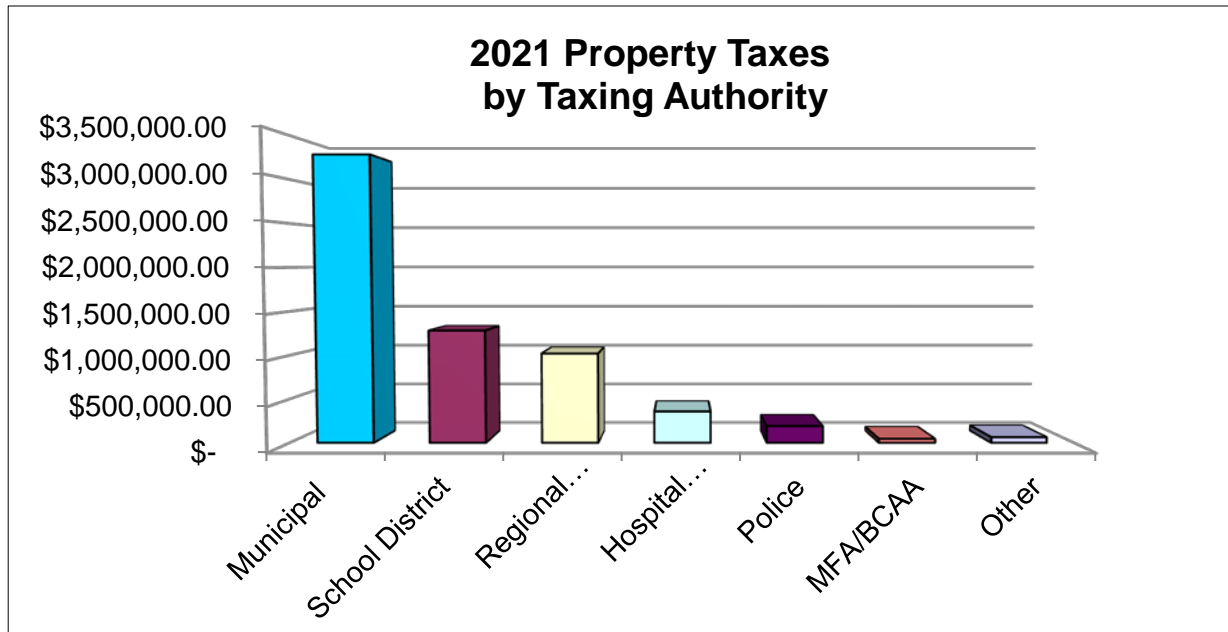
Class	Temporary Commercial Permits Issued		Board of Variance Applications	
	2020	2021	2020	2021
<b>Residential</b>	0	0	0	0
<b>Commercial/Industrial</b>	0	0	0	0
<b>Other</b>	0	0	0	0

### Zoning and Official Community Plan Amendments

Class	Zoning Amendments		OCP Amendments	
	2020	2021	2020	2021
<b>Residential</b>	3	0	0	0
<b>Residential/Commercial</b>	0	1	0	1
<b>Residential/Industrial</b>	0	0	0	0
<b>Commercial/Industrial</b>	1	0	0	0
<b>Institutional</b>	0	0	0	0

## Financial Statistics





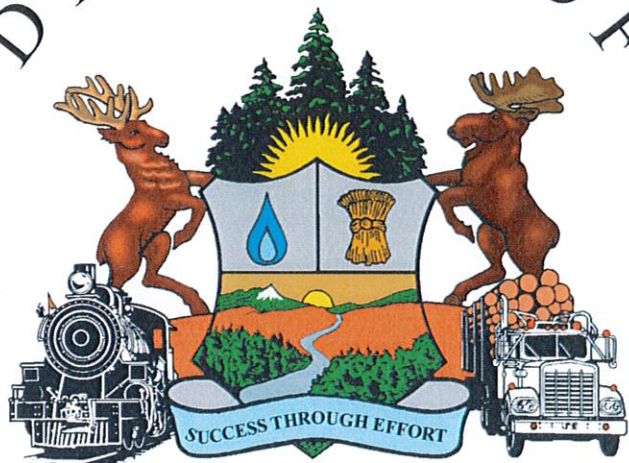


## 2021 Financial Statement & Auditor's Report

Attached are the Audited Financial Statements and Independent Auditor's Report for the District of Chetwynd for the year ended December 31, 2021.



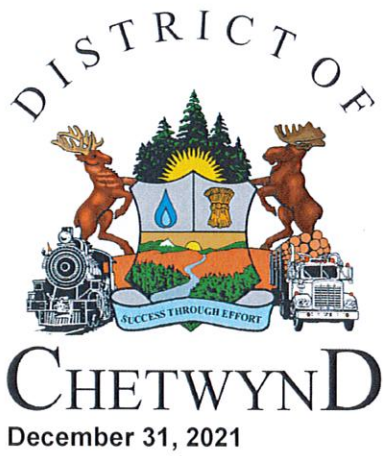
DISTRICT OF



CHETWYND

**Consolidated Financial Statements**

December 31, 2021



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- \* Ben Sander, B. Comm., FCPA, FCA
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- \* Alan Bone, B. Comm., CPA, CA
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- \* Jaron Neufeld, B. Comm., CPA, CA

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## INDEPENDENT AUDITOR'S REPORT

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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, 2021, 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, 2021 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 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  
June 20, 2022

*Sander Rose Bone Grindle LLP*  
**Chartered Professional Accountants**

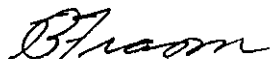
# District of Chetwynd

## Statement of Financial Position

December 31, 2021

	Note	2021	2020
<b>Financial assets</b>			
Cash and cash equivalents	2.	\$ 11,464,032	\$ 10,003,565
Accounts receivable	4.	1,631,969	1,850,921
Deposit - Municipal Finance Authority	5.	137,078	136,295
		<b>13,233,079</b>	<b>11,990,781</b>
<b>Liabilities</b>			
Accounts payable and accrued liabilities	6.	1,199,451	1,077,860
Deferred revenue	7.	473,026	662,682
Reserve - Municipal Finance Authority	5.	137,078	136,295
Long term debt	8.	3,457,755	3,615,596
		<b>5,267,310</b>	<b>5,492,433</b>
<b>Net financial assets</b>		<b>7,965,769</b>	<b>6,498,348</b>
<b>Non-financial assets</b>			
Inventory		54,957	53,465
Prepaid expenses		134,246	89,316
Tangible capital assets	9.	53,547,000	52,086,447
		<b>53,736,203</b>	<b>52,229,228</b>
<b>Accumulated surplus</b>	10.	<b>\$ 61,701,972</b>	<b>\$ 58,727,576</b>

Approved:



Kevin Franson,  
Director of Financial Administration

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

# District of Chetwynd

## Statement of Operations and Accumulated Surplus

For the Year Ended December 31, 2021

		2021	2021	2020
	Note	Actual	Budget	Actual
<b>Revenue</b>				
Property taxes	11.	\$ 3,263,233	\$ 3,271,013	\$ 3,209,626
Services provided to other governments		232,845	243,667	228,400
Sale of services		2,247,805	1,648,643	1,802,656
Other revenue from own sources		945,862	410,745	836,465
Government transfers		4,422,575	4,436,371	4,806,132
Gain (Loss) on disposal of assets		22,993	-	(56,898)
		<b>11,135,313</b>	<b>10,010,439</b>	<b>10,826,381</b>
<b>Expenditures</b>				
General Government Services		1,709,855	1,893,164	1,726,727
Protective Services		837,194	699,920	805,681
Transportation Services		2,248,054	2,237,565	2,547,201
Utility Services		2,098,712	2,196,924	2,255,591
Public Health Services		139,956	124,066	130,363
Community Development		1,127,146	990,574	1,011,532
		<b>8,160,917</b>	<b>8,142,213</b>	<b>8,477,095</b>
		<b>2,974,396</b>	<b>1,868,226</b>	<b>2,349,286</b>
Accumulated Surplus, beginning of year		<b>58,727,576</b>	<b>58,727,576</b>	<b>56,378,290</b>
<b>Accumulated Surplus, end of year</b>		<b>\$ 61,701,972</b>	<b>\$ 60,595,802</b>	<b>\$ 58,727,576</b>

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

# District of Chetwynd

## Statement of Cash Flows

For the Year Ended December 31, 2021

	2021	2020
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Net income (loss) for the period	\$ 2,974,396	\$ 2,349,286
Amortization	1,829,393	1,816,246
Loss on disposal of assets	(22,993)	56,898
Increase (decrease) in receivables	218,952	(114,355)
Decrease in land held for resale	-	350,050
Increase (decrease) in inventories	(1,492)	13,248
Increase (decrease) in prepaid expense and other assets	(44,930)	(847)
Increase (decrease) in accounts payable and accrued expenses	121,591	(240,857)
Increase (decrease) in deferred revenue and customer advances and deposits	(189,656)	99,371
<b>TOTAL CASH FLOWS FROM OPERATING ACTIVITIES</b>	<b>4,885,261</b>	<b>4,329,040</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Acquisition of tangible capital assets	(3,326,953)	(2,031,607)
Proceeds on disposal of assets	60,000	90,047
<b>NET CASH USED BY INVESTING ACTIVITIES</b>	<b>(3,266,953)</b>	<b>(1,941,560)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES:</b>		
Repayments of long-term debt	(157,841)	(169,665)
<b>NET CASH USED BY FINANCING ACTIVITIES</b>	<b>(157,841)</b>	<b>(169,665)</b>
<b>OTHER ACTIVITIES:</b>		
Net cash increase (decreases) in cash and cash equivalents	1,460,467	2,217,815
Cash and cash equivalents at beginning of period	10,003,565	7,785,750
<b>Cash and cash equivalents at end of period</b>	<b>\$ 11,464,032</b>	<b>\$ 10,003,565</b>

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



# District of Chetwynd

## Statement of Changes in Net Financial Assets

For the Year Ended December 31, 2021

	2021	2020
Current year Surplus	\$ 2,974,396	\$ 2,349,286
Aquisition of capital assets	(3,326,953)	(2,031,607)
Amortization	1,829,393	1,816,246
Gain (Loss) on disposal of assets	(22,993)	56,898
Procceds on disposals	60,000	90,047
Decrease (increase) in inventory	(1,492)	13,248
(Increase) in prepaids	(44,930)	(847)
	1,467,421	2,293,271
Net Financial Assets, beginning of year	6,498,348	4,205,077
<b>Net Financial Assets, end of year</b>	<b>\$ 7,965,769</b>	<b>\$ 6,498,348</b>

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

# District of Chetwynd

## Notes to the Financial Statements

For the Year Ended December 31, 2021

### Nature of Business

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, community planning, recreational, solid waste, water and sewer services.

### 1. Significant Accounting Policies

The financial statements of the Districts of Chetwynd are the representation of management, prepared in accordance with Canadian Public Sector Standards as prescribed by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants.

#### Basis of preparation and principles of consolidation

The District's resources and operations are segregated into General, Water, Sewer Statutory Reserves and Non-statutory Reserve Funds for accounting and reporting purposes. The financial statements include all of the accounts of these funds. All inter-fund transactions and balances have been eliminated.

The Cemetery Care Trust Fund is intended to provide earning 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.

#### Basis of Accounting

The District's financial statements are prepared using the accrual basis of accounting. 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.

#### Budget Figures

The Budget figures are from the 5-Year Financial Plan Bylaw that was adopted in May 2021.

#### Cash and cash equivalents

Cash and cash equivalents consists of cash, bank balances, short-term deposits with the Municipal Finance Authority of British Columbia and are held in the short term bond and money market funds. All investments are recorded at cost.

#### Inventories

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

#### Deferred revenue

Funds received for specific purposes which are externally restricted by legislation, regulation or agreement. The deferred revenue arises from certain contracts that have multiple elements or deliverables that are to be

# District of Chetwynd

## Notes to the Financial Statements

### For the Year Ended December 31, 2021

delivered at dates subsequent to the initial sale. The relative share of revenue for the undelivered items is deferred until such time as the products are delivered to the customer.

### Financial Instruments

The District's financial instruments consists of cash, receivables, Municipal Finance Authority (MFA) reserve deposits, payables, accrued interest on long term debt, MFA demand notes and long term debt. 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. The fair market value of these financial instruments approximate their carrying values, unless otherwise noted.

### Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital asset is amortized on a straight-line basis over their estimated useful lives according to an estimated useful life as follows:

Land and improvements	15 years - indefinite
Buildings	60 years
Vehicles	8 - 25 years
Equipment	5 - 30 years
Infrastructure	15 - 75 years

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are also recorded as revenue.

The District has numerous works of art located throughout the District which are not yet reflected in these consolidated financial statements.

### Work in Progress

Work in progress represents capital projects under construction but not yet completed and are valued at cost. Amortization commences once the individual projects are completed.

### Non-interest bearing debt

Outstanding debt is reported net of applicable sinking fund balances.

### Assets and long-term debt

Interest on debt is charged to current operations. Interest charges are accrued for the period from the date of the latest interest payment to the end of the year.

### Fair values not materially different from book values

# District of Chetwynd

## Notes to the Financial Statements

For the Year Ended December 31, 2021

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

### Revenue recognition

Taxation revenue are recorded on the accrual basis and recognized when earned. Sale of services and user fee revenues are recognized when the service or product is provided by the District. Transfers from other governments are recognized as revenue in the period that the transfer is authorized, eligible criteria, if any, have been met by the District and a reasonable estimate to the amount to be received can be made unless the transfer agreements contain stipulations that create a liability in which case the revenue is recognized over the period that the liability is extinguished. Contributions from developers and others are recognized as revenue during the period in which related costs are incurred. Investment income is recorded on the accrual basis and recognized when earned. Amounts that have been received in advance of services being rendered are recorded as deferred revenue until the District discharges the obligations that led to the collection of funds.

### General administrative expenses

Expenses are recognised as they are incurred and measurable based upon receipt of goods or services and/or the creation of a legal obligation to pay.

### Related parties

The District, West Moberly First Nations and Saulteau 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.

### Use of estimates

The preparation of consolidated financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenues and expenses during the reporting period. Significant areas requiring the use of management estimates relate to the determination of provision for contingencies and tangible capital assets estimated useful life and related amortization expense. Actual results could differ from management's best estimates as additional information becomes available. Adjustments, if any, will be reflected in the financial statements in the period that the change in estimate is made, as well as the period of settlement if the amount is different.

### Reserve Funds

Non-statutory reserves, represent an appropriation of surplus for specific purposes. Statutory reserves are restricted by the Community Charter and the associated municipal bylaws that established the reserves.



# District of Chetwynd

## Notes to the Financial Statements

For the Year Ended December 31, 2021

### 2. Cash

Cash and cash equivalents consist of the following:

	2021	2020
Cash on hand	\$ 1,865	\$ 1,865
Bank	3,368,460	2,384,970
Short term and MFA money market deposits	8,093,707	7,616,730
<b>Total</b>	<b>\$ 11,464,032</b>	<b>\$ 10,003,565</b>

### 3. Operating 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 base rate plus 1.25%. The balance of the credit facilities was \$ NIL at December 31, 2021 (2020 - \$ NIL)

### 4. Receivables

Accounts receivable consist of the following:

	2021	2020
Trade accounts receivable	\$ 167,132	\$ 79,677
Due from Other Governments	844,351	1,081,491
Property taxes receivable	177,045	218,461
Utilities receivable	443,441	471,292
<b>Total</b>	<b>\$ 1,631,969</b>	<b>\$ 1,850,921</b>

### 5. MFA Debt Reserve Fund

	2021	2020
Cash Deposit	\$ 46,802	\$ 46,019
Demand Note	90,276	90,276
<b>Total</b>	<b>\$ 137,078</b>	<b>\$ 136,295</b>

# District of Chetwynd

## Notes to the Financial Statements

For the Year Ended December 31, 2021

### 6. Accounts payable and accrued expenses

Accounts payable consist of the following:

	2021	2020
Trade accounts payable	\$ 622,526	\$ 473,762
Holdbacks and trust funds payable	234,454	283,800
Wages and employee benefits payable	235,478	280,187
Other governments and agencies	106,993	40,111
<b>Total</b>	<b>\$ 1,199,451</b>	<b>\$ 1,077,860</b>

### 7. Deferred Revenue

The District records deferred revenue for the funds received in advance of services not yet rendered and is recognized into revenue during the period in which the services are provided. Due to the restricted nature of these funds, they are shown as liabilities.

	2021	2020
Capital grants	\$ 230,283	\$ 437,274
Lease revenue	14,223	15,152
Utility charges	104,946	103,802
Other deferred revenue	123,574	106,454
<b>Deferred revenue, end of period</b>	<b>\$ 473,026</b>	<b>\$ 662,682</b>

# District of Chetwynd

## Notes to the Financial Statements

For the Year Ended December 31, 2021

### 8. Long-term debt

	Balance, beginning of year	Proceeds	Sinking fund payments	Actuarial adjustments	Balance, end of year
<b>General capital fund</b>					
MFA Issue 131	\$ 1,288,836	\$ -	\$ (56,578)	\$ (2,851)	\$ 1,229,407
<b>Sewer capital fund</b>					
MFA Issue 141	1,323,654	-	(55,824)	(1,375)	1,266,455
MFA Issue 145	1,003,106	-	(40,451)	(762)	961,893
Sewer capital fund	2,326,760	-	(96,275)	(2,137)	2,228,348
	<b>\$ 3,615,596</b>	<b>\$ -</b>	<b>\$ (152,853)</b>	<b>\$ (4,988)</b>	<b>\$ 3,457,755</b>

	Effective Interest Rate	2021	2022	2023	2024	2025	Subsequent years
MFA Issue 131	2.19%	\$ 56,578	\$ 56,578	\$ 56,578	\$ 56,578	\$ 56,578	\$ 509,198
MFA Issue 141	2.80%	55,823	55,823	55,823	55,823	55,823	614,061
MFA Issue 145	3.15%	40,451	40,451	40,451	40,451	40,451	485,403
		<b>\$ 152,852</b>	<b>\$ 152,852</b>	<b>\$ 152,852</b>	<b>\$ 152,852</b>	<b>\$ 152,852</b>	<b>\$ 1,608,662</b>

# District of Chetwynd

## Notes to the Financial Statements

For the Year Ended December 31, 2021

### 9. Tangible Capital Assets

	Land and improve- ments	Buildings	Machinery, Equipment	Infrastructure	Water utility	Sewer Utility	Work in Progress	2021	2020
Balance, beginning of year	\$ 1,304,347	\$12,550,743	\$10,076,483	\$ 23,636,652	\$16,976,551	\$14,144,047	\$ 158,009	\$ 78,846,832	\$ 77,310,713
Additions	52,105	526,069	367,039	797,079	461,266	486,293	637,102	3,326,953	2,578,810
Disposals	-	-	(163,052)	(35,288)	(7,568)	(9,916)	-	(215,824)	(1,037,753)
Balance, end of year	1,356,452	13,076,812	10,280,470	24,398,443	17,430,249	14,620,424	795,111	81,957,961	78,851,770
<b>Accumulated Amortization</b>									
Balance, beginning of year	-	(3,240,654)	(7,000,322)	(8,619,650)	(5,396,241)	(2,503,519)	-	(26,760,386)	(25,292,682)
Amortization	(1,737)	(232,447)	(437,061)	(577,026)	(389,359)	(191,763)	-	(1,829,393)	(1,816,247)
Disposals	-	-	131,876	35,422	5,045	6,475	-	178,818	343,606
	(1,737)	(3,473,101)	(7,305,507)	(9,161,254)	(5,780,555)	(2,688,807)	-	(28,410,961)	(26,765,323)
<b>Balance, end of year</b>	\$ 1,354,715	\$ 9,603,711	\$ 2,974,963	\$ 15,237,189	\$11,649,694	\$11,931,617	\$ 795,111	\$ 53,547,000	\$ 52,086,447



# District of Chetwynd

## Notes to the Financial Statements

For the Year Ended December 31, 2021

### 10. Accumulated Surplus

	2021	2020
Restricted reserve funds	\$ 2,180,609	\$ 2,025,577
Non-restricted reserve funds	5,913,097	5,591,154
Accumulated surplus - general fund	1,334,751	1,049,636
Accumulated surplus - water fund	1,011,784	725,158
Accumulated surplus - sewer fund	1,205,800	893,525
Equity in capital assets	50,055,931	48,442,526
<b>Total</b>	<b>\$ 61,701,972</b>	<b>\$ 58,727,576</b>

### 11. Property taxation

Property taxation revenue is comprised of the following amounts raised, less collections on behalf of other governments:

	2021	2020
Property taxes	\$ 6,242,185	\$ 5,959,586
<b>Less: Collections for other governments</b>		
School & Police taxes	(1,484,536)	(1,180,909)
PRRD taxes	(1,024,435)	(1,153,592)
PRRHD taxes	(360,567)	(306,871)
Joint boards and commissions	(109,414)	(108,588)
<b>Total</b>	<b>\$ 3,263,233</b>	<b>\$ 3,209,626</b>

# District of Chetwynd

## Notes to the Financial Statements

For the Year Ended December 31, 2021

### 12. Pensions and other postretirement benefit plans

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, 2020, the plan has about 220,000 active members and approximately 112,000 retired members. Active members include approximately 42,000 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 contributions 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 \$311,145 (2020 - \$306,724) for employer contributions to the plan in fiscal 2021.

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 to individual employers participating in the plan.

### 13. Contingencies liabilities

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

### 14. Extraordinary item

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.

### 15. Budget presentation

The budget adopted by Council on May 12, 2021 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 "Other revenue from own sources" from \$911,988 to \$410,745 and to reduce operation expenses from \$8,685,456 to \$8,184,213.

# District of Chetwynd

## Notes to the Financial Statements

For the Year Ended December 31, 2021

### 16. Segmented Information

Chetwynd is a diversified municipal government that provides a wide range of services to its citizens. The District's operations and activities are organized and reported by funds and departments. The General Fund reports on operations, funded primarily by property taxes, which include services provided by the District such as general government services, protective services, transportation services, public health services, community development and utility services. Utility operations area comprised of the solid waste, water and sewer services, each accounting for its own operations and programs within their own funds.

#### General government services

General government operations are primarily funded by property taxation. The expenses within the department are for legislative, general administration and finance functions within the District. The general revenue reported under the department includes revenues associated with taxation and unconditional government transfers. These revenues have not been apportioned to other departments supported by the General Fund.

#### Protective services

Protective services are comprised of fire protection, building inspection and bylaw enforcement services. The fire department is responsible for effective fire protection and public safety services to the District. This includes fire prevention, fire safety inspections, fire control and/or suppression.

#### Transportation services

Transportation services are responsible for the operation, maintenance and repairs of the District's streets, sidewalks, storm drainage system and the vehicle fleet as well as providing snow removal and ice control services.

#### Public health services

Public health services include the operations and maintenance of the cemetery and community health initiatives.

#### Community development

Community development services include planning, economic development, tourist information services, community promotion, parks and open space maintenance and repairs.

# District of Chetwynd

## Notes to the Financial Statements

For the Year Ended December 31, 2021

### 17. Segmented Disclosure

	General Government	Protective Services	Transport Services	utility Services	Public Health	Comm. Develop.	2021	2021 Budget	2020
Property taxes	\$ 3,230,684	\$ -	\$ -	\$ 32,549	\$ -	\$ -	\$ 3,263,233	\$ 3,271,013	\$ 3,209,626
Services to other governments	3,568	112,853	-	-	-	116,424	232,845	243,667	228,400
Sale of services	3,174	18,428	-	2,192,911	14,251	19,041	2,247,805	1,662,643	1,802,656
Other revenue from own sources	340,953	157,278	445,581	2,050	-	-	945,862	410,745	836,465
Government transfers	3,862,401	122,523	-	-	30,000	407,651	4,422,575	4,436,371	4,806,132
Gain (loss) on disposal of assets	-	-	28,822	(5,829)	-	-	22,993	1,816,247	(56,898)
	7,440,780	411,082	474,403	2,221,681	44,251	543,116	11,135,313	11,840,686	10,826,381
Salaries, wages & benefits	876,424	231,162	932,498	498,088	44,526	476,560	3,059,258	3,071,983	3,136,153
Travel & training	24,433	24,577	10,272	1,722	-	5,910	66,914	166,000	82,540
Contracted services	293,966	342,342	139,992	512,089	15,079	232,277	1,535,745	1,374,927	1,756,820
Materials & supplies	57,373	83,486	229,027	144,239	12,209	203,344	729,678	707,538	736,087
Insurance, licenses & dues	99,789	9,623	38,022	10,482	-	1,280	159,196	164,350	153,351
Utilities & telephone	113,972	19,882	150,939	180,841	-	39,435	505,069	465,780	525,668
Other expenditures	102,516	4,831	3,168	77,064	36,032	52,053	275,664	236,650	270,230
Amortization	141,382	121,291	744,136	674,187	32,110	116,287	1,829,393	1,816,247	1,816,246
	1,709,855	837,194	2,248,054	2,098,712	139,956	1,127,146	8,160,917	8,003,475	8,477,095
	\$ 5,730,925	\$ (426,112)	\$ (1,773,651)	\$ 122,969	\$ (95,705)	\$ (584,030)	\$ 2,974,396	\$ 3,837,211	\$ 2,349,286



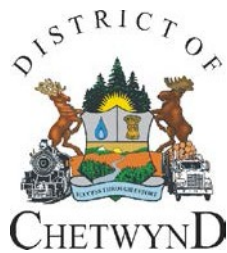
# District of Chetwynd

## Notes to the Financial Statements

For the Year Ended December 31, 2021

### 18. Provincial COVID-19 Restart Grant

	2021	2020
<b>Grant Revenue</b>		
Covid restart grant	\$ -	\$ 955,000
<b>Expenditures</b>		
Budget shortfall	-	(120,000)
Utility discount	(71,270)	(57,407)
Utility penalties forgiven	(14,770)	(17,485)
COVID related staff absences	(17,920)	(48,996)
COVID related cleaning supplies	(3,613)	(16,948)
Bylaw enforcement	(43,537)	(54,105)
Parks garage fire cleanup	-	(31,170)
Parks gate	-	(9,650)
	(151,110)	(355,761)
	(151,110)	599,239
Balance, beginning of year	599,239	-
<b>Balance, end of year</b>	<b>\$ 448,129</b>	<b>\$ 599,239</b>



# DISTRICT OF CHETWYND



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