



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### **STATEMENT OF FINANCIAL INFORMATION**

For the Fiscal Year ended December 31, 2019

Pursuant to the Financial Information Act:

- 1) i) Schedule of Guarantee and Indemnity Agreements  
ii) Schedule of Remuneration  
iii) Statement of Severance Agreements  
iii) Schedule of Amounts Paid to Suppliers for Goods or Services  
iv) Statement of Financial information Approval
- 2) Management Report
- 3) 2019 Audited Financial Statements
- 4) Checklist



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### **SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS FOR THE FISCAL YEAR ENDED DECEMBER 31, 2019 PURSUANT TO THE FINANCIAL INFORMATION ACT**

#### **SECTION 5**

This organization has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

Information on all Contingent Liabilities and Commitments for this organization is included in Note 7 to the Financial Statements.

A handwritten signature in black ink, reading "Pamela Rooke", written over a horizontal line.

Pamela Rooke, CFO

A handwritten signature in blue ink, reading "Ron McLaughlin", written over a horizontal line.

Ron McLaughlin, Mayor

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

FINANCIAL INFORMATION ACT REPORT  
Year Ended December 31, 2019

SCHEDULE OF REMUNERATION  
SECTION 6

<i>Name</i>	<i>Position</i>	<i>Remuneration*</i>	<i>Expenses**</i>
<b>MAYOR &amp; COUNCIL:</b>			
Neville Abbott	Councillor	8,064.63	
Fred Bain	Councillor	8,064.63	
Norman Barmeier	Councillor	8,064.63	
Jaime Cunliffe	Councillor	8,064.63	310.84
Ron McLaughlin	Mayor	16,129.26	270.84
<b>Total Council</b>		<b>48,387.78</b>	<b>581.68</b>
<b>STAFF:</b>			
<b>Employees in excess of \$75,000:</b>			
Garth Begley	Public Works Foreman	101,214.74	99.00
Peter DeJong	Chief Administrative Officer	130,640.86	2,879.62
Nai Jaffer	Public Works Manager	98,856.40	652.51
Kyle McCallum	Public Works Technician 2	82,047.04	2,890.37
Neale Mullen	Public Works Technician 1	80,130.56	359.99
Pamela Rooke	Chief Financial Officer	99,756.40	2,576.94
Alberto Urrutia	Public Works Treatment Plant Operator 1	106,499.38	917.09
Aidan Young	Public Works Technician 1	78,493.45	1,937.40
<b>Add amounts paid to Employees &lt; \$75,000:</b>		<b>421,971.87</b>	<b>3,853.27</b>
<b>Total Staff</b>		<b>1,199,610.70</b>	<b>16,166.19</b>
<b>TOTAL COUNCIL AND STAFF</b>		<b>1,247,998.48</b>	<b>16,747.87</b>

RECONCILIATION OF AMOUNTS PAID:


ADD: Benefits paid by employer (non taxable)	215,473.30
Changes in payroll accruals	(98,384.78)
<b>Total \$</b>	<b>1,365,087.00</b>

**Total per Schedule 1 of the Financial Statements \$ 1,365,087.00**

\* Remuneration includes taxable benefits and vacation payouts

\*\* Expenses include travel expenses, memberships, tuition, relocation, vehicle leases, extraordinary hiring expenses, registration fees and similar amounts paid directly to an employee, or to a third party on behalf of the employee, and which has not been included in 'remuneration'.

  
Pamela Rooke, CFO

  
Ron McLaughlin, Mayor



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### **SCHEDULE OF SEVERANCE AGREEMENTS FOR THE FISCAL YEAR ENDED DECEMBER 31, 2019 PURSUANT TO THE FINANCIAL INFORMATION ACT**

#### **SECTION 6 (7)**

There were **no** severance agreements made between the Village of Lions Bay and its non-unionized employees during fiscal year 2019.

Prepared under the Financial Information Regulation, Schedule 1, subsection 6(8)

A handwritten signature in blue ink, reading "Pamela Rooke", is written over a horizontal line.

Pamela Rooke, CFO

A handwritten signature in blue ink, reading "Ron McLaughlin", is written over a horizontal line.

Ron McLaughlin, Mayor

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

FINANCIAL INFORMATION ACT REPORT  
Year Ended December 31, 2019

SCHEDULE OF AMOUNTS PAID TO SUPPLIERS FOR GOODS AND SERVICES  
SECTION 7

<i>Supplier Accounts</i>	<i>Amounts Paid in 2019</i>
AECOM Canada Ltd	210,857.80
AON Canada Inc	53,186.00
BC Assessment Authority ***	37,283.29
BC Hydro	39,418.40
BDO Canada LLP	39,979.23
Bortolo & Sons Paving Co. Ltd.	91,134.81
Dams Ford Lincoln Sales Ltd.	409,646.35
E-COMM	43,693.00
ICBC	34,312.00
Industra Construction Corp.	1,603,423.87
McRae's Environmental Services Ltd	25,727.20
Metro Vancouver	135,843.66
Metro Vancouver Regional District ***	48,463.00
Minister of Finance	46,220.90
Municipal Finance Authority	98,699.51
Municipal Pension Plan	165,509.06
Pacific Blue Cross	34,657.26
Revenue Canada	313,032.27
School Tax ***	826,032.06
Sea to Sky Network Solutions	61,066.19
South Coast BC Transportation Authority ***	212,166.91
Waste Control Services Inc.	182,932.60
Workers Compensation Board	28,440.31

There were no payments to suppliers for grants and contributions exceeding \$25,000

**Total for Suppliers Paid > \$ 25,000** **4,741,725.68**

**Other Supplier Payments** **1,036,850.69**

**All Payments** **5,778,576.37**

\*\*\* Other Taxing Authority Payments

The Village prepares the Schedule of Suppliers of Goods and Services based on actual disbursements through the accounts payable system which is on a cash basis. The audited Financial Statements figure is based on an accrual basis, therefore, this figure will be significantly different. There are also a number of payments included in the Supplier report that are not considered operating expenses in the audited Financial Statements such as capital expenditures, payments made to other authorities for tax requisitions and payroll related expenses.



Pamela Rooke, CFO



Ron McLaughlin, Mayor



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### STATEMENT OF FINANCIAL INFORMATION APPROVAL FOR THE FISCAL YEAR ENDED DECEMBER 31, 2019 PURSUANT TO THE FINANCIAL INFORMATION ACT

#### SECTION 9 (2)

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

A handwritten signature in blue ink that reads "Pamela Rooke".

Pamela Rooke

CFO

Date: July 28, 2020

A handwritten signature in blue ink that reads "Ron McLaughlin".

Ron McLaughlin

Mayor, on behalf of Council

Date: July 28, 2020





## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### **MANAGEMENT REPORT FOR THE FISCAL YEAR ENDED DECEMBER 31, 2019 PURSUANT TO THE FINANCIAL INFORMATION ACT SECTION 9**

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are Council's responsibility. Council is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Council is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Council is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through the external auditors. The external auditors have met with Council.

The Council has the responsibility for assessing the management systems and practices of the corporation.

The external auditors, *BDO Canada LLP*, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. 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 and free access to the Council and meet with them on an annual basis.

On behalf of the Village of Lions Bay,

Pamela Rooke, CFO

**Village of Lions Bay**  
**Financial Statements**  
**For the year ended December 31, 2019**



**Village of Lions Bay**  
**Financial Statements**  
**For the year ended December 31, 2019**

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## Management's Responsibility for the Financial Statements

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The accompanying financial statements of the Village of Lions Bay (the "Village") are the responsibility of management and have been prepared in accordance with Canadian public sector accounting standards as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants Canada. A summary of the significant accounting policies are described in the summary of significant accounting policies which proceed the notes to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Village's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

Mayor and Council meet with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by BDO Canada LLP, independent external auditors appointed by the Village. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Village's financial statements.



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Pamela Rooke, CPA, CMA  
Chief Financial Officer



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Peter DeJong  
Chief Administrative Officer

May 5, 2020

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## Independent Auditor's Report

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### To the Mayor and Council of the Village of Lions Bay Opinion

We have audited the financial statements of the Village of Lions Bay (the "Village") which comprise the Statement of Financial Position as at December 31, 2019 and the Statements Operations, Changes in Net Financial Assets, and Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2019 and its results of operations, changes in net financial assets, and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

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

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

Management is responsible for the preparation and fair presentation of the 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.

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

Those charged with governance are responsible for overseeing the Village's financial reporting process.



## Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

*BDO Canada LLP*

Chartered Professional Accountants

Vancouver, British Columbia  
May 5, 2020

**Village of Lions Bay**  
**Statement of Financial Position**

**December 31** **2019** **2018**

**Financial Assets**

Cash and cash equivalents	3,780,886	2,900,857
Accounts receivable	254,141	221,571
Grants receivable	970,555	161,593
Assets held for sale (Note 1)	273,518	359,384
	5,279,100	3,643,405

**Liabilities**

Accounts payable	415,456	211,262
Sick, overtime, wellness and vacation payable	81,391	158,451
Deferred revenue (Note 2)	46,911	637,327
Developer deposits (Note 3)	180,500	144,000
Equipment financing (Note 4)	89,986	115,084
Long term debt (Note 5)	1,782,678	1,595,415
	2,596,922	2,861,539

**Net Financial Assets**

**2,682,178** **781,866**

**Non-Financial Assets**

Tangible capital assets (Schedule 3)	22,292,774	20,381,200
Prepaid expenses	19,008	14,542
	22,311,782	20,395,742

**Accumulated Surplus (Note 11)** **24,993,960** **21,177,608**

Contingent liabilities and contractual obligations (Note 7)

Contractual Rights (Note 8)

Subsequent Events (Note 14)

*Pamela Rooke*

Pamela Rooke CPA, CMA  
Chief Financial Officer



Ron McLaughlin  
Mayor

**Village of Lions Bay  
Statement of Operations**

<b>For the year ended December 31</b>	Financial Plan 2019	<b>2019</b>	2018
	(Note 9)		
<b>Revenue</b> (Schedules 1 & 2)			
Taxation (Note 6)	1,695,433	<b>1,695,399</b>	1,505,049
Utility user rate	1,138,127	<b>1,138,467</b>	1,089,217
Government transfers	2,413,179	<b>2,025,628</b>	573,393
Sale of services	177,723	<b>259,359</b>	186,465
Other revenues	118,751	<b>214,912</b>	177,240
Gain of sale of asset held for sale (Note 1)	2,353,539	<b>1,810,716</b>	-
Loss on disposal of tangible capital assets	-	<b>(63,713)</b>	-
	<u>7,896,752</u>	<u><b>7,080,768</b></u>	<u>3,531,364</u>
<b>Expenses</b> (Schedules 1&2)			
General departmental expenses	2,761,163	<b>2,329,765</b>	2,446,788
Water system operations	957,180	<b>794,763</b>	902,843
Sewer system operations	176,063	<b>139,888</b>	73,689
	<u>3,894,406</u>	<u><b>3,264,416</b></u>	<u>3,423,320</u>
<b>Annual Surplus</b>	4,002,346	<b>3,816,352</b>	108,044
<b>Accumulated Surplus</b> , beginning of year	<u>21,177,608</u>	<u><b>21,177,608</b></u>	<u>21,069,564</u>
<b>Accumulated Surplus</b> , end of year	<u>25,179,954</u>	<u><b>24,993,960</b></u>	<u>21,177,608</u>

**Village of Lions Bay**  
**Statement of Change in Net Financial Assets**

<b>For the year ended December 31</b>	<b>Financial Plan 2019</b>	<b>2019</b>	<b>2018</b>
	(Note 9)		
<b>Annual Surplus</b>	<b>4,002,346</b>	<b>3,816,352</b>	<b>108,044</b>
<b>Change in Tangible Capital Assets</b>			
Acquisition of tangible capital assets	(3,170,594)	<b>(2,532,333)</b>	(312,093)
Amortization of tangible capital assets	736,619	<b>557,046</b>	497,670
Loss on disposal of tangible capital assets	-	<b>63,713</b>	-
Tangible capital assets transferred to assets held for sale (Note 1)	-	-	273,518
	<b>(2,433,975)</b>	<b>(1,911,574)</b>	<b>459,095</b>
<b>Change in Other Non-Financial Assets</b>			
Net acquisition of prepaid expenses	-	<b>(4,466)</b>	(13,525)
<b>Change in net financial assets for the year</b>	<b>1,568,371</b>	<b>1,900,312</b>	<b>553,614</b>
<b>Net financial assets, beginning of year</b>	<b>781,866</b>	<b>781,866</b>	<b>228,252</b>
<b>Net financial assets, end of year</b>	<b>2,350,237</b>	<b>2,682,178</b>	<b>781,866</b>



<b>Village of Lions Bay</b>		
<b>Statement of Cash Flows</b>		
<b>For the year ended December 31</b>	<b>2019</b>	<b>2018</b>
<b>Cash provided by (used in)</b>		
<b>Operating transactions</b>		
Annual surplus	<b>3,816,352</b>	<b>108,044</b>
Items not involving cash		
Amortization expense	<b>557,046</b>	497,670
Loss on disposal of tangible capital assets	<b>63,713</b>	-
Changes in non-cash operating balances		
Accounts receivable	<b>(32,570)</b>	151,190
Grants receivable	<b>(808,962)</b>	127,315
Assets held for sale	<b>85,866</b>	-
Developer deposits	<b>36,500</b>	6,000
Deferred revenue	<b>(590,416)</b>	(49,887)
Accounts payable	<b>204,194</b>	(333,398)
Sick, overtime, wellness and vacation payable	<b>(77,060)</b>	41,235
Prepaid expenses	<b>(4,466)</b>	(13,525)
	<b>3,250,197</b>	534,644
<b>Capital transactions</b>		
Cash used to acquire tangible capital assets	<b>(2,532,333)</b>	(312,093)
<b>Financing transactions</b>		
Repayment of equipment financing	<b>(25,098)</b>	(32,089)
Repayment of long-term debt principal	<b>(192,737)</b>	(122,041)
Issue of long-term debt	<b>380,000</b>	-
	<b>162,165</b>	(154,130)
<b>Increase in cash and equivalents during the year</b>	<b>880,029</b>	68,432
<b>Cash and equivalents, beginning of year</b>	<b>2,900,857</b>	2,832,436
<b>Cash and equivalents, end of year</b>	<b>3,780,886</b>	2,900,857
<b>Supplemental information:</b>		
Interest paid on long-term debt	<b>78,343</b>	108,858

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## Village of Lions Bay

### Summary of Significant Accounting Policies

December 31, 2019

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The Village of Lions Bay ("the Village") is a municipality in the province of British Columbia operating under the provisions of the Community Charter. The Village provides a wide range of services to the residents such as parks and recreation, fire and rescue, general government services, solid waste collection, and maintenance of roads, storm drainage, water and sewer infrastructure and facilities. The Village prepares its financial statements in accordance with Canadian public sector accounting standards ("PSAS") using guidelines developed by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

**Basis of Accounting** The basis of accounting followed in these financial statements is an accrual method and includes revenues in the period in which the transactions or events occurred that gave rise to the revenues and expenses in the period the goods and services are acquired and a liability is incurred.

The financial statements include the accounts of all funds of the Village. Interfund transactions and balances have been eliminated.

**Cash and Cash Equivalents** Cash and cash equivalents include bank balances and bank term deposits or guaranteed income certificates with duration of less than three months at the time of purchase. All amounts are held at Canadian chartered banks and are denominated in Canadian dollars.

**Tangible Capital Assets** Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is put into use. Contributed tangible capital assets are recorded at fair value at the time of the contribution.

Estimated useful lives of tangible capital assets are as follows:

Land improvements	7 to 40 years
Buildings	20 to 50 years
Storm sewer	25 to 50 years
Equipment, furniture, and vehicles	5 to 20 years
Infrastructure - water	5 to 80 years
Infrastructure - sewer	5 to 100 years
Roads	10 to 60 years
Other	5 to 60 years

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**Village of Lions Bay**  
**Summary of Significant Accounting Policies**

**December 31, 2019**

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**Revenue Recognition**

Taxes are recorded when they meet the definition of an asset, have been authorized and the taxable event occurs. Taxes receivable are recognized net of allowance for anticipated uncollectible amounts.

Through the British Columbia Assessments appeal process, taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes are recognized at the time they are awarded. Levies imposed by other taxing authorities, including the Greater Vancouver Regional District, are not included as taxes for municipal purposes.

Charges for sewer, water usage and solid waste collection are recorded as user fees. Connection fee revenues are recognized when the connection has been established.

Government transfers, which include legislative grants, are recognized in the financial statements when received if the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Government transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Sales of service and other revenue is recognized on an accrual basis.

**Use of Estimates**

The preparation of financial statements in accordance with PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future. A significant area requiring management estimates relates to the useful life of tangible assets for amortization calculations.

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**Village of Lions Bay**  
**Summary of Significant Accounting Policies**

**December 31, 2019**

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**Financial Instruments**      The Village's financial instruments consist of cash and cash equivalents, accounts receivable, grants receivable, accounts payable, sick, overtime, wellness and vacation payable, developer deposits, equipment financing and long-term debt. Unless otherwise noted, it is management's opinion that the Village is not exposed to significant interest, currency or credit risk arising from these financial instruments.

**Deferred Revenue**      Funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes are accounted for as deferred revenue on the statement of financial position. The revenue is recognized in the statement of operations in the year in which it is used for the specified purpose.

**Contaminated Sites**      Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. Liabilities are recorded net of any expected recoveries.

A liability for remediation of contaminated sites is recognized when all of the following criteria are met:

1. an environmental standard exists;
2. contamination exceeds the environmental standard;
3. the Authority is directly responsible or accepts responsibility;
4. it is expected that future economic benefits will be given up; and
5. a reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site. There is no liability for contaminated sites recorded as at December 31, 2019 or 2018.

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**Village of Lions Bay**  
**Notes to Financial Statements**

**December 31, 2019**

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**1. Assets Held for Sale**

During 2017, the Village listed a parcel of land as available for sale. The net book value of the land previously classified in tangible capital assets was \$85,866. The land sold in April 2019 with a gain on sale of \$1.81 million.

In 2018, the Village listed another parcel of land as available for sale. The net book value of the land previously classified in tangible capital assets is \$273,518 and remains unsold at December 31, 2019.

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**2. Deferred Revenue**

	<u>2019</u>	<u>2018</u>
Contributions for future use	<b>14,209</b>	-
Government transfers	-	600,839
Prepaid taxes	<b>32,702</b>	36,488
	<u><b>46,911</b></u>	<u>637,327</u>

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**3. Developer Deposits**

Bylaw 497 requires an applicant for certain building permits to pay a damage deposit of \$1,500 when the work is under \$50,000 and \$3,000 when the work is over \$50,000. The deposit less any costs incurred by the Village in restoring or replacing any damaged works or property will be returned to the applicant. The total cash on deposit of \$180,500 (2018 - \$144,000) has been reported as a liability because the deposits will be returned to the applicants at the completion of the project. Any portion of these deposits used for replacing damaged works or property will be taken into income by the Village in the period it is determined that restoration or replacement is required.

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**Village of Lions Bay**  
**Notes to Financial Statements**

**December 31, 2019**

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**4. Equipment Financing**

The Village has entered into obligations for emergency radios with future payment requirements as follows:

2020	17,874
2021	17,874
2022	17,874
2023	17,874
2024	17,874
Thereafter	<u>8,937</u>
Total future minimum lease payments	98,307
Less: Imputed interest (at 3%)	<u>(8,321)</u>
Present value of minimum lease payments	<u>89,986</u>

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**5. Long-term Debt**

Loan Authorization Bylaw No. 353 was adopted on January 20th, 2005 and gave approval for the Village to borrow up to \$250,000 to assist in providing water services to the specified area of Brunswick Beach whose owners had opted to finance their share of costs over twenty years through a local parcel tax. The actual amount of the loan honoured was \$114,000. The interest rate is 5.1% and the debt matures in 2025. The balance outstanding under this bylaw at year-end was \$40,403 (2018 - \$46,563).

Loan Authorization Bylaw No. 401 and 374 were respectively adopted on June 2, 2008 and September 19, 2006 and gave approval for the Village to borrow up to \$800,000 and \$600,000 to assist in providing construction improvements to the water system servicing the Village of Lions Bay. The interest rate was reduced to 2.90% effective November 20, 2018 (previously 5.15%) and the debt matures in 2028. The balance outstanding under the bylaws at year-end was \$765,947 (2018 - \$835,539).

Loan Authorization Bylaw No. 380 was adopted on September 19, 2006 and gave approval for the Village to borrow up to \$1,300,000 to assist in providing construction improvements to the Village of Lions Bay road system. In 2008, Council reduced the approved borrowing for the bylaw to \$500,000 and \$250,000 was borrowed. The interest rate was reduced to 2.90% effective November 20, 2018 (previously 5.15%) and the debt matures in 2028. The balance outstanding under this bylaw at year-end was \$136,776 (2018 - \$149,203).

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**Village of Lions Bay**  
**Notes to Financial Statements**

**December 31, 2019**

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**5. Long-term Debt (con't)**

Loan Authorization Bylaw No. 508 was adopted on December 6, 2016 and gave approval for the Village to borrow up to \$3,000,000 to assist in providing construction improvements to the Village's water and stormwater distribution network, the water storage system and bridges. In 2017, the Village borrowed \$460,900 for the replacement of the Village's water storage facilities. The interest rate is 3.15% and the debt matures in 2047. The balance outstanding under this bylaw at year-end was \$441,234 (2018 - \$451,212). The authorized but unissued balance at year-end was \$2,539,100. Subsequent to December 31, 2019, the Village borrowed \$600,000 for the purpose of funding a water capital project. The interest rate is 1.99% and the debt matures in 2040.

During 2017, the Village borrowed \$145,000 through the MFA Equipment Financing program to purchase a backhoe. The interest rate is variable based on the Canadian Dollar Offered Rate (CDOR) and was 2.54% at December 31, 2019 (2.80% at December 31, 2018). The debt matures in 2022 and the balance outstanding at year-end was \$85,028 (2018 - \$112,898).

During 2019, the Village borrowed \$380,000 through the MFA Equipment Financing program to purchase five trucks for Public Works. The interest rate is variable based on the Canadian Dollar Offered Rate (CDOR) and was 2.54% at December 31, 2019. The debt matures in 2024 and the balance outstanding at year-end was \$313,290.

Repayments of debt to the Municipal Finance Authority of BC (MFABC) required in the next five years and thereafter are as follows:

2020	205,181
2021	211,681
2022	215,266
2023	194,303
2024	121,710
Thereafter	834,537
	<hr/>
	1,782,678
	<hr/>



**Village of Lions Bay**  
**Notes to Financial Statements**

**December 31, 2019**

**6. Taxation**

	Financial Plan 2019	2019	2018
	(Note 9)		
General purposes	1,684,848	<b>1,684,814</b>	1,494,464
Collections for other tax authorities			
School Taxes – Province	-	<b>892,062</b>	811,852
RCMP	-	<b>145,088</b>	154,253
Regional District	-	<b>48,463</b>	50,222
Greater Vancouver Transportation Authority	-	<b>212,167</b>	211,168
Municipal Finance Authority	-	<b>190</b>	198
British Columbia Assessment Authority	-	<b>37,283</b>	40,219
	<u>1,684,848</u>	<u><b>3,020,067</b></u>	<u>2,762,376</u>
Transfers to other tax authorities			
School Taxes – Province	-	<b>892,062</b>	811,852
RCMP	-	<b>145,088</b>	154,253
Regional District	-	<b>48,463</b>	50,222
Greater Vancouver Transportation Authority	-	<b>212,167</b>	211,168
Municipal Finance Authority	-	<b>190</b>	198
British Columbia Assessment Authority	-	<b>37,283</b>	40,219
	-	<u><b>1,335,253</b></u>	<u>1,267,912</u>
Available for general purposes	1,684,818	<b>1,684,814</b>	1,494,464
Water utility parcel taxes	10,585	<b>10,585</b>	10,585
	<u>1,695,433</u>	<u><b>1,695,399</b></u>	<u>1,505,049</u>

**December 31, 2019**

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**7. Contingent Liabilities and Contractual Obligations**

- (i) The Village is responsible as a member of the Greater Vancouver Regional District for its portion of any operating deficits or capital debt related to functions in which it participates.
- (ii) The Village is a participant in the Municipal Insurance Association of British Columbia (the "Association"). Should the Association pay out claims in excess of the premiums received, it is possible that the Village, along with the other participants, would be required to contribute towards the deficit. Management does not consider external payments under this contingency to be likely and therefore no amounts have been accrued.
- (iii) The Village is a shareholder and member of the Emergency Communications for British Columbia Incorporated ("E-Comm") whose services provided include: regional 9-1-1 call centre; Wide Area Radio network, dispatch operations; and records management. The Village has 1 Class A Share (Police and Fire) and no Class B Shares (Operations) (of a total of 28 Class A and 23 Class B shares issued and outstanding as at December 31, 2019) recorded at nominal cost. As a Class A shareholder, the Village shares in both funding the future operations and capital obligations of E-Comm (in accordance with a cost sharing formula), including any lease obligations committed to by E-Comm up to the shareholder's withdrawal date.
- (iv) Under borrowing arrangements with MFA, the Village is required to lodge security by means of demand notes and interest bearing cash deposits based on the amount of the borrowing. As a condition of these borrowings, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. These deposits are held by the MFA as security against the possibility of debt repayment default. If the debt is repaid without default, the deposits are refunded to the Village. The balance of the deposits and contingent demand notes are not included in the financial statements of the Village.
- (v) The Village is the subject to litigation in regard to employment matters. In addition, the Village is from time to time involved in other lawsuits. The Village vigorously defends any such claims. At December 31, 2019 there is not sufficient information available to allow the Village to make a reasonable estimate of the potential for loss, if any, resulting from outstanding matters. Accordingly, these financial statements contain no provision for such amounts. Amounts will be recorded in the financial statements in the period in which additional information becomes available that allows a reasonable estimate to be made.

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**Village of Lions Bay**  
**Notes to Financial Statements**

**December 31, 2019**

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**8. Contractual Rights**

The Village entered into a lease contract for space in a building located at 410 Centre Road which expires in July 2030. In return, the Village receives the following revenues:

2020	23,882
2021	25,760
2022	25,760
2023	25,760
2024	25,760
Thereafter	159,927

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**9. Financial Plan**

Financial plan amounts represent the Financial Plan Bylaw adopted by Council on May 7, 2019 with adjustments for items accounted for differently under PSAS.

The Financial Plan Bylaw anticipated use of surpluses accumulated in previous years to balance against current year expenditures in excess of current year revenues. In addition, the Financial Plan Bylaw anticipated capital expenditures rather than amortization expense and repayment of debt during the year.

The following shows how these amounts were combined:

	<b>2019</b>
Financial Plan Bylaw surplus for the year	-
Add back:	
Capital expenditures	<b>3,170,594</b>
Repayment of Debt	<b>178,273</b>
MFA Actuarial Gain on Debt	<b>26,901</b>
Budgeted transfers to accumulated surplus	<b>1,743,197</b>
Less:	
Proceeds from Borrowing	<b>(380,000)</b>
Amortization	<b>(736,619)</b>
	<b>4,002,346</b>

**December 31, 2019**

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**10. Pension Plan**

The employer and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2018, the plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local governments.

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

The most recent actuarial valuation for the Municipal Pension Plan as of December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

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

Employers participating in the plan record their pension expense as the amount 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.

The Village paid \$87,399 (2018 - \$82,837) for employer contributions while employees contributed \$77,802 (2018 - \$72,828) to the plan in fiscal 2019.

**Village of Lions Bay**  
**Notes to Financial Statements**

**December 31, 2019**

**11. Accumulated Surplus**

The components of accumulated surplus are as follows:

	<b>2019</b>	2018
Invested in tangible capital assets	<b>20,420,110</b>	18,670,701
Reserve funds (Note 12)	<b>2,264,396</b>	918,804
Unrestricted amounts	<b>2,309,454</b>	1,588,103
	<b>24,993,960</b>	21,177,608

**12. Reserve Funds**

	<b>Opening Balance</b>	<b>Revenues &amp; Transfers</b>	<b>Interest Earned</b>	<b>Expenditures &amp; Transfers</b>	<b>Closing Balance</b>
Capital reserves	621,876	-	9,950	-	631,826
Land reserve fund	-	1,810,716	12,637	(757,605)	1,065,748
Infrastructure fund	-	144,658	1,157	-	145,815
Curly Stewart fund	8,315	-	133	-	8,448
Gas tax reserve	288,613	118,381	5,565	-	412,559
	<b>918,804</b>	<b>2,073,755</b>	<b>29,442</b>	<b>(757,605)</b>	<b>2,264,396</b>

**December 31, 2019**

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**13. Segmented Information**

The Village is a diversified municipal government institution that provides a wide range of services to its residents such as parks and recreation, maintenance of roads, fire and rescue, sewer and water utilities and solid waste collection. Key functional segments have been separately disclosed in Schedule 1. Following is a brief description of these segments and the activities they provide:

**General Government**

This segment relates to the general administration of the Village. It also includes revenues and expenses such as property tax revenues, legal costs, etc. that cannot be directly attributed to a specific segment.

**Protective Services**

Protective Services is comprised of fire and rescue services, bylaw enforcement and emergency services. The fire and rescue department is responsible for providing fire suppression service, fire prevention programs, training and education and highway call-out services. The members of the fire department are volunteer fire fighters.

**Public Works Operation**

Public works is responsible for the maintenance of roads, bridges, storm drainage, street lighting, creeks and drainage, fleet, equipment and snow removal.

**Solid Waste Collection**

Solid waste collection consists of recycling services and organics and waste collection.

**Planning and Development**

This segment includes building inspection, zoning and community planning such as land use master plan.

**Parks and Recreation**

This segment provides services meant to improve the health and development of the residents. They include recreation programs in the community centre, maintenance of trails, parks and beaches and facilities maintenance and management.

**Water Utility**

This segment is comprised of water treatment, water quality, water storage and water distribution to residents.

**December 31, 2019**

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**13. Segmented Information (con't)**

**Sewer Utility**

The sewer utility provides for the operation, maintenance and repair of the sanitary sewer collection and waste water treatment plant.

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**14. Subsequent Events**

Subsequent to year end, the impact of COVID-19 in Canada and on the global economy increased significantly. As the impacts of COVID-19 continue, there could be further impact on the Village, its residents, employees, suppliers and other third party business associates that could impact the timing and amounts realized on the Village's assets and future ability to deliver services and projects. At this time, the full potential impact of COVID-19 on the Village is not known. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration of disruption and the related financial impact cannot be reasonably estimated at this time. The Village will continue to focus on collecting receivables, managing expenditures, and leveraging existing reserves to ensure it is able to continue providing essential services to its citizens.



# Village of Lions Bay

## Schedule 1 - Combined Statement of Operations by Segment

For the year ended December 31, 2019

	General Fund						Water Utility	Sewer Utility	2019 Actual	2019 Financial Plan
	General Government	Protective Services	Public Works Operation	Solid Waste Collection	Planning and Development	Parks and Recreation				
										(Note 9)
<b>Revenues</b>										
Taxation	1,684,814	-	-	-	-	-	10,585	-	1,695,399	1,695,433
Utility user rates	-	-	-	186,697	-	-	879,494	72,276	1,138,467	1,138,127
Government transfers	418,603	8,674	-	-	-	650	1,597,701	-	2,025,628	2,413,179
Sales of services	22,920	98,884	325	4,366	98,048	14,510	18,289	2,017	259,359	177,723
Other revenues	135,607	42,545	-	-	-	-	36,760	-	214,912	118,751
Gain on sale of asset held for sale	1,810,716	-	-	-	-	-	-	-	1,810,716	2,353,539
Loss on disposal of tangible capital assets	-	-	(5,327)	-	-	-	(58,386)	-	(63,713)	-
	4,072,660	150,103	(5002)	191,063	98,048	15,160	2,484,443	74,293	7,080,768	7,896,752
<b>Expenses</b>										
Operating										
Goods and Services	161,097	217,062	255,430	187,969	7,864	91,908	278,025	64,585	1,263,940	1,534,222
Labour	521,476	177,760	185,248	-	31,099	129,106	302,510	17,888	1,365,087	1,541,653
Amortization	342,739	-	-	-	-	-	156,892	57,415	557,046	736,619
	1,025,312	394,822	440,678	187,969	38,963	221,014	737,427	139,888	3,186,073	3,812,494
Interest	-	2,445	18,562	-	-	-	57,336	-	78,343	81,912
	1,025,312	397,267	459,240	187,969	38,963	221,014	794,763	139,888	3,264,416	3,894,406
<b>Annual surplus (deficiency)</b>	3,047,348	(247,164)	(464,242)	3,094	59,085	(205,854)	1,689,680	(65,595)	3,816,352	4,002,346

Village of Lions Bay

Schedule 2 - Combined Statement of Operations by Segment

For the year ended December 31, 2018

	General Fund										
	General Government	Protective Services	Public Works Operation	Solid Waste Collection	Planning and Development	Parks and Recreation	Total General Fund	Water Utility	Sewer Utility	2018 Actual	2018 Financial Plan
<b>Revenues</b>											
Taxation	1,494,464	-	-	-	-	-	1,494,464	10,585	-	1,505,049	1,505,015
Utility user rates	-	-	-	183,570	-	-	183,570	837,613	68,034	1,089,217	1,089,217
Government transfers	369,358	-	-	-	-	10,500	379,858	193,535	-	573,393	2,612,116
Sales of services	14,670	63,961	-	4,986	58,857	20,374	162,848	21,056	2,561	186,465	203,556
Other revenues	78,967	77,171	-	-	-	-	156,138	21,102	-	177,240	148,524
Gain on sale of asset held for sale	-	-	-	-	-	-	-	-	-	-	3,124,994
	1,957,459	141,132	-	188,556	58,857	30,874	2,376,878	1,083,891	70,595	3,531,364	8,683,422
<b>Expenses</b>											
Operating											
Goods and Services	198,306	261,721	247,411	189,389	21,916	108,116	1,026,859	369,418	46,387	1,442,664	1,702,003
Labour	568,538	134,989	190,536	-	28,366	156,311	1,078,740	282,493	12,895	1,374,128	1,397,711
Amortization	321,477	-	-	-	-	-	321,477	161,786	14,407	497,670	588,976
	1,088,321	396,710	437,947	189,389	50,282	264,427	2,427,076	813,697	73,689	3,314,462	3,688,690
Interest	-	3,063	16,649	-	-	-	19,712	89,146	-	108,858	111,956
	1,088,321	399,773	454,596	189,389	50,282	264,427	2,446,788	902,843	73,689	3,423,320	3,800,646
<b>Annual surplus (deficiency)</b>	869,138	(258,641)	(454,596)	(833)	8,575	(233,553)	(69,910)	181,048	(3,094)	108,044	4,882,776

**Village of Lions Bay**  
**Schedule 3 - Tangible Capital Assets**

For the year ended December 31, 2019

	Land	Buildings	Equipment & Furniture & Vehicles	Land Improvements	Water	Sewer	Roads	Storm Sewer	Other	WIP – General	2019 Total	2018 Total
<b>Cost, beginning of year</b>	11,695,765	2,250,854	2,147,053	201,125	7,190,170	795,715	4,357,566	101,450	81,801	418,188	<b>29,239,687</b>	29,201,112
<b>Additions</b>	-	26,985	451,352	58,228	19,991	-	-	-	-	1,975,777	<b>2,532,333</b>	398,555
<b>Disposals</b>	-	-	(174,731)	-	(69,331)	-	-	-	-	-	<b>(244,062)</b>	(359,980)
<b>Cost, end of year</b>	11,695,765	2,277,839	2,423,674	259,353	7,140,830	795,715	4,357,566	101,450	81,801	2,393,965	<b>31,527,958</b>	29,239,687
<b>Accumulated amortization, beginning of year</b>	-	837,207	1,445,017	93,568	2,909,230	600,923	2,876,407	79,774	16,361	-	<b>8,858,487</b>	8,360,817
<b>Amortization</b>	-	57,503	166,847	12,301	156,892	57,415	103,210	1,242	1,636	-	<b>557,046</b>	497,670
<b>Disposals</b>	-	-	(169,404)	-	(10,945)	-	-	-	-	-	<b>(180,349)</b>	-
<b>Accumulated amortization, end of year</b>	-	894,710	1,442,460	105,869	3,055,177	658,338	2,979,617	81,016	17,997	-	<b>9,235,184</b>	8,858,487
<b>Net carrying amount, end of year</b>	11,695,765	1,383,129	981,214	153,484	4,085,653	137,377	1,377,949	20,434	63,804	2,393,965	<b>22,292,774</b>	20,381,200