





**2016 Annual Report**

For the fiscal year ended December 31, 2016

City of Fort St. John, British Columbia, Canada

Produced by Strategic Services and Finance  
in cooperation with all municipal departments  
and agencies.



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Message from Fort St. John Mayor

## Lori Ackerman

I am pleased to present this annual report for the City of Fort St. John.

Fort St. John is B.C.'s Energy Capital. Located in the heart of the majestic Peace River country, Fort St. John supports a trading area of more than 69,000 people in the city and outlying service region. The population is dynamic, young and energetic. With a median age of 30, Fort St. John is one of the youngest municipalities in Canada.

In 2016 we saw a downturn in our local economy. The drop in oil and gas prices and some major projects delayed meant fewer jobs. While our population figures continued to increase, our shadow population of workers who lived in camps and hotels seems to have decreased. This has had an impact on our local businesses.

It is not just our resource rich region that makes us BC's Energy Capital, it is also the energy and enthusiasm of our citizens. The community really stepped up to help each other out. Neighbours helping neighbours through this tough economic time is what makes our community strong.

Through the Federation of Canadian Municipalities, the City is working with municipalities in a remote area in Peru. Last year I traveled there to learn about them and to share what we are doing here. I was able to share our experiences in growing a vibrant and sustainable community in the presence of so much industry. This experience was certainly a benefit to the village to learn from our experiences but, as a community leader, I have gained valuable insights in developing opportunities and sustainable communities.

Our community events in 2016 included our very popular Canada Day and World Fair celebration that brings together citizens of different backgrounds to celebrate the different cultures and foods that make our community so vibrant and delicious!

I am grateful for the hard work of staff for using limited resources and striving each day to be



innovative in their approach to making things more efficient and effective for the community and also for highlighting our community on the National stage in so many ways.

Thank you to Council for your efforts. We will continue to face challenges as we have been, head on and with careful consideration.

Most importantly, I am thankful for our residents and businesses who contribute to our vibrant city by taking care of each other and taking care of our community.

Warmest regards,

A handwritten signature in black ink, appearing to read 'Lori Ackerman', written over a white background.

Mayor Lori Ackerman



## Mayor & Council

Mayor and Council were elected in the November 15, 2014 Local Government Election for a 4 year term.

Council meetings are scheduled on the second and fourth Mondays of each month except for September and December. September and December have one meeting, scheduled on the second Monday of the month. Regularly scheduled Council meetings that fall on a statutory holiday are moved to the next day.

Council has six types of meetings:

- Committee of the Whole
- Closed Committee of the Whole
- Regular Council
- Closed Council
- Public meetings
- Public hearings

The Mayor chairs each of these meetings.

*From left to right: Councillor Trevor Bolin, Councillor Byron Stewart, , Councillor Gord Klassen, Mayor Lori Ackerman, Councillor Bruce Christensen, Councillor Dan Davies, and Councillor Larry Evans.*

The following is a list of committee and liaison organizations for which Council members are selected to represent the City's interests:

### Council Committees

- City of Fort St. John-BC Hydro Joint Planning Committee for Site C
- Tourism Fort St. John Board
- Peace Valley OSB Community Advisory Committee
- Affordable Housing Committee
- Energy Literacy Committee
- Northeast BC Resource Municipalities Coalition
- Resource Works Advisory Committee
- BC Hydro Peace Williston Advisory Committee
- Community Bridge (North Peace Community Resources Society)
- Community Awards Committee
- Rural Fire Protection Agreement and Fire Department Management Committee
- BC Hydro Peace Region Non-profit Community Fund Committee
- Emergency Planning Committee
- Parcel Tax Review Committee
- Winter Cities Strategy Team

### Board Appointments:

- Peace River Regional District
- City of Fort St. John/Doig River First Nations Joint Planning Committee
- Northern Development Initiative Northeast Regional Advisory Committee
- Northern Medical Programs Trust Board and Local Committee
- North Peace Airport Society
- UNBC Northeast Regional Advisory Committee
- UVIC-Pacific Institute for Climate Solutions Advisory Board
- North Peace Leisure Pool Civic Properties Commission
- Peace River Regional District North Peace Fringe Area OCP Steering Committee
- Site C Regional and Local Government Liaison Committee
- Peace River Regional District North Peace Fringe Area OCP Advisory Committee

- National Zero Waste Council
- Peace River Regional District North Peace Fringe Area OCP Community Advisory Committee

### Council Liaisons:

- Seniors
- Library
- Youth Advisory Committee
- Welcoming Community Committee
- Fort St. John Community Arts Council
- North Peace Cultural Society
- Northern Environmental Action Team
- Fort St. John and District Sport Council
- Northern Health
- School District No. 60 (North Peace)

## 2015/2016 Council Priorities

Boundary Extension

Social Framework

Economic Development Strategy

Strategic Land Assembly

Corporate Strategic Plan

DCC Master Plan and Policy

SEEMP, Community Measures Agreement, Major Projects Impact Assessment

Regional Sustainability, NERM Coalition, Community Partnership

RCMP Building Plan

Parks and Recreation Master Plan

Review of Advisory Committees

Municipal Regional District Tax (MRDT)

## Council Advocacy Priorities

Site C

Future School Sites

Health Care Delivery Sites

Hospital

Education

100 Avenue Upgrading - 86 Street to Traffic circle

# Strategic Plan



Vision: Fort St. John will be a community where nature lives, businesses prosper, and families flourish.

## Core Values

### TRANSPARENCY

The City of Fort St. John will be open and honest in our activities and clearly share information with citizens. We understand that we are accountable to our community for the decisions that we make and we will demonstrate honesty and sincerity in all our dealings, upholding only the highest principles in the provision of open and transparent communications. We believe in providing a democratic and responsive form of local government that includes the careful planning of and accountability for generating income and spending public funds.

### INNOVATION

As leaders, we are prepared to take on new challenges in the pursuit of excellence. Since the quality and type of services we offer to our citizens is so important to us, we pledge to continually review how we provide municipal programs and service in order to make certain we deliver them in an efficient manner that meets the changing needs of our residents.

### RESPONSIVENESS

The City of Fort St. John is committed to listening carefully to the community and working together to solve problems. We recognize the responsibility we have in establishing policies that impact the lives of our citizens. We are committed to ensuring that we use all the available information we can obtain upon which to base our decisions.

### INTEGRITY

Council and staff commit to operate professionally at all times and uphold the highest ethical standards. We are committed to excellence in our service delivery and to fulfilling our vision and goals. We will treat all our taxpayers in a fair and equitable manner and promise our decisions on the best interests of the majority serviced. We further value individual honesty in dealing with each other and will be accountable to both the public and each other for what we do and how we do it.

# Guiding Principles

Fort St. John will be:



**A safe, healthy, active and family-friendly community.**

**A vibrant and diversified economy where local businesses are retained and business opportunities are expanded; citizens' interests are represented and promoted and efficiently through political and economic spheres; and the vitality of downtown is maintained and enhanced as a commercial and cultural destination.**



**A planned and sustainable community where community infrastructure is well-maintained to meet the needs of both current and future generations; the natural environment is preserved, protected and enhanced; and where municipal spending and tax policies are affordable and sustainable over time.**

# Community Profile



Located in the heart of the majestic Peace River country, Fort St. John supports a trading area of more than 69,000. The population is dynamic, young, and energetic.

Early pioneers built Fort St. John into the largest city in British Columbia's northeast region. Since its beginning in 1794 as a trading post, Fort St. John has continuously grown with the completion of the Alaska Highway in 1942 and the discovery of high-grade oil in 1951, setting the city's course as British Columbia's Oil and Gas Capital.

As Fort St. John continues to grow, so does our supply of retail and other businesses. Our friendly, small town feel is matched with big city amenities, creating a fantastic combination for many to call home. You will find unique shops throughout the city along with many national chains.

Fort St. John is a great place to visit and play, and offers a uniquely rich concentration of cultural activities and outdoor adventures. Fort St. John offers top-notch recreation facilities and being "The Energetic City", has hundreds of events taking place every year that entertain people of all ages and interests.

## Fast Facts

### POPULATION

approx. 23,000

### LOCATION

214 km west of Grande Prairie, AB (2.5 hr drive)  
 478 km northeast of Prince George, BC (5 hr drive)  
 663 km northwest of Edmonton, AB (7 hr drive)  
 1,237 km northeast of Vancouver, BC (14 hr drive)  
 2,461 km southeast of Anchorage, Alaska (31 hr drive)

### ELEVATION

695 metres/2,275 feet above sea level

### ECONOMY

Oil and Gas, Forestry, Agriculture, and Tourism

### CLIMATE

July average high	22°C/74°F
July average low	10°C/50°F
January average high	-11°C/12°F
January average low	-19°C/-3°F

### AVERAGE ANNUAL RAINFALL

330 mm/13 inches

### AVERAGE ANNUAL SNOWFALL

183 cm/6 ft

## Awards & Accomplishments

Award	Year
Award of Merit at the Association of Consulting Engineering for the Micro Hydro Project	2016
NCLGA Sustainability Award for the Passive House and Micro Hydro Projects	2016
Canadian Green Building Award for British Columbia for the Passive House Project	2016
Northern BC Commercial Building Awards for the Passive House Project	2016
Community Recognition Award from Wood <i>WORKS!</i> BC for the Passive House Project	2016
UBCM Community Excellence Honourable Mention for the Passive House and Micro Hydro Projects	2016
Communities in Bloom - 4 Blooms with special mention to the North Peace Museum	2016
Communities in Bloom - Environmental Action Award	2016
Environmental Resource Associates Certificate of Achievement as a Laboratory of Excellence for testing of drinking water	2015
PHIUS certification achieved on the Fort St. John Passive House Project	2015
IABC Canada Silver Leaf City of Fort St. John with Urban Systems Ltd. "Let's Talk Site C" Stakeholder Communication and Engagement – Multi-Audience Communication	2013
IABC Canada Silver Leaf City of Fort St. John with Urban Systems Ltd. "Let's Talk Site C" Stakeholder Communication and Engagement – Community Relations	2013
IABC Gold Quill Award of Merit 2- City of Fort St. John with Urban Systems Ltd. "Let's Talk Site C" Stakeholder Communication and Engagement – Multi-Audience Communication	2013
Alaska Highway News & The Northerner People's Choice Awards- Best of the Best- Best Place for Working- City of Fort St. John	2012
Alaska Highway News & The Northerner People's Choice Awards- Best of the Best- Best Office Staff- City of Fort St. John	2012
BC Hydro PowerSmart Excellence Awards- Sustainable Communities- Finalist	2010
SolarBC named Fort St. John a 2010 Solar Community of the Year	2010

# Canadian Award for Financial Reporting

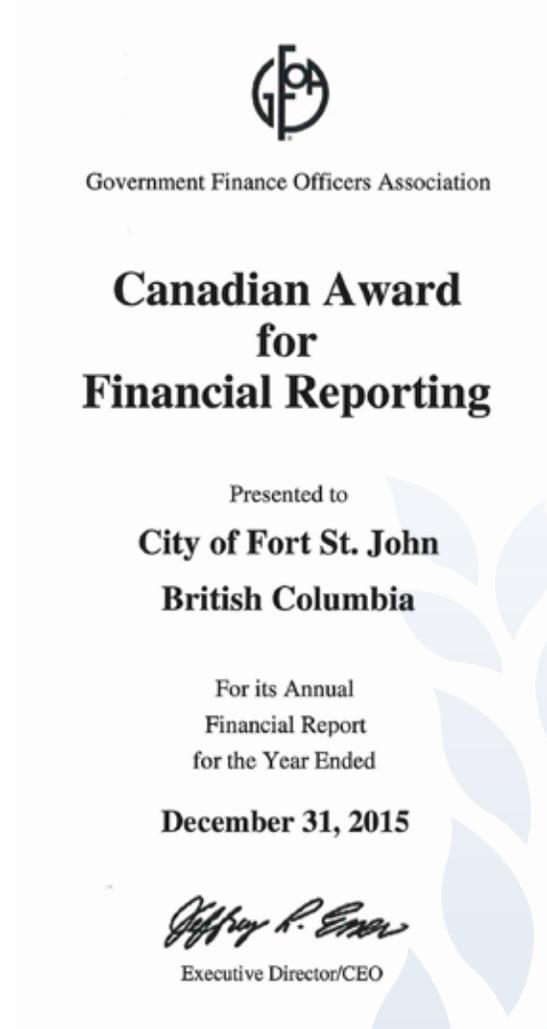
The Government Financial Officers Association of the United States and Canada (GFOA) awarded a Canadian Award for Financial Reporting to the City of Fort St. John for its annual financial report for the fiscal year ended December 31, 2015. This is the City's second Canadian Award for Financial Reporting.

The Canadian Award for Financial Reporting program was established to encourage municipal governments throughout Canada to publish high quality financial reports and to provide peer recognition and technical guidance for officials preparing these reports.

In order to be awarded a Canadian Award for Financial Reporting a government unit must publish an easily readable and efficiently organized annual financial report, whose contents conform to program standards.

Such reports should go beyond the minimum requirements of generally accepted accounting principles and demonstrate an effort to clearly communicate the municipal government's financial picture, enhance an understanding of financial reporting by municipal governments, and address user needs.

A Canadian Award for Financial Reporting is valid for a period of one year only. We believe our current report continues to conform to the Canadian Award for Financial Reporting program requirements, and we are submitting it to the GFOA for consideration.



## Message from the City Manager

### Dianne Hunter

I'm pleased to present our 2016 Annual Report. This report is a reflection on the innovation, commitment and dedication of our staff who work to make Fort St. John, truly, the Energetic City.

In 2016 we experienced a downturn in our local economy due to a drop in oil and gas prices. While recorded evidence indicates our population continued to grow, the decrease in our shadow population of workers and reduction in industrial activity had an impact on our local businesses. The city saw a dramatic drop in new dwellings compared to the record growth the previous year. As a fast paced growth is still expected in the coming decades due to some major projects, the slow down allowed us time to focus on streamlining processes and implement innovative changes to assist future development. We will continue to take the necessary measures to ensure the community is not negatively impacted by the cyclical nature of the industry around us.

We finalized a Community Measures Agreement with BC Hydro in 2016 to mitigate the impacts of the \$8 billion Site C dam construction only 7 kilometers from downtown. That agreement includes items important to the community such as water monitoring, traffic monitoring, an additional RCMP member, grants to assist our not-for-profit agencies and water security. In addition, it provided an annual payment for the term of the project to the City in recognition on non-measurable impacts on the community. The City will be putting these funds into a special reserve to ensure that they are directed to future projects that will be of benefit to the entire community.

We completed a successful boundary extension in 2016. Inclusion of 665 hectares (1643.25 acres) into the City's boundaries is consistent with the City's need to manage growth into the future. The City's 50 Year Growth Plan identified the land needed to accommodate future growth for residential, commercial and institutional needs.

We completed our first ever Parks and Recreation Master plan and began consultation for our Official Community Plan, both critical documents were required to plan for our future growth. Due to the successful boundary extension, the Official Community Plan consultation was extended so that our new residents can provide input as well.

Two of our innovative projects won several awards last year. Our passive house demonstration project operated all year to provide public education on excellence in energy conservation. We also had a



couple living in the house all year that provided us data on real life energy use in the house. We have successfully proven that a house built to higher energy standards can have energy bills of less than \$50 a month – even in our northern winters.

The second award winner project is our micro hydro project. This project is a turbine attached to the treated effluent that flows downhill from our lagoons. In 2016, power generated from what was previously considered only a waste product, produced enough energy to power 80 homes. Environmental stewardship and leading practices continues to be a focus for us.

I am appreciative of the dedication of our staff and community volunteers who make so many community events possible. Our Canada Day parade and World Fair has thousands of visitors and our High on Ice Winter Festival gets bigger and better every year. Our citizens also love a parade in the winter and line the streets for our Santa Parade every year. We are truly winter citizens!

Our proactive long term planning combined with our careful and considered approach to fiscal management will see us through changes to local industry and help us to continue to build a vibrant and sustainable community for ourselves and our children and their children.

We look forward to a promising future.

Warmest regards,

A handwritten signature in black ink that reads 'Dianne Hunter'. The signature is written in a cursive, flowing style.

Dianne Hunter

# Organization Chart

## CITIZENS OF FORT ST. JOHN



### MAYOR & COUNCIL

*The Mayor & six City Councillors are elected for a 4 year term by the citizens of Fort St. John*



### CITY MANAGER

**Dianne Hunter**

*Primary liaison between staff and Council, oversees and directs all City functions*



### GENERAL MANAGER OF CORPORATE SERVICES

**David Joy**

*Oversees: Finance, Legislative, Corporate Administration, and Protective Services.*



### DIRECTOR OF HUMAN RESOURCES

**Rashid Hasan**

*Functions: Occupational Health & Safety, Labour Relations, Recruitment, and Training & Development.*



### GENERAL MANAGER OF COMMUNITY SERVICES

**Wally Ferris**

*Oversees: Recreation, Leisure, Facilities, and Grounds.*



### DIRECTOR OF STRATEGIC SERVICES

**Moira Green**

*Functions: Economic Development, Corporate Communications, and Marketing.*



### GENERAL MANAGER OF INTEGRATED SERVICES

**Victor Shopland**

*Oversees: Planning, Engineering, Roads, and Utilities.*

## City Manager's Office

The City Manager's Office serves Council directly and acts as the primary liaison between staff, the Mayor's Office and City Council. The Office executes policies and decisions of Council and directs and coordinates the activities of City departments. The City Manager's role assists Council in determining community priorities and oversees a team of staff delivering the City services that support Council's direction.



2016 Divisional Initiatives	Department	Status
Economic Development Strategy	Strategic Services	Ongoing
Community Building Partnerships (Professional Resources, Recruitment, Retention)	Strategic Services	Ongoing
Community Foundation	Strategic Services	Ongoing
FSJ Regional Sustainability	City Manager's Office	Ongoing
Perimeter Service Policy	City Manager's Office	Ongoing
Downtown Revitalization - Phase III	Strategic Services	Complete
Department Office Moves	City Manager's Office	Complete
Boundary Extension (2015)	Strategic Services	Complete
Social Policy	City Manager's Office	In progress
Love Fort St. John Program Launch	Strategic Services	Complete
Passive House Awards	Strategic Services	Ongoing
Site C - Closing the Loop	Strategic Services	Complete
Strategic Land Assembly	Strategic Services	Ongoing
Creation of Learning and Development Program	Human Resources	Implemented
Implementation of Relationship Enhancement Program	Human Resources	Complete
Community Measures Agreement - BC Hydro	City Manager	Complete
NE BC Mayors Coalition	City Manager	Ongoing
Peace River Agreement Partnership	City Manager	Complete

2017 Divisional Initiatives	Department
Implementation of divisional JOSH committees	Human Resources
BCGEU Collective Agreement bargaining commencement	Human Resources
Council Remuneration Review	Human Resources
Downtown Revitalization - Bylaws	Strategic Services
Community Development Institute - Office Launch	Strategic Services
Implement Downtown Plan	Strategic Services
Implement Brownfields Planning	Strategic Services
Festival Market Design and Engineering	Strategic Services
Communications and Social Media Policy Development	Strategic Services
District Energy Strategy	Strategic Services
Industrial Land Strategy	Strategic Services
Build and Launch a New Corporate Website	Strategic Services
Winter Cities Initiatives Implementation	Strategic Services
City Signage Strategy	Strategic Services



## Strategic Services

The Strategic Services department provides two separate but related functions for the city: economic development and communications.

The Economic Development Office facilitates business development, international investment and site location as well as land acquisitions and assembly for community needs. The Office addresses issues of community sustainability and growth including recruitment and retention, livability and health by liaising with the development community, Northern Health, local governments and community partners.

The communications function provides the pictures and words to all city internal and external communications and marketing activities. This team promotes the fun stuff and explains the complicated stuff and celebrates Fort St. John, locally and provincially, and everything it has to offer.

### Responsibilities:

- Promotes sustainability of commercial, industrial and agricultural land areas and development
- Maintains and communicates demographic and development data
- Liaises with industry and government regarding major projects

- Promotes economic development including site selection, international investment and major project planning and procurement
- Liaises with local and provincial organizations including Chambers of Commerce, Community Development Institute, and post-secondary education
- City marketing, communications, brand recognition and reputation, including public relations, tactical marketing and the website

### Highlights:

- Implemented the Livelt! Green initiative in the month of September
- Hosted the Let's Talk Site C community meetings
- Facilitated a joint housing project BC Hydro and BC Housing
- Celebrated Earth Day with the grand opening of the Micro Hydro Project and signing of the Community Measures Agreement with BC Hydro
- Formed a staff communications committee to improve internal and external communications
- Applied for and received numerous awards for both the Passive House Project and Micro Hydro Project
- Strategically educated BC residents and political figures about our region through our Energy Literacy initiative



## Human Resources

The Human Resources Department provides specialized advice and assistance to internal and external customers, including City employees and the public. Human Resources staff provide support to all City department in matters relating to recruitment, labour relations, occupational health and safety, human resource programs, training and development, benefit administration, wage and salary administration and many other areas involving City employees.

### Responsibilities:

- Recruitment
- Labour relations
- Benefits administration
- Wage and salary administration
- Training and development
- Occupational Health and Safety

### Highlights

- Successfully recruited Pool Manager, Director of Finance, Health & Safety Coordinator, Health & Safety Assistant, Director of Facilities and Grounds and various union positions
- 119 jobs were posted throughout the year
- Decline in vacancy rate for current positions
- Exempt management compensation review was completed
- 16 employee engagement activities were held with several initiatives involving supporting United Way and other charities through fundraising drives
- Learning and Development Program implemented with the first training calendar providing employees with 16 courses offered within the organization

## Community Services Division

The Community Services Department provides programs, services and resources to create a community in which people of all ages and cultural backgrounds want to live, work, play and visit. Community Services consists of two departments – Facilities & Grounds, and Recreation & Leisure Services, with over 100 employees in total. Through community engagement and the dedication of our employees, we continue to strive for excellence!



2016 Divisional Initiatives	Department	Status
Service level standards for parks, sports fields and trails	Grounds	In progress
Corporate Sponsorships	Recreation & Leisure Services	In progress
Cemeteries Master Plan	Grounds	In progress
Parks and Recreation Master Plan	Community Services	Completed
RCMP Feasibility Analysis	Community Services	In Progress
Charlie Lake Boat Launch	Community Services	In Progress
New Spray Park Development	Facilities	In Progress
Enhanced Maintenance for Downtown Core	Grounds Department	Ongoing
Enhanced School Gymnasium Partnership	Community Services	Completed
Municipal Regional District Tax	Recreation & Leisure Services	In progress
BC 2020 Winter Games Bid	Recreation & Leisure Services	Completed

## 2016 Fast Facts

Civic Properties responded to 350 service requests

Grounds responded to 152 service requests

Over 75 different programs and events were run, and assistance was provided to facilitate 68 external special events on civic properties

2000 players attended drop-in lunch hour hockey

Sunday free skate was sponsored by Progress Energy for the second year in a row and had 5000 participants take part over the year

A total of 132 birthday parties or 1320 hours were hosted at the Kids Arena Fieldhouse

2017 Divisional Initiatives	Department
Comprehensive Security Review & Implementation	Community Services
Co-hosting Under 17 Men's World Hockey Challenge	Recreation & Leisure Services
Urban Tourism Sign Plan	Recreation & Leisure Services
Sport & Recreation Program Development	Recreation & Leisure Services
Cultural Centre Facility Improvements	Facilities
Hosting World Masters Long-track Speed Skating Competition	Recreation & Leisure Services
Centennial Park Master Plan	Community Services
Public Art Policy Development	Community Services



## Recreation and Leisure Services

The Recreation & Leisure Services Department is committed to providing opportunities that enhance the quality of life for all citizens of our community. The team consists of recreation programmers, lifeguards and instructors, customer service representatives, recreation attendants and senior staff who facilitate, or host a multitude of programs that encourage healthy and active lifestyles for all ages.

- Running and organizing fun activities and programs for families, tots, youth and adults like Tumble Time, Bouncing Beans, Active Communities Skating Lessons, adult ball hockey, badminton, pickleball, and basketball.
- Planning civic events like Canada Day, High on Ice Winter Festival, Santa Claus Parade, Community One Stop, Mosaic 150 and Party in the Park.

### Special Events and Programming

The Department of Recreation & Leisure services provides a wide-range of year-round activities including organized and casual sport, youth engagement, cultural programs and civic festivals. Department staff further liaises with many local organizations to assist in planning for special events that support and promote tourism, beautification, the arts, healthy living, immigration partnerships and accessibility, among others.

#### Responsibilities:

- Providing support to 35 different user groups from the community that utilize indoor and outdoor facilities experiencing;
  - » 4000 hours of ice usage
  - » 376 hours of dry floor usage
  - » 206 hours of outdoor field usage
  - » 1915 hours of indoor pitch usage

#### Highlights:

- School District 60 classes attended the recreation facilities for a total of 2070 hours in 2016 - Classes are encouraged to take advantage of the facilities for credit programs and field trips.
- Refurbishing PSC Fitness/Studio Areas, which were occupied by users for 457 hours.
- Recreation and Leisure department added a part-time Recreation Instructor position to the team in 2016, who is responsible for the instruction of a variety of programs added to the work plan.
- A total of 2300 children accessed the Tumble Time and Bouncing Beans drop-in programs throughout the year; held on Tuesday, Thursday mornings and Sunday afternoons.



### Visitor Centre (VC)

The Visitor Centre is Fort St. John's official visitor resource, providing local and out-of-town tourists with information, assistance and advice. Located in the Pomeroy Sports Centre, the knowledgeable staff members provide a wide range of visitor services, including helpful travel information and literature, in a friendly and personalized manner.

#### Responsibilities:

- Promotion of local tourism products and services
- Responding to travel inquiries from local and out-of-town travellers
- Retail sales of branded merchandise
- Tracking and reporting visitor statistics
- Distributing local visitor guides
- Member of the Visitor Services Network (Destination BC)
- Offering complementary brochures on BC, Alberta, Yukon, Northwest Territories, and Vacation Planners across Canada
- Running tourism-related events and programs

#### Highlights:

- Purchased a mobile visitor centre
- Ran more than 10 events and programs including photo contests, walking challenge, gingerbread house contest, and the amazing race



### North Peace Leisure Pool

The North Peace Leisure Pool, located on 100th Street next to the North Peace Arena, is owned by the Peace River Regional District and operated by the City of Fort St. John. The facility consists of a leisure pool, a 25 metre lap pool, a small bubble pool for tots, two full-sized waterslides, sauna, steam room, whirlpool, family change rooms, cardio fitness room, a meeting room and an independently operated concession

#### Responsibilities:

- Providing Red Cross swimming lessons to patrons of all ages
- Offering safety programs like babysitting courses, home alone programs, first aid, and lifeguard certification courses
- Running special events including tween/teen nights, and family day swims
- Hosting a variety of user groups like the Inconnu, Stingrays, and Special Olympics swim clubs
- Providing fully accessible options for people with limited mobility
- Offering fitness classes like yoga, aqua-fit, watercise, strength & stretch and hydro rider

#### Highlights:

- Completed the building envelope repair project
- Celebrated 20th anniversary of the NPLP
- Purchased new inflatable equipment
- Purchased and installed new accessibility equipment including, a second lift, wheelchair/shower chair and new change table for the disabled change room



## Facilities and Grounds

The Facilities and Grounds Departments provide operational, technical and logistical support to all recreation and leisure services programming and special events. The two departments include permanent and seasonal personnel and a small fleet of specialized equipment to ensure rapid and efficient delivery of services to the community at all recreational facilities, civic properties and outdoor spaces. These two departments work together in synergy, with the ability to crossover to assist cooperatively in operations.

### Grounds Department

The “grounds” include more than 260 hectares of outdoor spaces encompassing more than 24 parks and public green spaces, 17 ball fields, 2 soccer pitches, 2 cemeteries, a community forest, 15 kilometres of paved trails and 39 kilometres of maintained sidewalks. Our grounds department works to consistently improve the functionality and appearance of all of these outdoor spaces for our citizens to enjoy.

### Responsibilities:

- Providing support to ensure the successful execution of outdoor events and festivals like High on Ice Winter Festival and Canada Day festivities
- Enhancing the level of service to the community’s outdoor spaces
- Performing overall beautification including weeding, bench maintenance, graffiti removal and painting
- Conducting snow removal on civic properties, sidewalks and trails
- Responding to internal and external maintenance/service requests

### Highlights:

- Purchased new grounds headquarters
- Created new outdoor skating loop at Matthews Park
- Acquired three new parks within the City, including Garrison, Sunset Ridge and Energy Park
- Hired a new Grounds Supervisor



## Facilities Department

The “facilities” include the Pomeroy Sports Centre (PSC), Kids Arena Fieldhouse, North Peace Arena, North Peace Leisure Pool, as well as civic properties like City Hall, the Cultural Centre and the Public Works Building. Facilities staff work together to ensure the provision of clean, safe and healthy facilities for our community.

### Responsibilities:

- Identifying maintenance problems and performing routine repairs
- Performing ice in/out operations on the City’s indoor rinks
- Responding to internal and external service/maintenance requests
- Provide support for special events, programs and festivals
- To provide safe and usable indoor facilities for public use
- To work with user groups to provide the best possible conditions for their competitions

### Highlights:

- Completed PSC Acoustics Study
- Facilitated the install of a backup generator at City Hall
- Conducted curling rink mechanical improvements
- Completed public works building improvements
- Assisted Planning & Development Departments transition into their new home at the Beaton Building
- Significant level of high-quality in-house work performed at the annual pool shutdown
- Developed a cross training program for facility staff
- Provided facilities for Provincial, National and International Competitions
- Improved communications with the user groups

## Corporate Services Division

The Corporate Services Division is responsible for the strategic direction of the City and stewardship and direction of the City's finances, information systems, corporate administration and business licensing. Overseeing protective services, the Division is responsible for fire and emergency services, bylaw enforcement and is the principal contact with the RCMP.



2016 Divisional Initiatives	Department	Status
Boundary Extension (2015)	Legislative & Administration Services	Ongoing
Online Payment Options	Finance	Ongoing
Bylaw Ticketing Automation	Protective Services	Ongoing
Animal Control Bylaw Update	Protective Services	Complete
Traffic Control Bylaw Update	Protective Services	Ongoing
Fire Services Strategy and Master Plan	Protective Services	Complete
Long Term Financial Plan	Finance	Ongoing
Regional Fire Services Agreement & Mutual Aid	Fire Department	Complete
Fire Rescue Services Equipment & Apparatus Assessment	Fire Department	Complete
RCMP Building Needs Assessment	Protective Services	Complete
IT Strategic Plan	IT Services	In progress
Auxiliary Program (paid on-call firefighters)	Fire Department	Ongoing
Structural Review of City Boundaries	Corporate Services	Complete
Meet Statutory Reporting Deadlines	Finance	Complete
Long Term Financial Plan	Finance	Complete
Fire Services Strategy and Master Plan Implementation	Protective Services	Complete
Regional Fire Protection Agreement Negotiations	Protective Services	Complete
Regional Fire Dispatch and 911 Requests for Proposals	Protective Services	Complete
Hiring & Training of four (4) firefighters	Fire Department	Complete

## 2016 Fast Facts

Information Technology provided IT services to over 200 staff distributed across 10 facilities

Information Technology responded to over 1,500 service requests in 2016

RCMP received 13822 calls for service

RCMP served 2692 traffic tickets, notices, and warnings in the municipality

RCMP responded to 1134 crimes against persons and 1892 crimes against property.

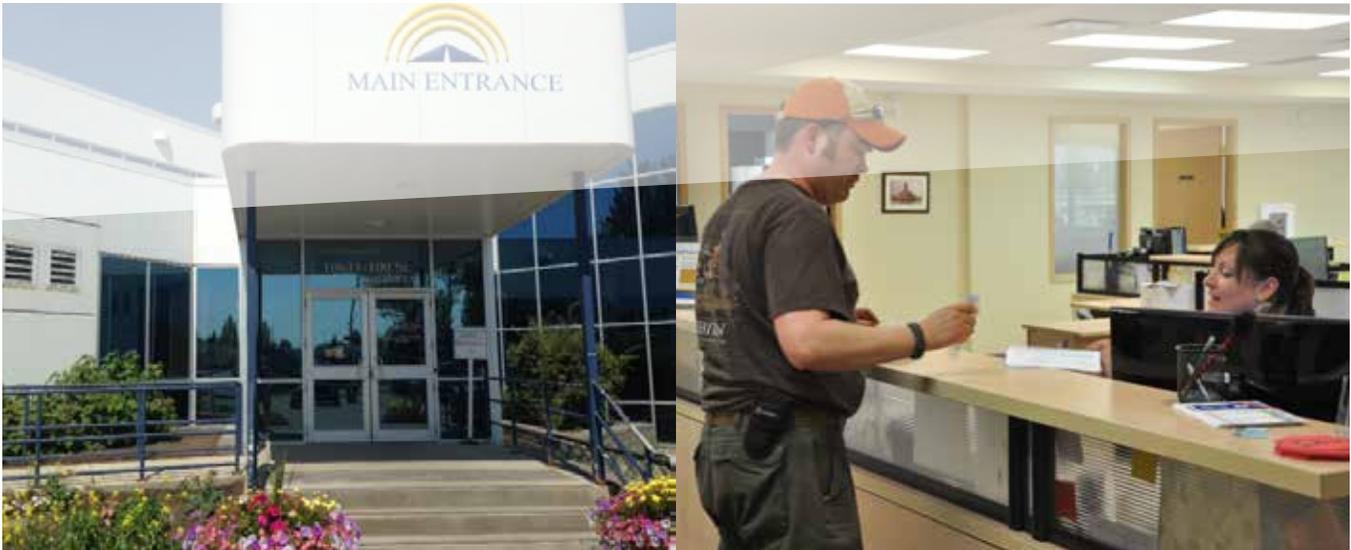
432 motor vehicle incidents were reported to RCMP

Bylaw impounded 124 dogs

Bylaw issued 1614 parking meter violation tickets

Bylaw responded to 51 noise complaints

2017 Divisional Initiatives	Department
Enhancements to the Automated Telephone System	Legislative & Administration Services
Draft a Signing Authorities Policy	Legislative & Administration Services
Review of Council Policies and Procedures	Legislative & Administration Services
Fire Services Operational Implementation Plan	Fire Department
Fire Dispatch/911 Transition	Fire Department
Hazmat Unit replacement	Fire Department
Fire Training Centre Phase One-Feasibility Study	Fire Department
Auxiliary Program Recruitment	Fire Department
Facility Review Planning Phase Two	RCMP
Annual Performance Plan Reporting	RCMP
Municipal Policing Unit Agreement Annual Reporting	RCMP
Individual Learning Plans for EOC Members	Emergency Management
EOC Training (Core responsibilities)	Emergency Management
ESS Recruitment and Training	Emergency Management
Bylaw Enforcement Policy	Protective Services
Traffic Bylaw Update	Protective Services
Property Standards Bylaw Rewrite	Protective Services
Cat & Backyard Hens Regulation Analysis	Protective Services
Bylaw Notice Bylaw Proposal	Protective Services
Server upgrades	Information Technology
Wide area network upgrades	Information Technology
Software upgrades	Information Technology
WIFI implementation	Information Technology
Complete the Payroll Software Project	Information Technology
Provide IT Support to 2020 U17 Hockey Tournament	Information Technology
Digital Signage upgrades	Information Technology
Web Site and online service improvements	Information Technology



## Corporate Administration

Corporate Administration is the community’s link to City Council. The department supports and manages the Council meeting process, develops and maintains City bylaws, maintains and protects corporate records, considers and facilitates access to corporate information and deals with related privacy issues. The department also manages civic elections, Board of Variance and Council Committees.

### Responsibilities:

- Maintains the official records of the municipality
- Commissioner of Oaths – Authorized signatory for the City
- Provides administrative support to Council and various Departments
- Responsible for land sales
- Processes Freedom of Information requests and provides access to information
- Legal

### Highlights

- Amalgamation of original and amending active bylaws into consolidated bylaws
- Completion of the city boundary extension
- Continued historical records management documentation purging and retention
- Implemented multi-year permissive tax exemption bylaws to reduce administrative staff time

## Finance

The Finance Department manages the finances of the City.

### Responsibilities:

- Accounting and financial record keeping
- Internal and external financial planning and reporting
- Management and investment of municipal funds
- Corporate risk management and internal control
- Billing and collection of property taxes and utility fees
- Strategic Planning, preparation of budgets and Financial Plan
- Preparation of Financial and Management reports

### Highlights

- Received a clean audit report
- Received approval for the 2017-2021 Financial Plan and met all statutory deadlines
- Healthy financial position
- Reduced financial leverage (level of debt in financial structure), which is generally a positive sign



## Information Technology

The Information Technology department is responsible for strategy, design, transition, operation and ongoing improvement of all technology services within the City's business environment. IT supports an internal user group by managing services, projects and vendor portfolios, while partnering with specific business areas to facilitate the delivery of value to internal and external customers.

### Responsibilities

- Manage applications, infrastructure services and technology environments
- Protect City information and technology assets
- Provide helpdesk & end-user support services
- Deliver services including network, telephony, email, web-hosting, file storage and printing
- Ensure service continuity for critical systems
- Implement and support business applications
- Manage IT suppliers and contracts

### Highlights

- Adoption of Project Management Framework aligned with industry best practice
- Implemented industry best practice service management tools (ServiceNow) in 2016
- Consolidated IT budget for all technology purchases required by the City
- Over 140 computers and laptops replaced

## Protective Services

The department is managed by a Director and employs a Bylaw Enforcement Supervisor and two Enforcement Officers. They are responsible for community safety initiatives, regulatory enforcement and public education of City Bylaw enactments.

### Responsibilities:

- Animal Control and Licensing
- General Bylaw enforcement of traffic, unsightly premises, noise control and other related municipal regulatory requirements
- Business Licensing
- Public education

The Director of Protective Services also provides leadership and strategic direction for:

- The Fort St. John Fire Department
- Royal Canadian Mounted Police
- Municipal Emergency Plan

### Highlights

- Bylaw Enforcement worked with the Integrated Services Division on the transition of Business Licensing to the Planning and Engineering Department.
- Worked with the RCMP on a False Alarm Reduction Strategy
- Animal Control staff collaborated with Emergency Social Services on a pet management strategy during emergencies requiring evacuations.
- Protective Services staff assisted in several large evacuations in response to the 2016 spring fire events.



## Fire Department

Fort St. John Fire & Rescue Services mandate of preserving life, property and the environment in the City of Fort St. John is the foundation of our strategic plan and service focus. We are proud of our commitment to maintain a state of readiness and to provide a progressive, stable and reliable service for our customers. We strive daily to achieve the highest service standards in responding to Fire, Medical and Life Safety issues that impact the City and Region.

Fire Rescue Services is comprised of four divisions which include: Administration, Training, Fire Prevention and Fire Suppression. The role of Fire Rescue Services has expanded over the years to ensure we meet the ever changing demands of a growing community. Our service deliverables include fire suppression, hazardous materials response, technical rescue response medical emergencies and public education.

### Highlights

- Hired four additional suppression staff
- Suppression division operates 24/7 with a four person minimum
- Fire Department Strategic Plan was completed and adopted by Council
- Replaced the 1996 Brush Truck used for fighting wildland fires
- Secured a service contract with Atco Two Rivers for the Site C Project
- Researched and made recommendations for improvements and modernization of Fire Protection agreements and Mutual Aid responses.
- Fire hall utilized as the Emergency Operations Centre for the Spring Wildfires that resulted in numerous evacuations in the Regional District.

## RCMP

The Fort St. John RCMP is a Post Detachment providing policing services to the North Peace area. The service area encompasses approximately 49,000 permanent residents augmented by numerous work camps.

### Services Include:

- 24/7 response to calls
- General Investigative Services
- Criminal investigations
- Traffic enforcement
- Crime prevention and crime reduction initiatives
- Integrated Road Safety Unit
- Community education and outreach
- Traffic Reconstructionist
- Provincial Dog Handler
- First Nations Policing

### Highlights

- The Crime Reduction Unit has been developing a Prolific Offender Program
- The Block Watch and Block Parent programs are being refreshed along with the Crimestoppers program.
- Members conducted 78 school presentations on various subjects related to youth.

## Integrated Services Division

Integrated Services consists of two departments - Development Services, and Public Works & Utilities. Integrated Services also manages solid waste collection, transit and handyDART services, and most major construction projects within the city.



2016 Divisional Initiatives	Department	Status
Subdivision Service Standards	Development Services	In progress
Neighborhood Quality Control	Development Services	In progress
Effluent Reuse	Capital Projects	In progress
Official Community Plan	Development Services	In progress
DCC Master Plan and Policy	Development Services	In progress
Subdivision Service Standards	Development Services	In progress
Neighborhood Quality Control	Development Services	In progress
Curbside Recycling Operations & Monitoring	Public Works & Utilities	Complete
Micro Hydro Operation	Public Works & Utilities	Complete
Unidirectional Flushing Program	Public Works & Utilities	Complete
Sanitary Sewer Flushing Program	Public Works & Utilities	Complete
Capital Improvement Program	Integrated Services	Complete

## 2016 Fast Facts

Total number of Dwellings permitted for 2016: 69 permits. Decrease from 2015: 358 permits.

Total construction value for 2016: \$81,453,000. Decrease from 2015: \$164,751,050

Recycled 1,603,000 litres of backwash effluent water from the water treatment plant. Water is used in city street sweepers, flush trucks and for watering planters and flower baskets.

In 2016, Public Works responded to 3,181 service requests from city residents.

2,899,786 cubic meters of potable water was produced. Conservation measures have reduced total consumption of water even though the population has increased.

18,000 meters of sanitary sewer mains were flushed.

2017 Divisional Initiatives	Department
Begin Construction of Waste Water Recovery Centre	Integrated Services
Zoning Bylaw Updates	Development Services
Zoning and Infrastructure Work in Newly Incorporated Areas	Development Services
Unidirectional Flushing Program	Public Works & Utilities
Sanitary Sewer Flushing Program	Public Works & Utilities
Capital Improvement Program	Integrated Services



## Development Services

Development Services department includes Engineering, Planning, Building, and GIS staff to oversee the permitting and approvals related to land use and development within the City as well as the review and inspection of new developments and construction projects. Staff provide front line customer service to residents and developers and work with other city departments in the delivery of this service.

### Planning

Planning provides service for development related applications. Staff in this group provides professional planning services to facilitate all municipal approval processes from the conceptual stage to Council consideration. This can include environmental, economic, social and cultural issues from a community and corporate perspective. The division also manages land use bylaws and policies, related research, as public engagement and communication related to land use.

### Engineering

The Engineering division is responsible for the city's infrastructure, including planning, design, review and inspection of city infrastructure and capital construction projects. Areas of responsibilities include transportation & traffic, water, sewer, storm water, roads & sidewalks, street lights, traffic signals, solid waste planning and projects. Engineering staff are also responsible for liaising with provincial and federal ministries on any municipal development matters.

### Building Inspection

The Building Inspection division is responsible for ensuring local projects are in compliance with the BC Building Code and assisting developers to achieve compliance with City bylaws. Building Inspection staff provide building permit review and inspection services.

### GIS

The Geographic Information System (GIS) is a system designed to capture, store, manipulate, analyze, manage and present spatial or geographical data. The GIS division provides mapping services and data for all city departments and the public. This includes mapping for the water, sewer and storm utilities, parks, trail networks, air photo, land contours and many other systems so that people can visualize, analyze and interpret this data. Responsible for data integrity, GIS also handles the assignment or change of civic addressing for the general public, analyze data to provide information on issues, manages utility and land use data and is currently engaged in the ongoing electronic upgrades to launch online processing and information retrieval for the community.

### Highlights

- Development and first full year of CityWorks software (Permits, Lands, and Licenses (PLL)) for Development Permit applications, to allow for better processing and tracking of applications.
- Coordinating and implementing new air photo and 3D imagery viewer
- Extended OCP consultation to include input from property owners in new boundary extension area
- Implemented many of the recommendations in the Development Services Review.



## Public Works & Utilities

The Public Works & Utilities division provides a range of services in the areas of water, sewer and roads. This includes operation, maintenance and repair of the road network, storm water system, and the water and sewer utilities. Utilities staff also assist the engineering department in the design and construction of water, sewer and drainage construction projects.

### Roads

The roads division is responsible for providing the following services on city roads: Snow Removal, Dust Control, Line Painting, Crack Sealing/Pothole Patching, Street Sweeping, Road Overlays, Traffic Signals, Street Lights, Drainage, Solid Waste contract management and Fleet Management.

### Water

The utilities division is responsible for producing safe drinking water and distributing it throughout the city. The division operates and maintains the water treatment and pumping facilities, two reservoirs, the distribution system which includes the water mains, valves, services and fire hydrants and also two rural water dispensing stations.

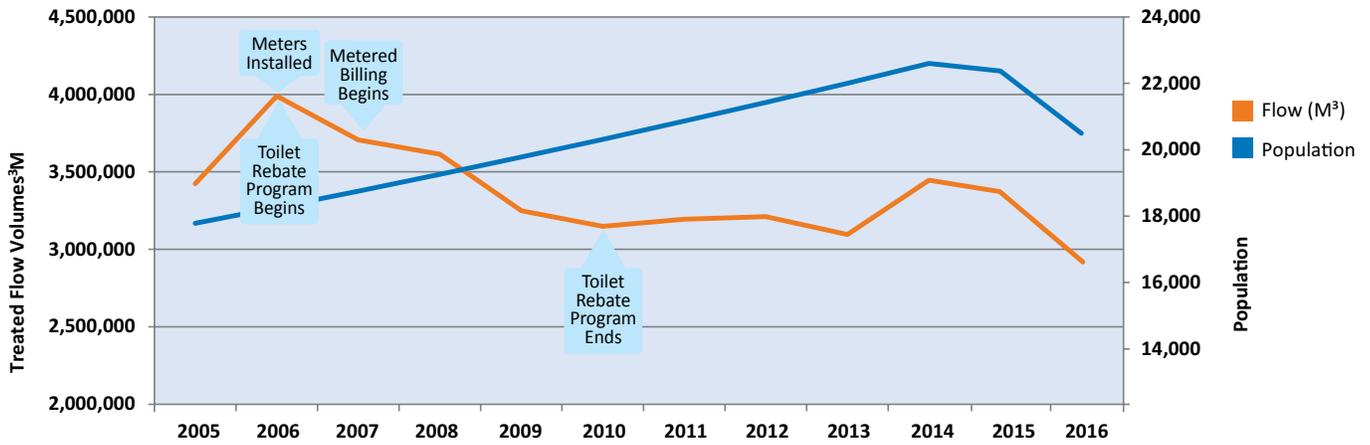
### Sewer

The Utilities division is also responsible for operating and maintaining the wastewater collection system, three lift stations, two wastewater treatment systems and ensuring that all federal and provincial regulations are met for the discharge of the treated effluent.

### Highlights

- First full year of producing our own aggregate and winter sand
- Continued the asphalt overlay program with a budget of \$2 million allowing for approximately 25 city blocks to be resurfaced with new asphalt.
- Continued utilizing our hot asphalt recycling plant and patching equipment to produce more permanent pothole repairs and asphalt patches.
- Continued with the water main looping and fire hydrant installation project to improve water flow and fire protection in the city.
- Continued water main uni-directional flushing program, fire hydrant servicing program and valve maintenance programs.
- Rehabilitated two of the five water wells that supply water to the city
- First full year of operation of a Micro Hydro project that utilizes the effluent discharge from the South Lagoons to power a turbine generator that creates enough electricity to power approximately 80 homes.
- Initiated design and construction of an effluent recovery and reuse facility
- Continued sanitary main flushing program

## Annual Water Flow Volumes/Population



## Micro Hydro Project

The micro-hydro generating station utilizes the energy available in the gravity discharge of the sewer effluent from one of our treatment facilities. This is the first 100 KW net metering installation in the province.



## Report from the General Manager of Corporate Services

April 30, 2017

The purpose of this report is to:

- (i.) present the City of Fort St. John's audited 2016 financial statements and related financial results;
- (ii.) provide some interesting perspective of the results against the approved budget, and;
- (iii.) provide an overview of municipal services, activities and direction.

While it is informative to understand the differences between 2016 and 2015 results, it should be noted that it is even more important to analyze the 2016 actual results against the 2016 approved operating budget. That is because a 2015 full-year forecast (based on 6-8 months actual revenue and expense trends) was used as part of the basis to create the 2016 budget in addition to the anticipated operating and capital programs approved for 2016. Many hours were spent developing and discussing the operating and capital budgets within administration, with Council and with the public. Understanding why revenues and expenses were higher or lower than the approved budget provides the general public with the transparency and accountability necessary to retain the confidence that taxpayers' dollars were well spent and that tax rates were established to maintain approved service levels and invested in approved capital projects.

### Financial Overview

The City continued to provide quality and cost-effective services to residents in 2016, while at the same time anticipating the additional infrastructure which will be required to sustain a projected doubling of its population over the next twenty years as a result of the contribution from industrial growth with oil, gas and hydro, along with the ancillary commercial growth in support of such industries. The Official Community Plan is the guide for this strategy. The City is taking a planned and incremental approach in building up its reserves and surplus balances to address funding pressures that will arise in the future for the replacement, renewal and addition of important infrastructure. An overview of the City's 2016 financial results against budget follows.

### Revenues and Expenses

The City had total revenues of \$91.2 million and consolidated current expenses of \$55.0 million in 2016, which resulted in an annual surplus of \$36.2 million as compared to the budgeted surplus of \$30.0 million. A breakdown of 2016 total revenues and expenses is shown in the charts below.

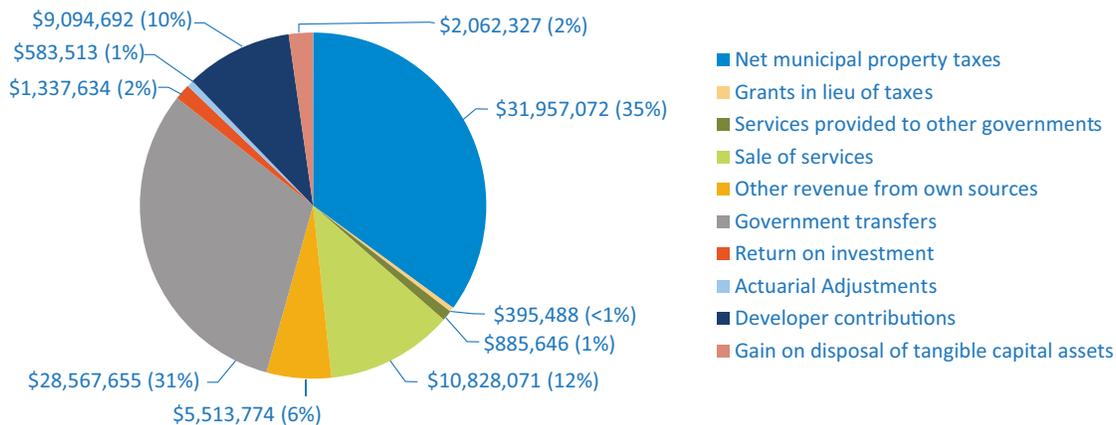
The total revenues were \$3.6 million higher than budgeted due to:

- developer contributions (**\$5.7M favourable**) – for subdivisions Hillcrest Village, Energy Park, The Station, Countryview, 102nd Avenue and Sunset Ridge;
- gains from the disposal of assets (**\$2.1M favourable**) – related to land sold to the school district and insurance proceeds for the gymnastics centre;
- other revenue (**\$1.2M favourable**) – revenues received related to the community measures agreement;
- interest earned from investments (**\$0.9M favourable**) – timing of funds received from the Peace River Agreement (PRA) and invested for future use;
- partially offset by a reduction in government transfers (**\$6.6M unfavourable**) ie. That portion of Provincial grant revenue that was realized from the grant money received to offset the capital expenditures or operating projects/programs expenditures in 2016 for which the grants were intended.

# Report from the General Manager of Corporate Services

## 2016 Revenues by Source

Total = \$91.2 million

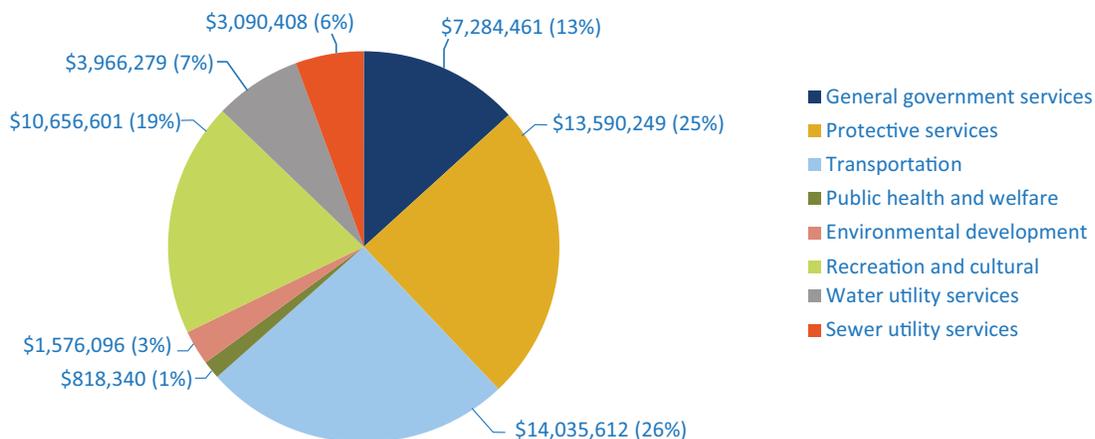


Total expenses in 2016 were less than budget by approximately \$2.6 million, mainly due to:

- lower expenditures for recreation and culture (**\$0.8M favourable**) – staffing vacancies and short-term disabilities;
- protective services, primarily with the RCMP experiencing average strength less than expected due to vacancies and short-term disabilities (**\$0.7M favourable**);
- utility services (\$0.6M favourable) – increased water and sewer rates plus expanding customer base;
- partially offset by transportation being over budget (**\$0.6M unfavourable**) – depreciation (**\$893k unfavourable**), HR costs (**\$350k unfavourable**), partially offset with snow removal costs being less than expected (**\$612k favourable**).

## 2016 Total Expenses by Function

Total = \$55.0 million



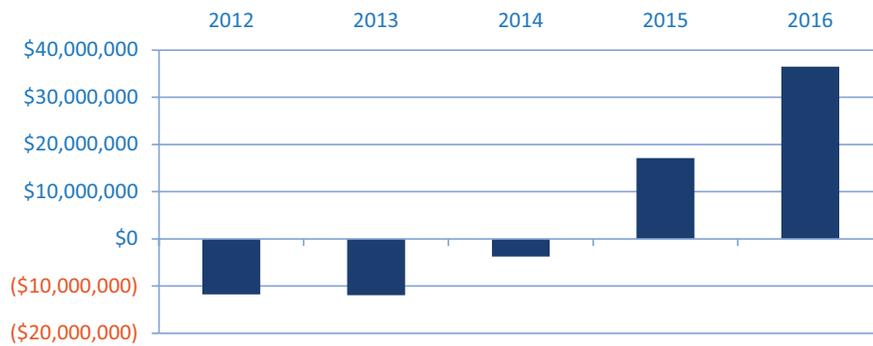
# Report from the General Manager of Corporate Services

## Net Financial Assets

At the end of 2016, the City had net financial assets of \$36.5 million (\$17.2 million in 2015) based on the difference between its financial assets (\$96.0 million) and its liabilities (\$59.5 million). This compares favorably to the City’s net debt position in prior years as shown in the following chart. Within this category, the City’s financial liquidity ratio (current assets versus current liabilities) is a very healthy 4.75 meaning that if all our liabilities due within a year were mandated to be paid, we have almost 5 times the financial resources to be able to pay them immediately.

### Net Financial Assets (Debt)

(Source: City of Fort St. John)



## Accumulated Surplus

Accumulated Surplus is an often misunderstood element in the financial statements. A common question is that if a municipality has a statutory mandate to balance its budget yet accumulates a substantial surplus from year to year, does that mean the City is setting its tax rates artificially too high. The answer is “no”. The accumulated surplus represents the total amount of assets, both financial and non-financial (ie. buildings, land, vehicle fleet equipment, land improvements, etc.), less any liabilities of the local government. It is a key indicator of the financial resources a local government has available to provide future services to its citizens and meet its ongoing financial commitments. Building up or accumulating surpluses over time is a prudent mechanism to eliminate or reduce the need to enter into future debt when significant capital expenditures are required, also reducing the interest charges the government will pay. In addition, an accumulated surplus allows a city to plan ahead for major expenditures and to smooth out the tax rate as much as possible to avoid erratic fluctuation in property tax rates or for other revenue sources of the city. A spin-off benefit of a healthy accumulated surplus also provides the City with funds to invest from which interest earned is received to offset operating expenditures, thus, dampening any potential tax rate increase. Finally, a positive accumulated surplus can serve as a contingency fund to allow the City to respond to unanticipated events, emergencies or disasters.

### Accumulated Surplus

(Source: City of Fort St. John)



## Report from the General Manager of Corporate Services

The City's net financial assets of \$36.5 million and its non-financial assets of \$383.7 million together accounted for its \$420.2 million accumulated surplus in 2016, which for the most part consisted of the City's investment in tangible capital assets (refer to Note 14 of the financial statements). There was an increase of \$36.2 million in accumulated surplus from the previous year. There was a transfer from the year's operating surplus to set up the growth infrastructure fund and a transfer from unspent PRA funds to the general infrastructure fund. Thus, money is put away to offset the capital expenditures over the next couple of years for projects that had been planned and approved in previous years. Net decreases in general fund unappropriated surplus and reserve funds were used to offset 2016 operating and capital initiatives and projects.

<b>Accumulated Surplus</b>	<b>2016</b>	<b>2015</b>	<b>Incr. (Decr.)</b>
General Fund Appropriated Surplus	\$61,353,921	\$40,465,721	\$20,888,200
Water Fund Appropriated Surplus	\$9,196,589	\$7,774,978	\$1,421,611
General Fund Appropriated Surplus	\$55,225,491	\$3,754,689	\$1,470,802
General Fund Unappropriated Surplus	\$1,361,574	\$5,486,769	(\$4,125,195)
Water Fund Unappropriated Surplus	\$ 499,008	\$500,000	(\$992)
Sewer Fund Unappropriated Surplus	\$500,000	\$500,000	\$0
Reserve Funds	\$382,808	\$2,983,666	(\$2,600,858)
	<b>\$78,519,391</b>	<b>\$61,467,838</b>	<b>17,053,568</b>
Investment in Tangible Capital Assets	\$341,723,411	\$322,569,289	\$19,154,122
	<b>\$420,242,802</b>	<b>\$384,037,127</b>	<b>36,207,690</b>

## Municipal Overview

The City's direction is guided by the Fort St. John Official Community Plan (OCP) adopted in October 2011 which builds upon a vision for core municipal service delivery of priorities and values, guided by principles and layered with industry best practices. While the OCP sets the vision for the Community, it is the Financial Plan that establishes annual priorities.

The City provides a wide range of municipal services to local residents and businesses, including fire protection/suppression, emergency management, policing, building inspection, bylaw compliance, transit, engineering and public works, refuse collection and recycling, planning and development, economic development, recreation, parks and culture, and water and sewer utility services.

The City is focused on creating a diversified and vibrant community which remains stable, even during inevitable market downturns or corrections. In this regard, a number of strategic City initiatives were underway in 2016 which will positively impact our community for years to come such as:

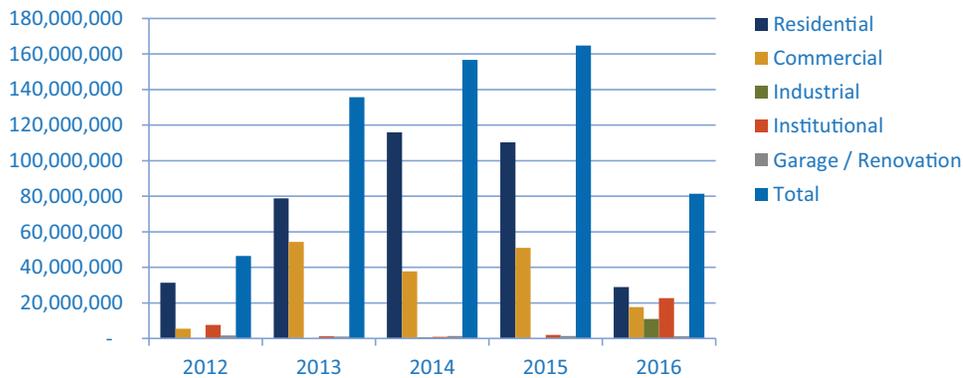
- Social Policy Framework
- Strategic Land Acquisition/Disposal Policy
- Community and Tourism Signage Strategy
- City Branding Strategy
- Parks Plan
- Brownfields Strategy
- Northeast BC Resource Municipalities Coalition

## Report from the General Manager of Corporate Services

Compared with the previous 3-year average, the effect of the downturn in the economy was demonstrated in 2016 with the decline of the number of building permits issued (176 or 58% decrease) and in construction values (\$103 million or 47% decrease). Of the construction that did occur, the major 2016 commercial and industrial projects included a cement plant and 5 commercial buildings or offices. For a city of this size, Fort St. John has a healthy diversity of industrial and commercial businesses which will provide for a more stable tax base going forward. We strive to continue to attract new businesses and to sustain current businesses to provide the employment necessary to support our residents and build a healthy, pleasant community within which to live.

### Construction Value of Building Permits Issued

(Source: City of Fort St. John)



### Conclusion

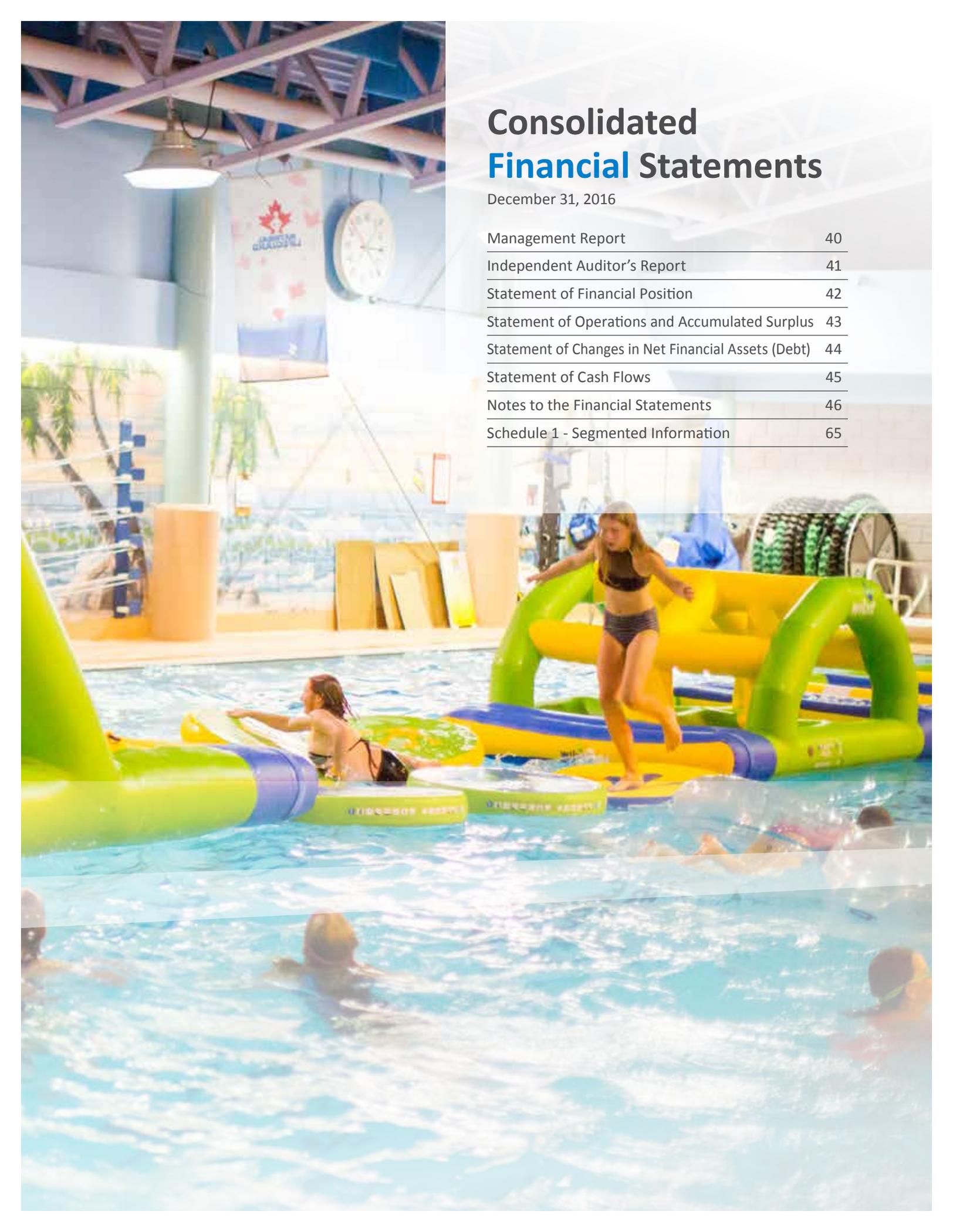
The City’s finances continue to move in a positive direction. To achieve financial sustainability and to maintain our quality of life, including our many amenities, we will have to remain focused on our long-term financial goals through the Official Community Plan and our Financial Plan. How we address the infrastructure funding gap now and in the future will impact generations to come. By following our plan we can ensure that future generations are not burdened with infrastructure debt that they cannot afford.

The City is focused on a number of strategic initiatives which will create a more diversified and vibrant community. These initiatives are resulting in positive change. We look forward to the future with the realization that we can all make a difference.

Respectfully,

David Joy  
General Manager of Corporate Services





# Consolidated Financial Statements

December 31, 2016

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City of Fort St. John  
10631 100 Street | Fort St. John, BC | V1J 3Z5  
(250) 787 8150 City Hall  
(250) 787 8181 Facsimile

## MANAGEMENT REPORT

These financial statements and accompanying notes to the financial statements have been prepared by management in accordance with Section 171(2) of the *Community Charter*. The integrity and objectivity of these statements are management's responsibility. Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

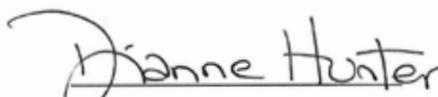
The elected Council of the City of Fort St John is responsible for ensuring management fulfills its responsibilities for financial reporting and is ultimately responsible for reviewing and approving the financial statements. Council carries out their responsibility principally at Committee of the Whole and Regular Council meetings.

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

The external auditors, Sander Rose Bone Grindle LLP, Chartered Accountants, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full access to the elected Council.

On behalf of the City of Fort St. John

  
\_\_\_\_\_  
Dan Kazymyrskiy CPA, CGA  
Director of Finance  
May 02, 2017

  
\_\_\_\_\_  
Dianne Hunter  
City Manager  
May 02, 2017



**CHARTERED PROFESSIONAL ACCOUNTANTS**

*Partners*

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

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

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

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

**Independent Auditor's Report**

To the Mayor and Council of the City of Fort St. John

**Report on the Financial Statements**

We have audited the accompanying financial statements of the City of Fort St. John, which comprise the statement of financial position as at December 31, 2016 and the statements of operations and cash flows and changes in net debt for the year then ended, and a summary of significant accounting policies and other explanatory information.

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

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

**Auditor's Responsibility**

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

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

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

**Opinion**

In our opinion, the financial statements present fairly, in all material respects, the financial position of the City of Fort St. John as at December 31, 2016 and the results of its operations, its cash flows and changes in net debt for the year then ended in accordance with Canadian public sector accounting standards.

**Fort St. John, BC  
 May 8, 2017**

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



**Member, Chartered Professional Accountants of British Columbia and Alberta**

\* Denotes Professional Corporations

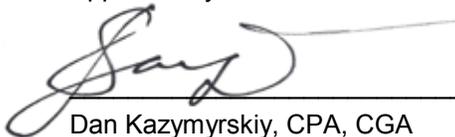
# City of Fort St. John

## Statement of Financial Position

As At December 31, 2016

	2016	2015
<b>Financial assets</b>		
Cash and cash equivalents (Note 2)	\$ 64,520,849	\$ 60,642,519
Receivables (Note 3)	9,072,257	7,453,693
Investments (Note 4)	20,000,000	10,000,000
Municipal Finance Authority debt reserve deposits (Note 5)	2,073,260	2,281,991
Property acquired for taxes subject to redemption (Note 6)	99,987	12,763
Land held for resale (Note 7)	228,051	-
	<b>95,994,404</b>	<b>80,390,966</b>
<b>Liabilities</b>		
Payables and accruals (Note 8)	13,013,498	14,813,716
Accrued interest payable	347,824	360,806
Deferred revenue (Note 10)	6,391,039	5,684,668
Municipal Finance Authority debt reserve (Note 5)	2,073,260	2,281,991
Long term debt (Note 11)	37,430,664	39,872,219
Employee future benefit obligations (Note 12)	238,600	224,300
	<b>59,494,885</b>	<b>63,237,700</b>
<b>Financial assets</b>	<b>36,499,519</b>	<b>17,153,266</b>
<b>Non-financial assets</b>		
Prepaid expenses	596,766	392,567
Inventories of supplies	2,277,158	2,332,452
Tangible capital assets (Note 13)	380,869,395	364,156,827
	<b>383,743,319</b>	<b>366,881,846</b>
<b>Accumulated surplus (Note 14)</b>	<b>\$420,242,838</b>	<b>\$384,035,112</b>

Approved by:



Dan Kazymyrskiy, CPA, CGA  
Director of Finance

See accompanying notes to financial statements.

# City of Fort St. John

## Statement of Operations and Accumulated Surplus

For the Year Ended December 31, 2016

	Budget Unaudited	2016	2015
<b>Revenue</b>			
Net municipal property taxes (Note 15)	\$ 31,933,891	\$ 31,957,072	\$ 29,468,351
Grants in lieu of taxes	424,200	395,488	397,497
Services provided to other governments	801,426	885,646	1,315,491
Sale of services	10,611,040	10,828,071	11,218,632
Other revenue from own sources	4,292,279	5,513,774	4,994,912
Government transfers (Note 16)	35,168,066	28,567,555	27,672,610
Return on investment	426,400	1,337,634	970,986
Actuarial adjustments	583,513	583,513	507,596
Developer contributions	3,359,000	9,094,692	11,573,961
Gain on disposal of tangible capital assets	-	2,062,327	4,428,888
	87,599,815	91,225,772	92,548,924
<b>Expenses</b>			
General government services	7,684,098	7,284,461	7,089,399
Protective services	14,309,712	13,590,249	12,807,809
Transportation	13,471,309	14,035,612	13,763,609
Public health and welfare	859,734	818,340	1,653,705
Environmental development	2,216,114	1,576,096	1,365,627
Recreation and cultural	11,458,611	10,656,601	8,302,427
Water utility services	4,251,353	3,966,279	4,195,118
Sewer utility services	3,369,414	3,090,408	2,915,420
	57,620,345	55,018,046	52,093,114
Annual surplus	29,979,470	36,207,726	40,455,810
Accumulated Surplus, beginning of year	384,035,112	384,035,112	343,579,302
<b>Accumulated surplus, end of year</b>	<b>\$414,014,582</b>	<b>\$420,242,838</b>	<b>\$384,035,112</b>

See accompanying notes to financial statements.

# City of Fort St. John

## Statement of Changes in Net Financial Assets

For the Year Ended December 31, 2016

	Budget Unaudited	2016	2015
Annual Surplus	\$ 29,979,470	\$ 36,207,726	\$ 40,455,810
Acquisition of Capital Assets and developer contributed tangible capital assets	(38,116,500)	(27,440,469)	(29,695,127)
Amortization of tangible capital assets	8,930,046	9,935,531	9,479,375
Gain on disposal of tangible capital assets	-	(1,708,355)	(3,994,768)
Proceeds on disposal of tangible capital assets	-	2,500,726	4,609,744
	793,016	19,495,159	20,855,034
Consumption of inventories of supplies	-	55,294	(23,556)
Prepaid expenses	-	(596,766)	(392,567)
Use of prepaid expenses	-	392,567	473,210
	-	(148,905)	57,087
<b>Change in net financial assets</b>	793,016	19,346,254	20,912,121
Net financial assets (debt), beginning of year	17,153,266	17,153,266	(3,758,855)
<b>Net financial assets, end of year</b>	\$ 17,946,282	\$ 36,499,519	\$ 17,153,266

See accompanying notes to financial statements.

# City of Fort St. John

## Statement of Cash Flows

For the Year Ended December 31, 2016

	2016	2015
<b>Operating Activities</b>		
Annual surplus	\$ 36,207,726	\$ 40,455,810
Items not involving cash:		
Amortization of tangible capital assets	9,935,531	9,479,375
Actuarial adjustment on long term debt	(583,513)	(507,596)
Developer contributions - contributed tangible capital assets	(8,801,664)	(9,823,498)
(Gain) loss on disposal of tangible capital assets	(1,708,355)	(3,994,768)
Changes in non-cash operating assets and liabilities:		
Receivables - (increase)	(1,618,563)	(1,258,984)
Inventories of supplies - decrease (increase)	55,294	(23,556)
Prepaid expenses - (increase) decrease	(204,198)	80,643
Tax sale properties - (increase)	(87,224)	(3,258)
Land held for resale - (increase) decrease	(228,051)	8,105
Payables and accruals - (decrease) increase	(1,800,219)	1,066,973
Accrued interest payable - (decrease) increase	(12,982)	42,478
Deferred revenue - increase	706,371	1,430,158
Employee benefits and other liabilities - increase	14,300	16,800
	<b>31,874,453</b>	<b>36,968,682</b>
<b>Capital Activities</b>		
Proceeds on disposal of tangible capital assets Includes Land Held for Sale	2,500,726	4,609,744
Purchase of tangible capital assets	(18,638,806)	(19,871,629)
	<b>(16,138,080)</b>	<b>(15,261,885)</b>
<b>Financing Activities</b>		
Long term debt borrowing proceeds	-	6,822,603
Long term debt principal repayment	(1,858,041)	(1,645,147)
	<b>(1,858,041)</b>	<b>5,177,456</b>
<b>Investing Activities</b>		
Increase in investments	(10,000,000)	(10,000,000)
Increase in cash and cash equivalents	3,878,332	16,884,253
Cash and cash equivalents, beginning of year	60,642,517	43,758,264
<b>Cash and cash equivalents, end of year</b>	<b>\$ 64,520,849</b>	<b>\$ 60,642,517</b>

See accompanying notes to financial statements.

# City of Fort St. John

## Notes to the Financial Statements

For the Year Ended December 31, 2016

### General

The City of Fort St. John (the "City") was incorporated as a Municipality in 1981 under the Municipal Act (Local Government Act), a Statute of the Province of British Columbia. The City's principal activities include the provision of local government services to the residents of the incorporated area. These services include general government, protective, transportation, public health and welfare, environmental development, recreation and culture, and water and sewer utilities.

### 1. Significant Accounting Policies

The financial statements of the City are prepared by management in accordance with Canadian generally accepted accounting principles for governments as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the City are as follows:

#### a. Reporting entity

The financial statements include a combination of all the assets, liabilities, accumulated surplus, revenues and expenses of all the City's activities and funds. Inter-departmental balances and organizational transactions have been eliminated.

##### (i) Consolidated entities

The City does not control any significant external entities and accordingly no entities have been consolidated in the financial statements.

##### (ii) Funds held in trust

The financial statements exclude trust assets that are administered for the benefit of external parties (note 17).

#### b. Basis of accounting

The City follows the accrual method of accounting for revenues and expenditures. Revenues are recognized in the period in which the transactions or events occurred that gave rise to the revenues, and expenditures are recognized in the period the goods and services are acquired and a liability is incurred or transfers are due.

#### c. Government transfers

Government transfers are recognized in the financial statements as revenues in the period the transfers are authorized and any eligibility criteria have been met, except when and to the extent that the transfer gives rise to an obligation that meets the definition of a liability for the recipient government. Transfers received which meet the definition of a liability are included in deferred revenue.

# City of Fort St. John

## Notes to the Financial Statements

For the Year Ended December 31, 2016

### 1. Significant Accounting Policies continued

#### d. Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Significant estimates include assumptions used in estimating allowance for doubtful accounts and historical cost and useful lives of tangible capital assets. Actual results could differ from these estimates.

#### e. Financial instruments

The City's financial instruments consist of cash and cash equivalents, receivables, investments, Municipal Finance Authority debit reserve deposits, payables and accruals, accrued interest payable, Municipal Finance Authority debt reserve and long term debt. Unless otherwise noted, it is management's opinion that the City is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair value of these financial instruments approximated their carrying values, unless otherwise noted.

#### f. Employee future benefits

Sick leave and other retirement benefits are available to the City's employees. The costs of these benefits are actuarially determined based on service and best estimates of retirement ages and expected future salary and wage increases. The obligations under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

#### g. Revenue recognition - Taxation

Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized, and the taxable event occurs. Annual levies for non-optional municipal services and general administrative services are recorded as taxes for municipal services in the year they are levied. Taxes receivable are recognized net of an allowance for anticipated uncollectible amounts. Levies imposed by other taxing authorities are not included as taxes for municipal purposes.

Through the British Columbia Assessment's appeal process, taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes may have been included in initial estimates when recording revenue; to the extent that adjustments exceed the initial estimates, they are recognized at the time they are awarded.

#### h. Cash and cash equivalents

Cash equivalents include short-term investments with a term to maturity of 90 days or less from the date of acquisition.

# City of Fort St. John

## Notes to the Financial Statements

For the Year Ended December 31, 2016

### 1. Significant Accounting Policies continued

#### i. Prepaid expenses

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

#### j. Non-financial assets

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

#### k. Deferred revenue

##### User fees and charges

Certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred or the services performed.

##### Deferred development cost charges (DCC)

The City collects development cost charges (DCC) to pay for a proportionate share of infrastructure related to new growth. In accordance with the Local Government Act, these funds must be deposited into a separate reserve fund. These funds are treated as deferred revenue until such time as the revenue can be recognized.

##### Sponsorships and leases

The City received sponsorship and lease revenue. These revenues are recognized over the term of the agreements. The terms of the agreements range from two to thirty years.

# City of Fort St. John

## Notes to the Financial Statements

For the Year Ended December 31, 2016

### 1. Significant Accounting Policies continued

#### i. Tangible capital assets

Tangible capital assets are recorded at cost, which includes all charges directly attributable to placing the asset in its intended location and condition of use. Interest on debt during the construction period of a capital project is not capitalized. Contributed tangible capital assets are recorded at fair value at the time of donation, with a corresponding amount recorded as revenue. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated lives as follows:

	<u>Useful life - years</u>
Land improvements	80
Buildings	20-50
Machinery and equipment	5-20
Infrastructure	30-80
Water	15-80
Sewer	10-80

A full year of amortization is claimed in the year of acquisition, providing the asset is in use, and no amortization is claimed in the year of disposal.

#### m. Inventories of supplies

Inventories of supplies include gravel piles and raw gravel material. These inventories held for consumption are recorded at the lower of cost and replacement cost and are measured using Average Weighted Cost. Maintenance, operating and office supplies are not inventoried.

#### n. Land held for resale

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

#### o. Budget presentation

The budget approved in February 2016 is presented in the financial statements, any subsequent amendments have not been included.

#### p. Appropriated surplus

Certain amounts, as approved by City Council, are set aside in reserves for future operating and capital expenditures.

# City of Fort St. John

## Notes to the Financial Statements

For the Year Ended December 31, 2016

### 1. Significant Accounting Policies continued

#### q. Segment disclosure

A segment is defined as a distinguishable activity or group of activities of a government for which it is appropriate to separately report financial information to achieve the objective of the standard. The City has presented segmented financial information in Note 21 of the financial statements.

#### r. Future accounting changes

##### PS 3450 - Financial instruments

This section establishes standards for recognizing and measuring financial assets, financial liabilities and non-financial derivatives. This section applies to fiscal year beginning on or after April 1, 2016, with early adoption permitted.

### 2. Cash and equivalents

	2016	2015
Cash and bank	\$ 2,047,765	\$ 4,276,766
TD Bank Savings	16,038,034	10,904,487
Credit Union Savings	46,435,050	45,461,266
	<b>\$ 64,520,849</b>	<b>\$ 60,642,519</b>

Cash and equivalents includes \$4,392,293 (2015 - \$4,040,736) set aside for development cost charges, \$382,208 (2015 - \$2,983,666) set aside for statutory reserves in the reserve fund and \$75,776,001 (2015 - \$51,995,388) for appropriated surplus in the general fund.

# City of Fort St. John

## Notes to the Financial Statements

For the Year Ended December 31, 2016

### 3. Receivables

	2016	2015
<b>Trade and other receivables</b>		
Due from Federal Government	\$ 507,526	\$ 785,261
Due from Provincial Government	1,258,959	1,898,705
General	1,869,391	829,134
Property taxes receivable	4,771,753	3,325,575
Utilities receivables	783,211	703,696
Due from developers	57,650	57,650
<b>Receivables, gross</b>	<b>9,248,490</b>	<b>7,600,021</b>
Allowance for doubtful accounts	(176,233)	(146,328)
<b>Receivables, net of allowances</b>	<b>\$ 9,072,257</b>	<b>\$ 7,453,693</b>

### 4. Investments

Investments consist of guaranteed investment certificates and have costs that approximate market values. They have stated interest rates of 2.25% and 2.10% and mature in February 5, 2018 and February 7, 2019, respectfully.

### 5. Municipal Finance Authority debt reserve deposits and demand notes

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

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

	Cash deposits	Demand notes	2016	2015
General Fund Operations	\$ 350,571	\$ 666,395	\$ 1,016,966	\$ 1,025,955
Water Fund Operations	107,296	190,231	297,527	294,610
Sewer Fund Operations	240,171	518,596	758,767	961,426
	\$ 698,038	\$ 1,375,222	\$ 2,073,260	\$ 2,281,991

# City of Fort St. John

## Notes to the Financial Statements

For the Year Ended December 31, 2016

### 6. Tax sale properties

	Opening balance	Additions	Transfers and redemptions	2016	2015
Property acquired for taxes subject to redemption	\$ 12,763	\$ 117,920	\$ (30,696)	\$ 99,987	\$ 12,763

### 7. Land held for sale

During the year, the City announced the sale of a property of \$228,051 which includes land, land improvements and building with a net book value of \$28,097, \$151,555 and \$47,589, respectively. Tangible capital assets for sale are accounted for at the lower of cost and estimated net realizable value.

### 8. Payables and accruals

	2016	2015
<b>Trade accounts and accruals</b>		
Federal government	\$ 1,330,404	\$ 1,380,347
Other government agencies	1,175,901	732,803
General	4,099,784	4,168,610
Payroll and benefits	905,284	557,930
Deposits	5,502,125	7,974,026
	<b>\$ 13,013,498</b>	<b>\$ 14,813,716</b>

### 9. Line of credit

TD Canada Trust has extended a demand operating facility of up to \$10,000,000 which was undrawn at December 31, 2016 (2015 - NIL). This facility bears interest at prime rate minus 0.75%.

# City of Fort St. John

## Notes to the Financial Statements

For the Year Ended December 31, 2016

### 10. Deferred revenue

	December 31, 2015	Externally restricted inflows	Revenue earned	December 31, 2016
Pomeroy Sports Centre - sponsorships	\$ 240,417	\$ 30,000	\$ (194,167)	\$ 76,250
Pomeroy Sports Centre - School District #60 lease	1,135,239	-	(46,654)	1,088,585
Development Cost Charges (DCC)	4,040,736	351,557	-	4,392,293
Other	268,276	2,073,948	(1,508,313)	833,910
	\$ 5,684,668	\$ 2,455,505	\$ (1,749,134)	\$ 6,391,039

### 11. Long term debt

The City obtains debt instruments through the Municipal Finance Authority of British Columbia (MFA) pursuant to security issuing bylaws under authority of the Community Charter to finance certain expenditures.

Gross amount of the debt less repayments and actuarial adjustments to date are as follows:

	Gross debt	Repayments and actuarial adjustments	Net debt 2016	Net debt 2015
General Fund Operations	\$ 26,591,907	\$ (5,858,248)	\$ 20,733,659	\$ 21,595,260
Water Fund Operations	5,899,965	(3,668,040)	2,231,925	2,578,426
Sewer Fund Operations	21,000,132	(6,535,052)	14,465,080	15,698,533
	\$ 53,492,004	\$ (16,061,340)	\$ 37,430,664	\$ 39,872,219

Current borrowing includes:

MFA	Issue date	Term (yrs)	Maturity	Interest rate	Refinancing date *
Issue 66	Nov 05, 1997	20	Nov 05, 2017	4.82%	n/a
Issue 71	Oct 07, 1999	20	Jun 04, 2019	2.10%	n/a
Issue 81	Apr 22, 2004	20	Apr 22, 2024	2.40%	Apr 22, 2019
Issue 85	Oct 25, 2004	20	Dec 02, 2024	2.00%	Dec 02, 2019
Issue 97	Apr 19, 2006	20	Apr 19, 2026	4.66%	Apr 19, 2016
Issue 101	Apr 11, 2007	20	Apr 11, 2027	4.52%	Oct 11, 2017
Issue 102	Nov 02, 2007	30	Dec 01, 2037	4.82%	Dec 01, 2017
Issue 103	Apr 23, 2008	30	Apr 23, 2038	4.65%	Apr 23, 2018
Issue 105	Apr 21, 2009	20	Jun 30, 2029	4.90%	Jun 03, 2019

# City of Fort St. John

## Notes to the Financial Statements

For the Year Ended December 31, 2016

### 11. Long term debt continued

MFA	Issue date	Term (yrs)	Maturity	Interest rate	Refinancing date *
Issue 110	Apr 08, 2010	20	Apr 08, 2030	4.50%	Apr 08, 2020
Issue 117	Oct 12, 2011	5	Oct 16, 2016	2.15%	n/a
Issue 118	Apr 11, 2012	20	Apr 11, 2032	3.40%	Apr 11, 2022
Issue 126	Sep 26, 2013	20	Sep 26, 2033	3.85%	Sep 26, 2023
Issue 130	Oct 14, 2014	20	Oct 14, 2034	3.00%	Oct 14, 2024
Issue 133	Oct 02, 2015	20	Oct 02, 2035	2.75%	Oct 02, 2025

\* On the refinancing date the City has the option to retire the debt early or refinance the borrowing at a new interest rate.

### Interest and bank charges

	2016	2015
Long-term debt interest - general operations	\$ 1,158,762	\$ 1,130,131
Long-term debt interest - sewer utility	735,405	648,830
Long-term debt interest - water utility	279,450	279,450
<b>Long-term debt interest</b>	<b>2,173,617</b>	<b>2,058,411</b>
Interest on prepayments	7,749	9,600
Bank charges and debt funding	67,762	224,307
<b>Total interest and bank charges</b>	<b>\$ 2,249,128</b>	<b>\$ 2,292,318</b>

Repayments on net outstanding debt over the next five years and thereafter are as follows:

2017	\$ 2,092,353
2018	1,937,845
2019	2,015,620
2020	1,971,089
2021	2,049,595
2022 and thereafter	27,364,162
	<b>\$ 37,430,664</b>

# City of Fort St. John

## Notes to the Financial Statements

For the Year Ended December 31, 2016

### 12. Employee future benefit obligations

The City provides sick leave benefits to active employees and those who retire from the City. Non-vested benefits represent the actuarially determined value of the City's liability for future employee benefits which the City is not contractually obligated to pay upon retirement to an employee, but is instead conditional on future employment.

	2016	2015
<b>Accrued benefit obligation</b>		
Balance, beginning of year	\$ 224,300	\$ 207,500
Non-pension expense	30,400	30,800
Expected benefit payments	(16,100)	(14,000)
	<b>\$ 238,600</b>	<b>\$ 224,300</b>

The accrued benefit obligations and the net periodic benefit cost were estimated by actuarial valuation as of December 31, 2016.

The significant actuarial assumptions adopted in measuring the City's accrued benefit obligations are as follows:

	2016	2015
Discount rates	3.5%	3.32%
Expected future inflation rates	1.25%	1.25%
Expected wage and salary increases	1.25% - 3.35%	1.25% - 3.35%
Expected average remaining service lifetime	13	13

### Pension

The City of Fort St. John 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, 2015, the plan has about 189,000 active members and approximately 85,000 retired members. Active members include approximately 37,000 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 is then adjusted to the extent there is amortization of any funding deficit.

The most recent valuation for the Municipal Pension Plan as at December 31, 2015 indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis.

# City of Fort St. John

## Notes to the Financial Statements

For the Year Ended December 31, 2016

### 12. Employee future benefit obligations continued

#### Pension continued

The City of Fort St. John paid \$1,449,808 (2015 - \$1,320,826) for employer contributions while employees contributed \$1,273,249 (2015 - \$1,170,501) to the plan in fiscal 2016.

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

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

# City of Fort St. John

## Notes to the Financial Statements

For the Year Ended December 31, 2016

### 13. Tangible capital assets

Cost	Land	Land Improvements	Buildings	Machinery & Equipment	General Infrastructure	Water Infrastructure	Sewer Infrastructure	Work in Progress	2016	2015
Balance, beginning of year	\$ 14,898,719	\$ 15,035,282	\$ 85,983,977	\$ 18,550,742	\$ 229,328,566	\$ 58,456,129	\$ 57,533,920	\$ 739,773	\$ 480,527,108	\$ 452,423,671
Additions	2,841,860	72,336	1,225,372	2,401,274	15,981,791	2,153,372	1,200,852	1,563,614	27,440,470	29,695,127
Disposals	(20,521)	(27,257)	(1,430,804)	(533,945)	(810,472)	-	-	-	(2,822,999)	(1,591,690)
Reallocation of work in progress	-	-	197,929	8,389	297,902	4,095	4,095	(512,410)	-	-
<b>Balance, end of year</b>	<b>17,720,058</b>	<b>15,080,361</b>	<b>85,976,474</b>	<b>20,426,460</b>	<b>244,797,787</b>	<b>60,613,596</b>	<b>58,738,867</b>	<b>1,790,977</b>	<b>505,144,580</b>	<b>480,527,108</b>
<b>Accumulated amortization</b>										
Balance, beginning of year	-	1,616,359	20,682,571	8,813,075	48,934,800	20,808,324	15,515,152	-	116,370,281	107,867,620
Amortization of tangible capital assets	-	219,110	1,728,842	1,401,543	4,526,541	1,067,896	991,599	-	9,935,531	9,479,375
Disposals	-	(13,628)	(1,147,629)	(390,263)	(479,108)	-	-	-	(2,030,628)	(976,714)
<b>Balance, end of year</b>	<b>-</b>	<b>1,821,841</b>	<b>21,263,784</b>	<b>9,824,355</b>	<b>52,982,233</b>	<b>21,876,220</b>	<b>16,506,751</b>	<b>-</b>	<b>124,275,184</b>	<b>116,370,281</b>
<b>Net book value, end of year</b>	<b>\$ 17,720,058</b>	<b>\$ 13,258,520</b>	<b>\$ 64,712,690</b>	<b>\$ 10,602,105</b>	<b>\$ 191,815,554</b>	<b>\$ 38,737,376</b>	<b>\$ 42,232,116</b>	<b>\$ 1,790,977</b>	<b>\$ 380,869,395</b>	<b>\$ 364,156,827</b>

Included in the above additions are developers contributed tangible capital assets from subdivision development consisting of general infrastructure of \$7,098,315 (2015 - \$7,405,386), water infrastructure of \$768,317 (2015 - \$1,244,692) and sewer infrastructure of \$935,032 (2015 - \$1,173,420).

# City of Fort St. John

## Notes to the Financial Statements

For the Year Ended December 31, 2016

### 14. Accumulated surplus

	2016	2015
<b>General Fund Accumulated Surplus</b>		
<b>Appropriated Surplus</b>		
General Fund Surplus	\$ 61,353,921	\$ 40,465,721
Water Fund Surplus	9,196,589	7,774,978
Sewer Fund Surplus	5,225,491	3,754,689
	<b>75,776,001</b>	<b>51,995,388</b>
<b>Unappropriated Surplus</b>		
General	1,361,574	5,486,769
Water	499,008	500,000
Sewer	500,000	500,000
	<b>2,360,582</b>	<b>6,486,769</b>
	<b>78,136,583</b>	<b>58,482,157</b>
<b>Capital Fund Accumulated Surplus</b>		
<b>Reserves</b>		
<b>Investment in Tangible Capital Assets</b>		
Equity in CA - General	272,082,100	255,756,237
Equity in CA - Water	38,825,455	37,441,220
Equity in CA - Sewer	30,815,892	29,371,832
	<b>341,723,447</b>	<b>322,569,289</b>
<b>Reserve Fund Accumulated Surplus</b>		
<b>Statutory Reserves</b>		
Sale of City owned land	274,158	2,877,129
Parking Reserve	66,541	65,247
Parks Reserve	42,109	41,290
	<b>382,808</b>	<b>2,983,666</b>
<b>Accumulated surplus</b>	<b>\$ 420,242,838</b>	<b>\$ 384,035,112</b>

# City of Fort St. John

## Notes to the Financial Statements

For the Year Ended December 31, 2016

### 15. Net municipal property taxes

	2016	2015
Net municipal property taxes	\$ 31,973,798	\$ 29,483,277
<b>Add: Requisitions collected on behalf of other taxing authorities</b>		
Regional District	3,147,185	2,915,564
Provincial School	12,053,132	11,345,901
Regional Hospital District	3,317,318	2,947,718
British Columbia Assessment Authority	343,340	327,460
Municipal Finance Authority	1,124	996
	<b>50,835,897</b>	47,020,916
Requisitions remitted to other taxing authorities	<b>(18,878,825)</b>	(17,552,565)
<b>Net municipal property taxes</b>	<b>\$ 31,957,072</b>	<b>\$ 29,468,351</b>

# City of Fort St. John

## Notes to the Financial Statements

For the Year Ended December 31, 2016

### 16. Government transfers

	2016	2015
<b>Unconditional</b>		
Traffic fines	\$ 326,713	\$ 363,284
Climate action revenue	95,927	86,642
Peace River Agreement	25,493,674	23,832,136
	<b>25,916,314</b>	<b>24,282,062</b>
<b>Conditional</b>		
Peace River Regional District		
Regional Fire Protection	854,351	616,303
Other	25,750	85,836
Community Works Fund agreement - gas tax	838,509	809,907
Gaming revenue	756,551	956,089
Federal Canada Day	5,000	4,200
Infrastructure grants	-	731,657
Other	171,080	186,556
	<b>2,651,241</b>	<b>3,390,548</b>
<b>Total government transfers</b>	<b>28,567,555</b>	<b>27,672,610</b>
Operational	28,567,555	26,940,953
Capital	-	731,657
	<b>\$ 28,567,555</b>	<b>\$ 27,672,610</b>

# City of Fort St. John

## Notes to the Financial Statements

For the Year Ended December 31, 2016

### 17. Trust funds

The Cemetery Perpetual Care Trust is administered in accordance with the Cremation, Internment and Funeral Services Act. In accordance with PSAB guidelines, the Cemetery Perpetual Care Trust Fund is excluded from the City's financial statements.

	2016	2015
<b>Financial assets</b>		
Cash and cash equivalents	\$ 273,354	\$ 263,539
<b>Equity</b>		
Balance, beginning of year	263,539	246,743
Care fund contributions	9,815	16,796
Interest earnings	5,224	3,964
Contributions to cemetery operations	(5,224)	(3,964)
	\$ 273,354	\$ 263,539

### 18. Commitments and contingencies

#### Risk of lawsuits

The City is 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 City of Fort St John's exposure to lawsuits to be material to these financial statements.

#### Policing services

The Province of British Columbia and the Federal Government have an agreement with the Royal Canadian Mounted Police to provide police services for various municipalities in the Province. This agreement has a 20-year term expiring March 31, 2032.

#### Non-estimated liability

The City has three properties that have a potential environmental liability, however at this time the City cannot determine the cost.

#### Contingent asset

The City has \$449,000 as at December 31, 2016, (2015 – NIL) contingent assets. The insurer estimated the total replacement cost of the gymnasium building for \$1,100,000. Collection of \$449,000 from the insurance company is dependent on the City taking action towards replacing the gymnasium building. The insurer agreed to pay \$651,000 before starting construction and \$449,000 to pay upon its completion. Contingent Assets are not recorded in financial statements.

# City of Fort St. John

## Notes to the Financial Statements

For the Year Ended December 31, 2016

### 19. North Peace Leisure Pool

	2016	2015
Revenues	\$ (690,274)	\$ (541,827)
Transfers from Peace River Regional District	(2,996,421)	(2,155,532)
	<b>(3,686,695)</b>	(2,697,359)
Pool - Expenses	<b>3,686,695</b>	2,697,359
	<b>\$ -</b>	<b>\$ -</b>

The City of Fort St. John operates the North Peace Leisure Pool for the Peace River Regional District. According to the terms of the existing operating agreement ownership of the facilities remains with the Peace River Regional District, therefore revenues and expenditures are excluded from the City's financial statements.

### 20. Subsequent events

#### Major purchase

Subsequent to the year end, the City purchased land in consideration of \$ 3,850,000.

#### Major sale

Subsequent to the year end, the City has a pending offer to sell a parcel of land for \$1,245,000. The offer and contract to sell is pending due to certain purchaser conditions which have not been met.

# City of Fort St. John

## Notes to the Financial Statements

For the Year Ended December 31, 2016

### 21. Segmented information

The City of Fort St. John is a diversified municipal government institution that provides a wide range of services to its citizens. For management reporting purposes, the City's operations and activities are organized and reported by Fund. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations. City services are provided by departments and their activities reported within these funds. Certain functions that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

#### General government

The General Government operations provide the functions of Building Services and Maintenance, Corporate Administration, Finance, Human Resources, Legislative Services and any other functions categorized as non-departmental.

#### Protective services

Protective Services is comprised of four different functions, including the City's Emergency Management Agency, Fire, Police and Building Inspection Services. The Emergency Management Agency prepares the City to be more prepared and able to respond to, recover from, and be aware of, the devastating effects of a disaster or major catastrophic event that will impact the community. The Fire Department is responsible for providing critical, life-saving services in preventing or minimizing the loss of life and property from fire and natural or man-made emergencies. The Police Department ensures the safety of the lives and property of Fort St. John citizens through the enforcement of municipal bylaws, criminal laws and the laws of British Columbia, the maintenance of law and order, and the prevention of crime. The mandate of the Building Inspection services is to promote, facilitate and enforce general compliance with the provisions of bylaws that pertain to the health, safety and welfare of the community.

#### Transportation

Transportation is responsible for a wide variety of transportation functions such as Transit, Parking, Engineering Operations and Streets. Services provided include infrastructure development and maintenance, traffic control, transportation planning, snow removal and sanding, storm drains, review of land development impacts on transportation, traffic management, and pedestrian issues, on-street parking regulations, including street signs and painting as well as traffic signal timing.

#### Public health and welfare

Public Health and Welfare is comprised of Solid Waste Services and Cemeteries. The Solid Waste Collection and Recycling Operations Section is responsible for the collection of household garbage. The Cemeteries section is responsible for the operation and maintenance of City cemeteries.

#### Environmental development

Environmental Development is responsible for Planning, Economic Development, Land Management and Community Promotion. The mandate of Planning is to promote, facilitate and enforce general compliance with the provisions of bylaws that pertain to the health, safety and welfare of the community and provide a full range of planning services related to zoning, development permits, variance permits, and current regulatory issues.

# City of Fort St. John

## Notes to the Financial Statements

For the Year Ended December 31, 2016

### 21. Segmented information continued

#### **Environmental development continued**

Economic Development and Community Promotion co-ordinates activities to promote the City and attract investment.

#### **Recreation and cultural**

Recreation and Cultural is responsible for the maintenance, planning and development of all park facilities such as trails, natural ecosystems, sport and entertainment venues and playgrounds for recreational and cultural enjoyment in a beautiful and safe environment; preserves and enhances green spaces on public lands. Recreation services facilitates the provision of recreation and wellness programs and services. Cultural co-ordinates and leads efforts to foster arts and culture, and work to create a City that is vibrant and people centred.

#### **Sewer Utility**

The Sewer Utility protects the environment and human health from the impacts of liquid wastes generated as a result of human occupation and development in the City.

#### **Water Utility**

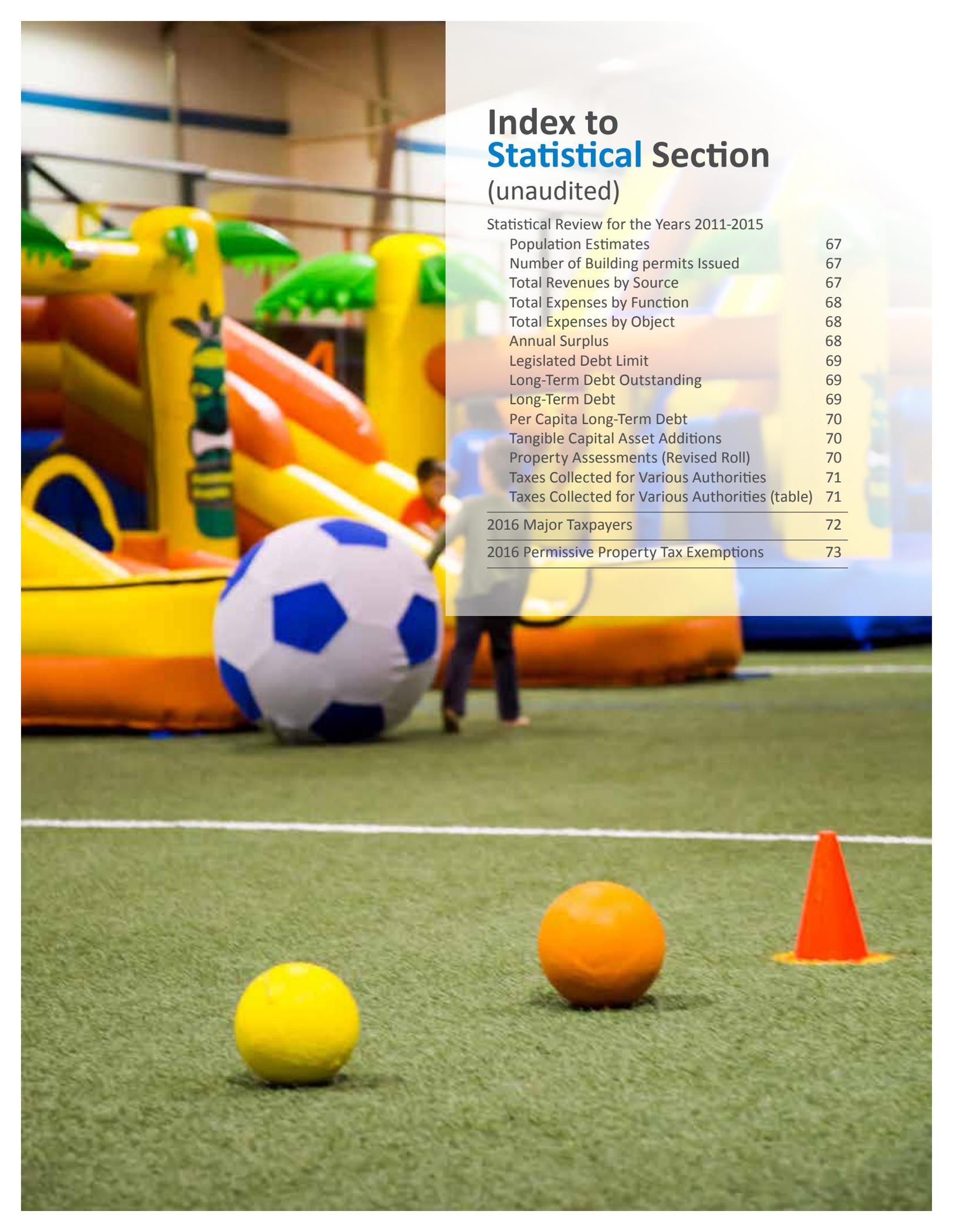
The Water Utility delivers clean, safe and aesthetically pleasing potable water, in accordance with the Provincial Drinking Water Protection Act, to the citizens of the City of Fort St. John. The water is for the purpose of domestic consumption and fire fighting.

# City of Fort St. John

## Schedule 1 - Segmented Information

### For the Year Ended December 31, 2016

	2016						2016 Actual	2016 Budget		
	General Government	Protective Services	Transportation	Public Health Welfare	Environmental Development	Recreation and Cultural		Utilities - Water	Utilities - Sewer	Unaudited
Net municipal property taxes	\$ 29,820,106	\$ -	\$ 1,245,897	\$ -	\$ -	\$ -	\$ 412,214	\$ 478,856	\$ 31,933,891	\$ 29,468,351
Grants in lieu of taxes	395,488	-	-	-	-	-	-	-	424,200	397,497
Services provided to other governments	462,378	413,674	9,594	-	-	-	-	-	801,426	1,315,491
Sale of services	-	-	-	828,675	-	-	5,749,065	4,250,331	10,611,040	11,218,632
Other revenue from own sources	1,200,971	1,485,637	1,443,596	-	116,397	1,161,788	15,488	89,897	4,292,279	4,994,912
Government transfers	26,450,864	1,181,064	-	-	148,327	787,301	-	-	35,168,066	27,672,610
Return on investment	1,332,410	-	-	5,224	-	-	-	-	426,400	970,986
Actuarial adjustments	204,792	-	-	-	-	-	158,387	220,334	583,513	507,596
Developer contributions	7,098,315	-	293,028	-	-	-	768,317	935,032	3,359,000	11,573,961
Gain on disposal of tangible capital assets	-	-	2,062,327	-	-	-	-	-	-	4,428,888
<b>Salaries, wages and employee benefits</b>	<b>66,965,324</b>	<b>3,080,375</b>	<b>5,054,442</b>	<b>833,899</b>	<b>264,724</b>	<b>1,949,089</b>	<b>7,103,471</b>	<b>5,974,450</b>	<b>91,225,772</b>	<b>87,599,815</b>
<b>Contracted and general services</b>	<b>3,183,566</b>	<b>6,754,061</b>	<b>3,378,123</b>	<b>109,769</b>	<b>826,718</b>	<b>3,712,721</b>	<b>1,115,750</b>	<b>505,163</b>	<b>19,585,871</b>	<b>19,741,510</b>
<b>Materials, goods, supplies and utilities</b>	<b>2,118,218</b>	<b>5,573,965</b>	<b>3,755,332</b>	<b>641,455</b>	<b>618,937</b>	<b>845,520</b>	<b>356,555</b>	<b>282,184</b>	<b>14,192,166</b>	<b>16,602,579</b>
<b>Interest and bank charges</b>	<b>268,552</b>	<b>500,250</b>	<b>1,784,070</b>	<b>816</b>	<b>46,740</b>	<b>1,055,434</b>	<b>972,656</b>	<b>329,243</b>	<b>4,957,761</b>	<b>6,185,114</b>
<b>Other</b>	<b>1,234,273</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>279,450</b>	<b>735,405</b>	<b>2,249,128</b>	<b>2,321,809</b>
<b>Loss on disposal of tangible capital assets</b>	<b>115,171</b>	<b>80,499</b>	<b>17,395</b>	<b>-</b>	<b>67,839</b>	<b>3,428,545</b>	<b>21,299</b>	<b>12,869</b>	<b>3,743,617</b>	<b>3,864,287</b>
<b>Amortization</b>	<b>-</b>	<b>-</b>	<b>353,972</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>353,972</b>	<b>-</b>
<b>Equipment Offset</b>	<b>352,438</b>	<b>652,538</b>	<b>5,204,924</b>	<b>41,180</b>	<b>15,864</b>	<b>1,490,369</b>	<b>1,115,637</b>	<b>1,062,581</b>	<b>9,935,531</b>	<b>8,930,046</b>
	12,242	28,936	(458,204)	25,120	-	124,011	104,932	162,963	-	-
	7,284,461	13,590,249	14,035,612	818,340	1,576,096	10,656,601	3,966,279	3,090,408	55,018,046	57,645,345
<b>Annual surplus</b>	<b>\$ 59,680,864</b>	<b>\$ 10,509,874</b>	<b>\$ (8,981,170)</b>	<b>\$ 15,559</b>	<b>\$ (1,311,374)</b>	<b>\$ (8,707,511)</b>	<b>\$ 3,137,192</b>	<b>\$ 2,884,042</b>	<b>\$ 36,207,726</b>	<b>\$ 29,954,470</b>
										<b>\$ 40,455,810</b>

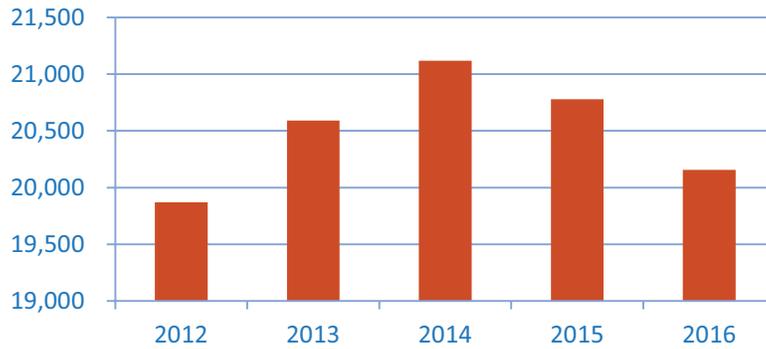


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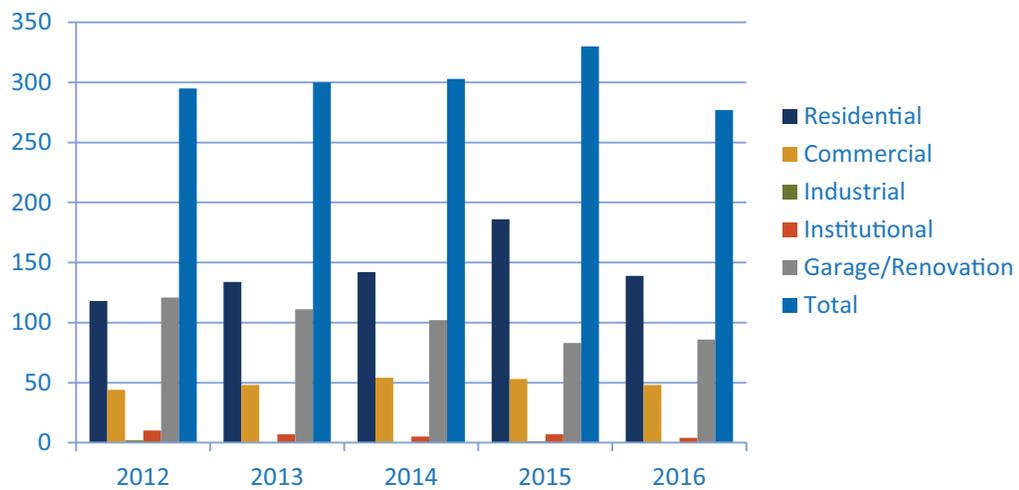
## Population Estimates

(Source: BC Stats)



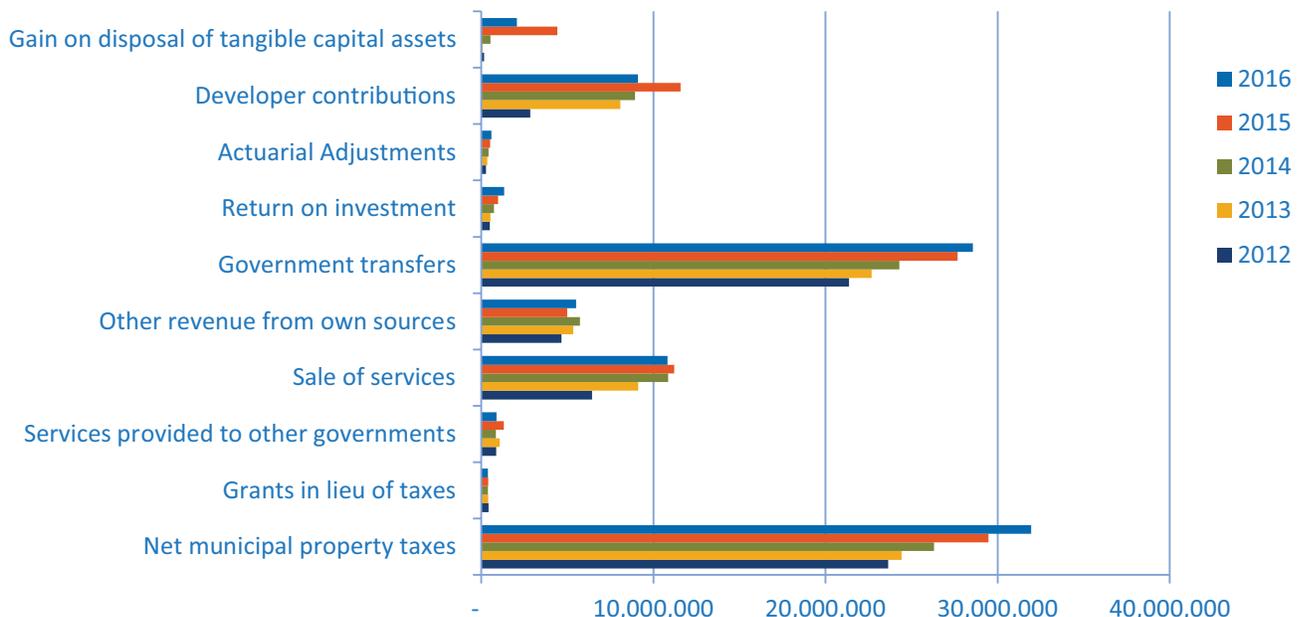
## Number of Building Permits Issued

(Source: City of Fort St. John)



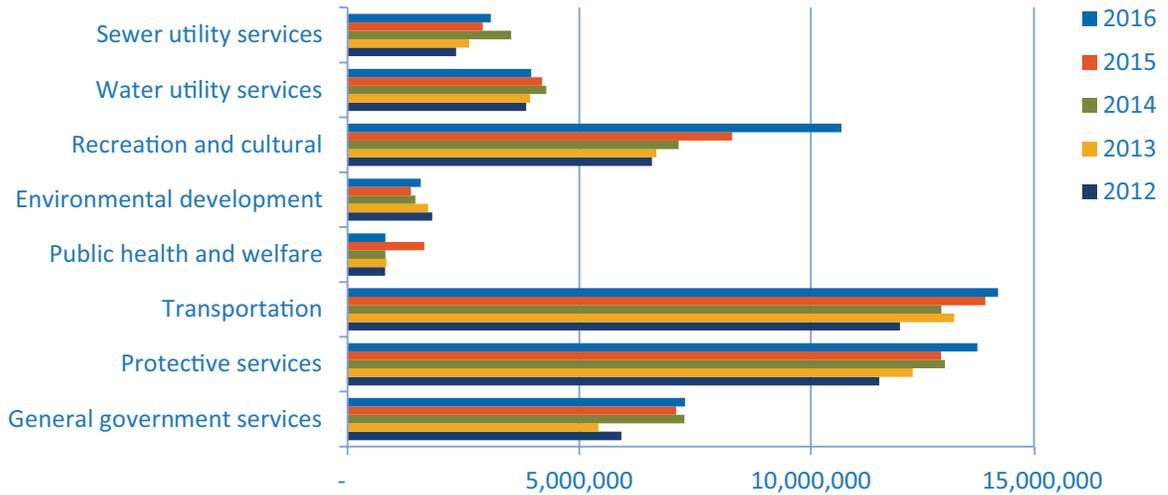
## Total Revenues by Source

(Source: City of Fort St. John)



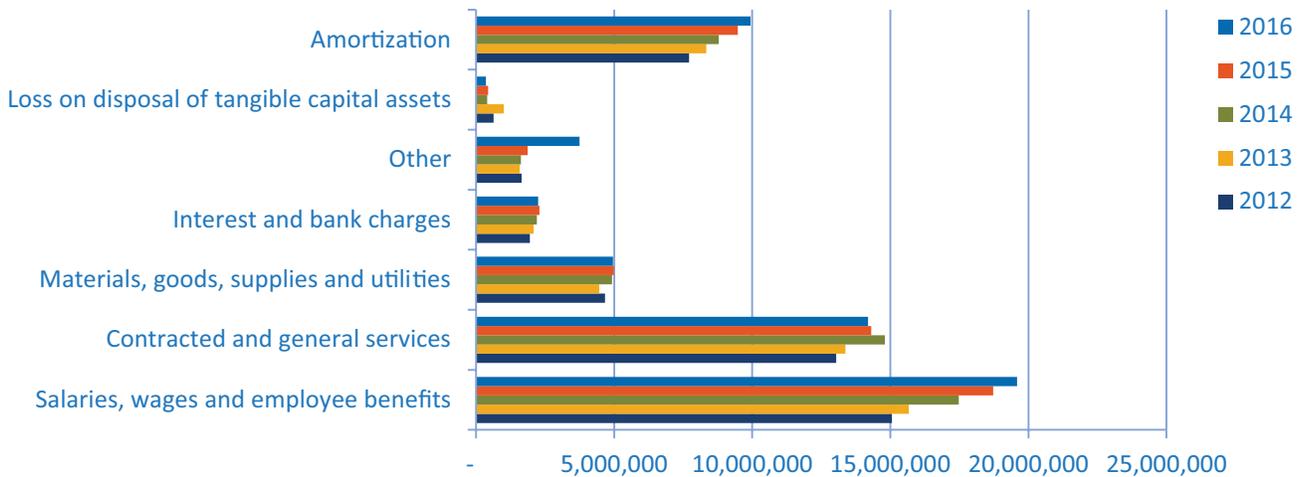
### Total Expenses by Function

(Source: City of Fort St. John)



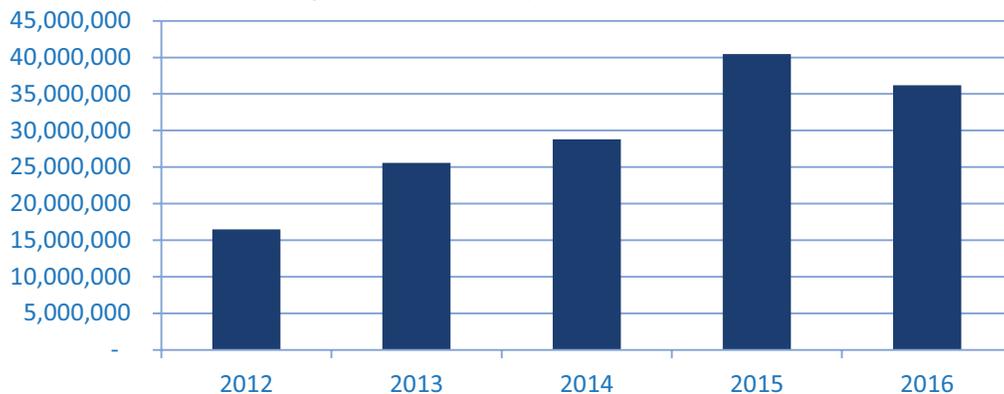
### Total Expenses by Object

(Source: City of Fort St. John)



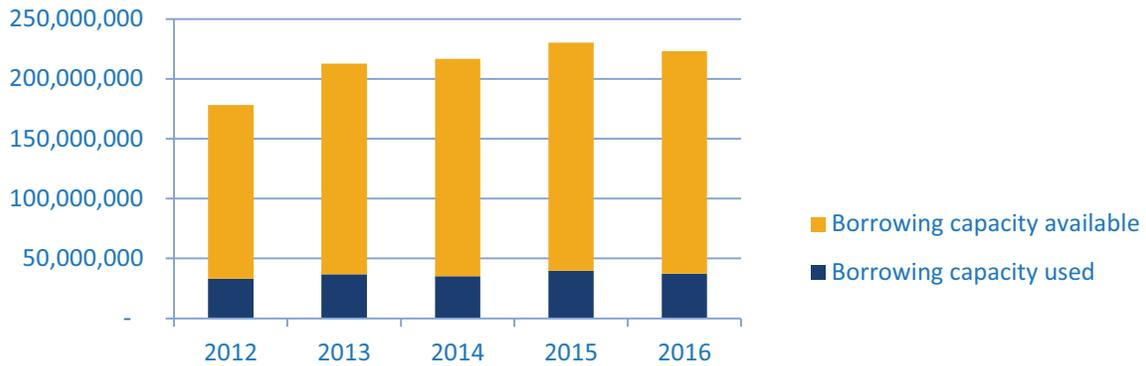
### Annual Surplus

(Source: City of Fort St. John)



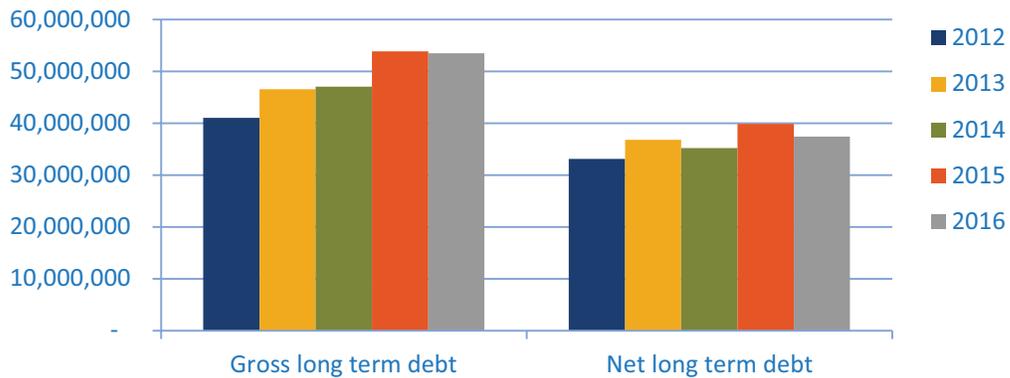
## Legislated Debt Limit

(Source: City of Fort St. John)



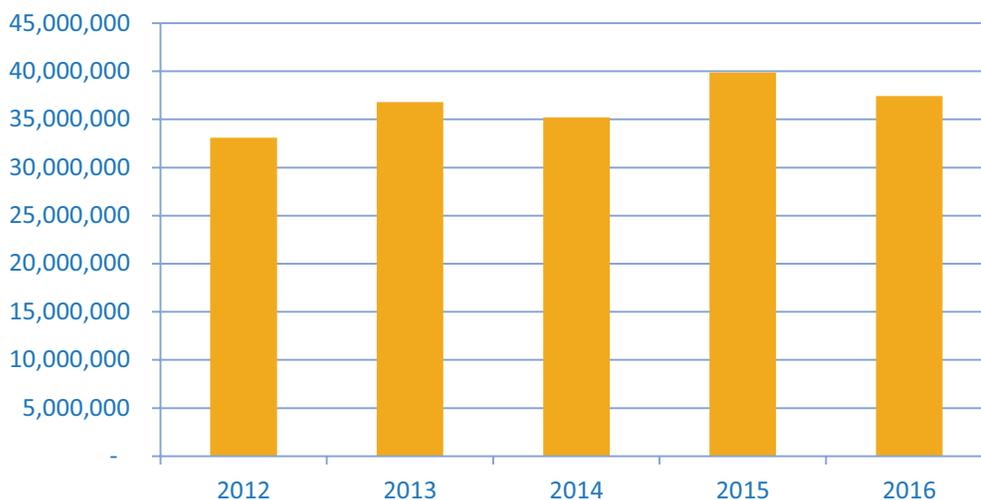
## Long-Term Debt Outstanding

(Source: City of Fort St. John)



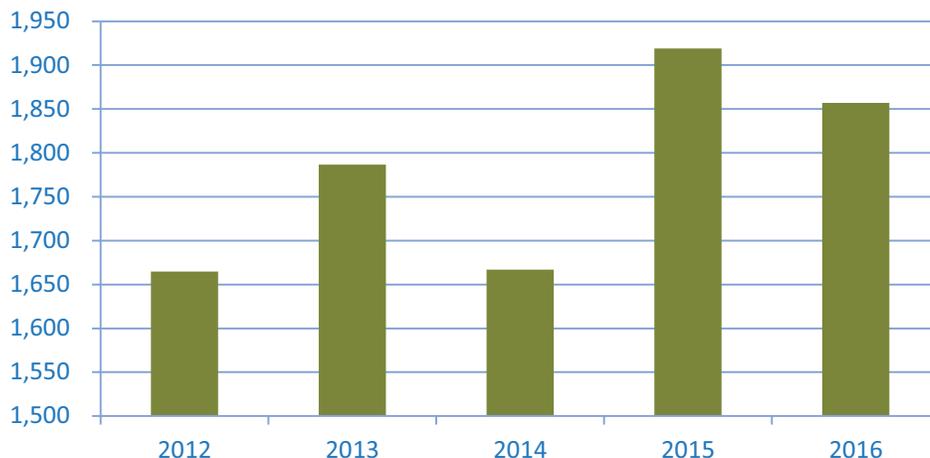
## Long-Term Debt (supported by property taxes)

(Source: City of Fort St. John)



## Per Capita Long-Term Debt

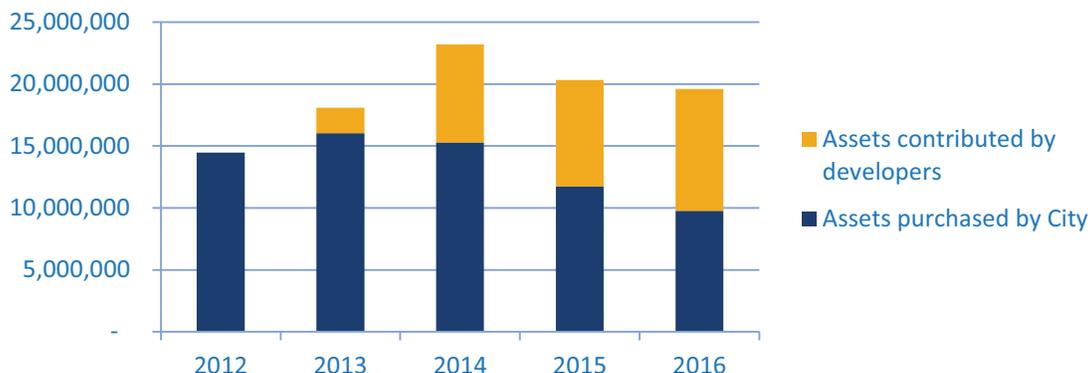
(Source: City of Fort St. John)



## Tangible Capital Asset Additions

(Net of Amortization)

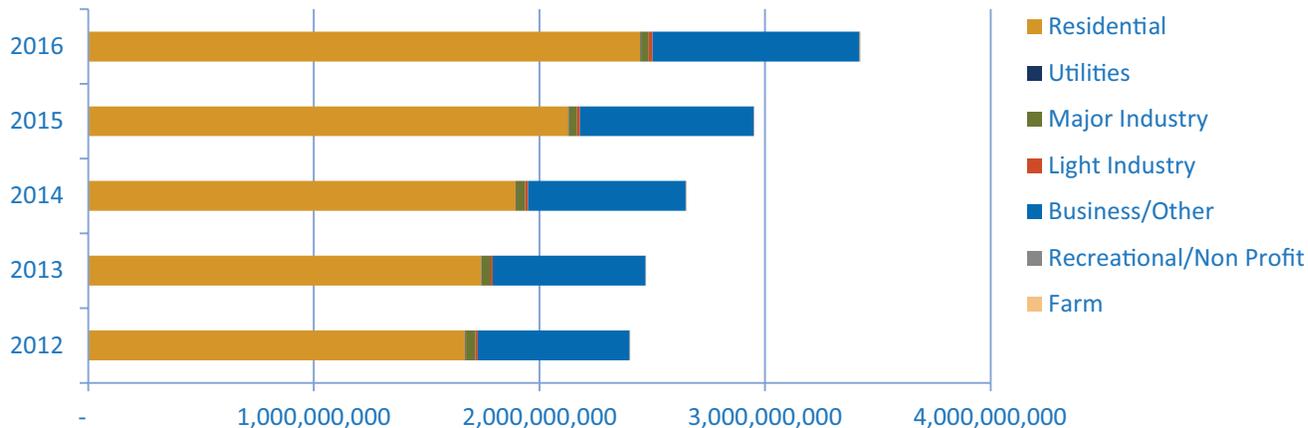
(Source: City of Fort St. John)



## Property Assessments

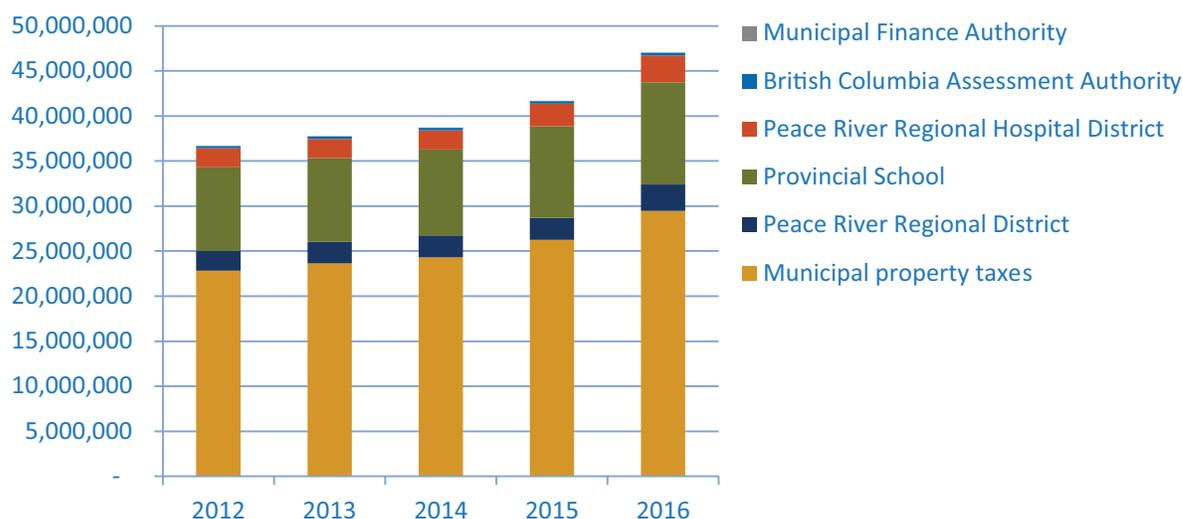
(Net Taxable Values from Revised Roll)

(Source: BC Assessment Authority)



## Property Taxes Collected by Various Authorities

(Source: City of Fort St. John)



## Taxes Collected for Various Authorities

(Source: City of Fort St. John)

	2012	2013	2014	2015	2016
Municipal property taxes	23,633,170	24,326,061	26,263,577	29,483,277	31,973,798
Peace River Regional District	2,404,851	2,415,562	2,410,197	2,915,564	3,147,185
Provincial School	9,307,602	9,552,594	10,184,820	11,345,901	12,053,132
Peace River Regional Hospital District	2,112,690	2,117,794	2,512,536	2,947,718	3,317,318
BC Assessment Authority	257,006	272,533	294,194	327,460	343,340
Municipal Finance Authority	729	777	856	996	1,124
<b>Total Current Taxes Levied</b>	<b>37,716,048</b>	<b>38,685,321</b>	<b>41,666,180</b>	<b>47,020,916</b>	<b>50,835,897</b>
Current tax collected (\$)	35,921,025	36,681,601	39,823,754	44,371,651	47,088,588
Current tax collected (%)	95.24%	94.82%	95.58%	94.36%	92.63%
Tax arrears beginning of year	1,519,534	1,912,422	2,153,237	1,939,879	2,682,667
Tax arrears collected (\$)	1,085,165	1,285,732	1,625,499	1,351,020	1,633,758
Tax arrears collected (%)	71.41%	67.23%	75.49%	69.64%	60.90%
<b>Total Tax Collections</b>	<b>37,006,190</b>	<b>37,967,333</b>	<b>41,449,253</b>	<b>45,722,671</b>	<b>48,722,346</b>

## 2016 Major Taxpayers

(Source: City of Fort St. John)

Registered Owner	Primary Property	Taxes Levied
Louisiana-Pacific OSB Limited Partnership	Manufacturing	1,208,451
MT Investments Inc.	Miscellaneous	776,962
NPR GP Inc	Miscellaneous	612,343
Avonark Developments Ltd	Miscellaneous	582,480
243045 Alberta Ltd	Hotel	479,592
Centeur Properties Limited	Retail	413,891
Wal-Mart Canada Corp., Inc	Retail	347,824
Ric Peterson Developments Inc	Miscellaneous	344,309
Macro Industries Inc	Miscellaneous	313,731
Jordan Enterprises Ltd.	Miscellaneous	296,248

## 2016 Permissive Property Tax Exemptions

(Source: City of Fort St. John)

Name	Tax Relief
New Totem Archery Club Society [City of Fort St. John]	16,657
Christians of Gospel Faith FSJ	4,006
Board of School Trustees (Totem Preschool Lease)	9,904
Fort St. John Friendship Society	11,525
BC Corporation of the Seventh Day Adventist Church	4,202
Fort St. John MotoX Society	8,433
Abbeyfield Houses of FSJ	4,439
Fort St. John Community Arts Council (leased property)	6,020
United Pentecostal Church of BC	5,837
Trustees of the Congregation of Fort St. John Presbyterian Church	6,225
Peace View Congregation of Jehovah's Witness of FSJ	7,063
Society for the Prevention of Cruelty to Animals	8,527
Calvary Baptist Church (Baptist Union of Western Canada)	8,691
Peace Lutheran Church	13,046
Fort St. John Association for Community Living	14,410
Evangelical Free Church of Fort St. John	1,725
Fort St. John Senior Citizens Association	10,843
Guru Nanak Sikh Temple and Cultural Society	13,033
The Pentecostal Assemblies of Canada	21,610
President of the Lethbridge Stake of the Church of Jesus Christ of Latter Day Saints	11,223
Royal Canadian Legion	11,749
Fort St. John Christian and Missionary Alliance	14,389
Salvation Army	15,461
BC Conference of Mennonite Brethren Church	20,623
Fort St. John Curling Club (City of Fort St. John)	22,595
North Peace Historical Society	32,889
Child Development Centre Society	37,735
Fort St. John Mixed Slow Pitch Society [City of Fort St. John]	43,844
North Peace Seniors Housing Society	45,436
Roman Catholic Episcopal Corporation of Prince Rupert	19,968
Christian Life Centre	60,953
North Peace Cultural Society	62,526
<b>Total</b>	<b>575,587</b>



City of Fort St. John  
10631 100 Street  
Fort St. John, BC V1J 3Z5