

DRAFT

TOWN OF VIEW ROYAL
ANNUAL REPORT

Year Ended December 31, 2020



TOWN OF VIEW ROYAL - ANNUAL REPORT

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INTRODUCTION

This year's Annual Report outlines the Town's achievements and major projects for 2020.

It shows the progress on our 2020 municipal goals and objectives, highlights financial reporting, and gives insight into plans for the future.



MESSAGE FROM THE MAYOR

To be included in final report



COMMUNITY PROFILE

The Town of View Royal is located on southern Vancouver Island, approximately six kilometers west of Victoria, British Columbia. On December 5, 1988 – with a population of less than 5,000 – the Town of View Royal was incorporated and became its own distinct municipality comprising approximately 2,500 hectares of land. Since that time, the community has experienced significant growth and development while still maintaining much of its small town character.

The Town of View Royal acknowledges with respect that it is within the unceded traditional territories of the Lekwungen peoples, known today as the Esquimalt and Songhees Nations, and that their historic connections to these lands continue to this day.



➡ INCORPORATED **DECEMBER 5, 1988**

➡ **10,408** POPULATION

➡ **14.36KM²** LAND AREA

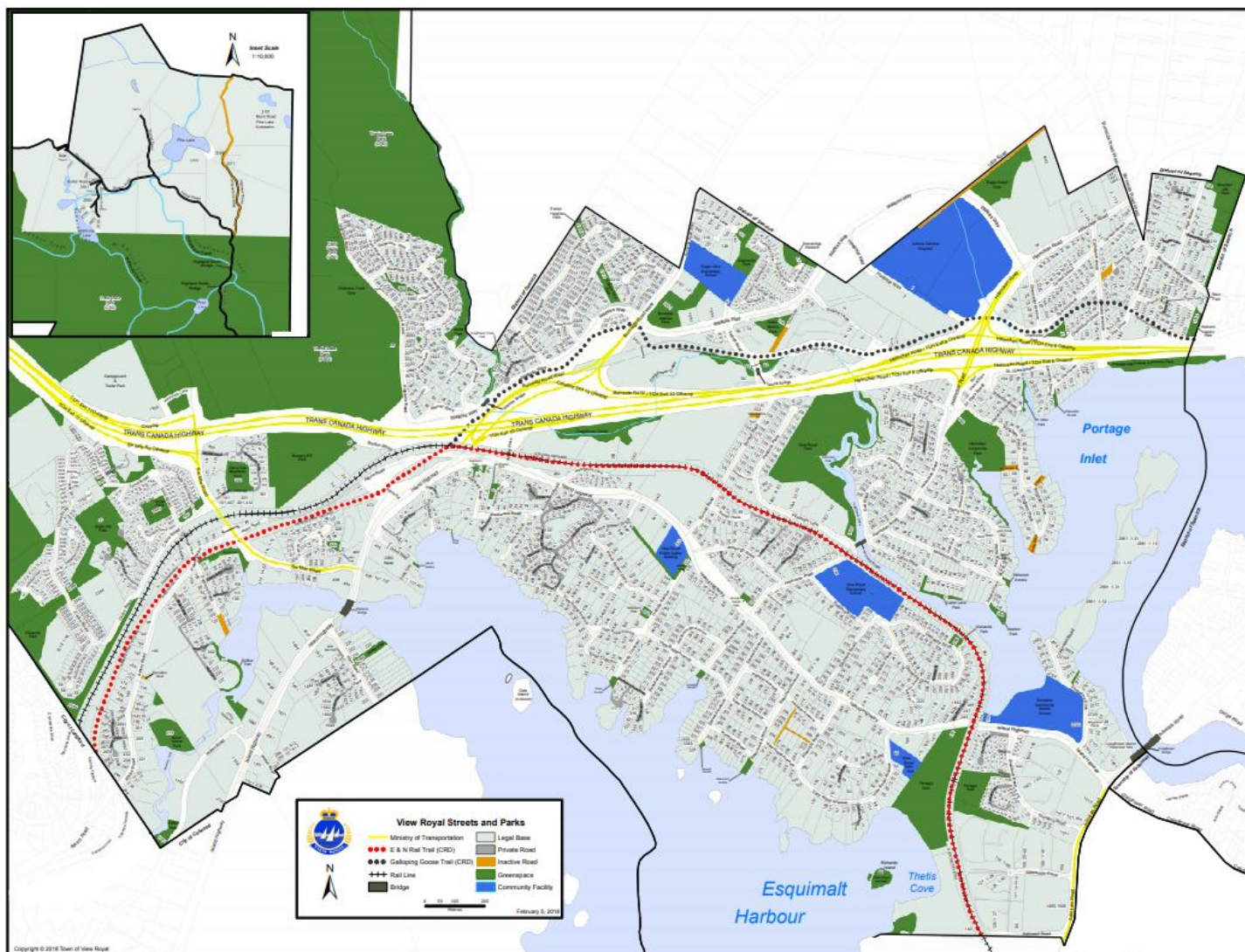
➡ **4,300** HOUSEHOLDS

➡ **72** MUNICIPAL PARKS

➡ **30.5KM** BIKE LANES

➡ **27.3KM** TRAILS

*as per Statistics Canada, 2016 Census



View Royal is divided into eight distinct precincts based on such factors as topography, major transportation corridors, natural environment and the age of housing stock. These precincts are:

- Craighflower
- Harbour
- Helmcken
- Hospital
- Thetis
- Burnside
- Atkins
- Wilfert

The municipality encompasses McKenzie, Pike, Prior and Thetis Lakes and portions of Esquimalt Harbour and Portage Inlet and is situated adjacent to the established jurisdictions of the City of Colwood, Township of Esquimalt, Esquimalt First Nation, District of Highlands, City of Langford, District of Saanich and Songhees First Nation.



SUMMARY OF SERVICES & OPERATIONS

TOWN OF VIEW ROYAL SERVICES

The Town of View Royal is responsible for the provision of a wide variety of local services and programs. These include:

- Transportation network (e.g. roads, bridges, street cleaning, sidewalks)*
- Stormwater management
- Garbage/household food waste collection
- Sanitary sewer collection system
- Parks, recreation and cultural facilities
- West Shore Royal Canadian Mounted Police (RCMP)
- Fire protection and inspection
- Emergency preparedness planning
- Land use planning
- Building permits
- Business licensing
- Bylaw establishment and enforcement
- Economic development
- Heritage and revitalization

*excludes Admirals Road, Six Mile Road and the Trans Canada Highway (Highway 1) which are controlled by the Ministry of Transportation & Infrastructure.

TOWN SERVICES PROVIDED BY THE CAPITAL REGIONAL DISTRICT

- Animal control
- Sewer system management
- Water management
- Recycling & Blue Box Program





TOWN SERVICES PROVIDED BY OTHER ORGANIZATIONS

- School system (Provincial Government and Local School Boards)
- Social and health programs (Provincial Government)
- Hospital care system (Provincial Government)
- Real property assessments (B.C. Assessment)
- Library collection and distribution system (Greater Victoria Public Library; Town is a part owner of the Downtown Branch)
- View Royal Reading Centre (Town provides partial support through a grant-in-aid)
- Planning and the management of public transit (Victoria Regional Transit System)



MAYOR & COUNCIL

Mayor and Council of the Town of View Royal were elected for a four-year term in the municipal election held in October 2018.

Each Council member is also appointed to various Town and Regional committees.



Mayor David Screech (December 2, 2014 - present)

- Finance & Administration - Chair
- CRD Board/Committee of the Whole
- CRD Housing Trust Fund Commission
- Capital Region Emergency Service Telecommunications Inc. (CREST)
- CRD Hospital Board
- Municipal Insurance Association
- Police Building Liaison Committee
- Westshore Parks and Recreation Owners
- South Island Prosperity Association
- Te'Mexw Treaty Advisory Committee
- View Royal Reading Centre



Councillor Damian Kowalewich (December 5, 2017 - present)

- Public Works & Transportation - Chair
- Community Development Advisory Committee - Liaison
- Joint School District / Municipal Committee
- Parents' Advisory Committee
- Westshore Chamber of Commerce



Councillor Gery Lemon (November 6, 2018 - present)

- Protective Services & Community Services - Chair
- Parks, Recreation & Environment Advisory Committee - Liaison
- CRD Arts Commission
- CRD Climate Action Steering Committee
- Greater Victoria Public Library
- Westshore Community Policing Advisory Committee



Councillor Ron Mattson (December 6, 2011 - present)

- Planning & Development - Chair
- Parks, Recreation & Environment Advisory Committee - Liaison
- Colquitz/Gorge Watershed Special Management Area Initiative
- Esquimalt Harbour Advisory Committee
- Victoria Family Court & Youth Justice Committee



Councillor John Rogers (December 2, 1996 - present)

- Parks, Recreation & Environment - Chair
- Community Development Advisory Committee - Liaison
- CRD Regional Water Supply Commission
- Friends of Cole Island Society
- Juan de Fuca Water Distribution Commission

2020 Town of View Royal Organizational Chart





View Royal is a dynamic and inclusive community that manages growth, while retaining the charm of its traditional neighbourhoods. It is home and workplace to people from all walks of life. Its neighbourhoods are attractive, affordable, walkable and safe. Each neighbourhood has an identifiable character and is connected to nearby centres – and a recognizable central community gathering place – through greenspace corridors and pedestrian/cyclist-friendly streets. Some centres are parks for families to gather and youth to play sports. Others are bustling, mixed-use places with a range of services, amenities, businesses and housing.

View Royal recognizes the impacts of climate change, and is responding by actively promoting energy-efficient, sustainable development, and environmental protection. Well-designed compact housing ensures choice, affordability and better use of land. Infill and redevelopment near neighbourhood centres and transit corridors provides jobs and services closer to where people live – minimizing the need for commuting, and creating pedestrian-friendly streets and destinations.

The local economy is diversified and strong, providing employment, shopping and service options to local and regional residents. Heritage tourism and eco-tourism are promoted as sustainable ways to stimulate the economy and showcase View Royal's environmental and cultural assets.

Getting around safely by foot, bike, bus and train is convenient and enjoyable, and a viable alternative to car travel. Train, light rail and other forms of rapid transit are supported by development that facilitates ridership and walkable places.

The Town is endowed with unique natural environments – Thetis Lake Park, Millstream Creek, Craigflower Creek, Esquimalt Harbour and Portage Inlet. The integrity and beauty of these natural amenities are protected and enhanced, while public access to recreation and natural areas is improved. The Town's vast recreation assets are well promoted and integrated into the community. Environmental stewardship and better use of resources – such as alternative energy generation and enhanced waste management – are pursued.

Livable View Royal – simply the best place to call home!



MISSION, VALUES & ORGANIZATIONAL EXCELLENCE

MISSION

View Royal is committed to building a resilient and vibrant community that provides good government; delivers services, laws and other matters for community benefit; provides stewardship of the public assets; and fosters economic, social and environmental well-being.

VALUES

The Town of View Royal pursues good community through a corporate culture that is:

- Accountable,
- Collaborative,
- Efficient, and
- Respectful,
- Innovative,
- Effective.
- Ethical,
- Proactive,

ORGANIZATIONAL EXCELLENCE

The Town of View Royal is committed to providing the best possible local government for our residents and business community. This commitment drives constant improvement, with particular emphasis on:

- providing strong, strategic policy-based governance;
- demonstrating collaborative leadership and effective shared decision-making within the community, with our regional partners, including First Nations;
- nurturing productive working relationships at the legislative and executive level;
- pursuing excellence founded on core values, approved plans, policies and our commitment to innovation;
- decision-making processes to be transparent and responsive;
- integrating strategic planning, business planning, budgeting and performance management systems;
- embracing evidence-based best practices for professionalism;
- enhancing customer service and related communications capacity; and
- positioning sustainability as the foundation of our municipal culture.

2020 MUNICIPAL HIGHLIGHTS



ADMINISTRATION DEPARTMENT

The Administration Department provides operational support through customer service, meeting management, communications, web and social media, archives and records management, information and privacy compliance, legal and risk management, and elections administration. This division plays a key role in strategic planning and community engagement.

HIGHLIGHTS:

- The Town of View Royal purchased a 1.78 hectare (4.4 acre) vacant property located at 1642 Little Road in the Watkiss Way/Helmcken Road area in the spring. The land was purchased for \$750,000 with funds coming from Development Cost Charges – funds from the development community set aside by the Town for parkland and open space acquisition. The land has been added to the Town's inventory of parks and greenspace and a plan will be developed for it in the future. Adjacent to Eagle Creek Park, the property will add more greenspace to the Hospital Neighbourhood and ensure View Royal has the land in place to deliver community amenities for all residents.
- Following budget deliberations and input received from the community, the Town's 2019-2022 Strategic Plan was approved at the February 18, 2020 Council meeting.
- Live webcasting of Council meetings and public hearings began through the use of Microsoft Teams Events on July 7, 2020 to ensure these events could be seen and heard remotely. As well, people have the opportunity to provide input to Council in real time during the meeting or public hearing either by telephone or through the chat feature. Openness, transparency, accessibility, and accountability are important keystones of local government and are highlighted with the use of this technology.
- The Executive Assistant accepted the *2020 Outstanding Employee Campaign Chair Spirit Award* from United Way in November for her work in coordinating the Town's employee campaigns since 2011.
- In December, View Royal held a Christmas light display contest to brighten spirits in neighbourhoods across the municipality. Residents nominated almost fifty homes around the community. Members of Council viewed each nominated address and delivered a festive treat to the top five winners.

DEPARTMENT QUICK STATS:	2019	2020
Agenda packages and minutes	108	122
Freedom of Information requests	51	48
Corporate website page views	71087	81759
Social media followers	2404	2796
HR competitions	5	4



COVID-19 RESPONSE: ADMINISTRATION

- Town Hall moved to limited public access on March 23 while staff continued business operations.
- Relevant messaging was placed on the Town's website regarding Town services and general COVID-19 information as it became available.
- The Town's Emergency Operations Centre (EOC) operated at a Level 2 with daily meetings taking place each morning. After re-evaluation, moved to a Level 1 with meetings moving to a twice weekly basis. All Directors completed daily status reports and position logs for their EOC roles. The EOC then later concluded.
- On June 1, Town Hall reopened following WorkSafe BC guidelines including a COVID-19 Safety Plan, engineering barriers, directional arrows, signage, and room capacity limits. An online appointment bookings app was introduced to assist with the number of customers in Town Hall at one time.
- Some Administration staff worked from home to reduce staffing numbers and allow for physical distancing at Town Hall.
- With Town Hall having limited access, Council meetings were held electronically starting in April and on July 7, the Town held their first live webcast Council meeting.
- Committee of the Whole meetings were cancelled from April to August but recommenced on September 15 via live webcast.
- After not having met since January, Advisory Committee meetings recommenced on September 29 with virtual meetings.
- View Royal Archives closed to volunteers and the public; research requests were conducted via email. Staff engaged with the Archives volunteers through virtual visits and regular conference calls.
- An online wellness webinar series was provided for staff and Emergency Support Services volunteers.

DEVELOPMENT SERVICES DEPARTMENT

The Development Services Department provides the current and future land use, planning, and zoning work for View Royal and is responsible for the Official Community Plan that guides future growth. Additionally, Development Services supports economic development initiatives and programs.

HIGHLIGHTS:

- Since 2010, the Town has accomplished a great deal in View Royal Park including installation of fitness equipment, walking loop improvements, new playground equipment, community garden and even a bike pump track. Due to many factors such as population growth, demographic change, and increasing effects of climate change, there was a need to update the View Royal Park Master Plan. The process to update the Plan included an online survey as well as an open house held in View Royal Park. The updated View Royal Parks Master Plan was approved by Council on November 12, 2020.
- The Town initiated a Housing Needs Assessment (HNA) to better understand the current and future housing needs in View Royal and how to respond to housing pressures due to market conditions and changing demographics. The HNA identified there are both owners and renters who live in View Royal who are challenged to afford to continue living here. It also highlighted that over the next five years there will be a need for an additional 70 affordable housing units (both rental and ownership tenures), as well as added demand for market housing from within the community - particularly for young people moving out and for seniors who wish to downsize and remain in View Royal.
- In December, Development Services staff reviewed the existing Official Community Plan (OCP) with a view to scoping Council's priorities for the upcoming OCP review. Looking ahead, Council will see more information about the OCP review as staff work to refine this Request for Proposals and better scope the project.
- Development Services staff put forward a Zoning Bylaw amendment to accommodate charging facilities for electric vehicles and bicycles which received two readings from Council.

DEPARTMENT QUICK STATS:	2019	2020
Development permit applications	12	10
Development variance permit applications	3	3
Subdivision applications	3	0
Rezoning applications	2	6
Secondary suite permits issued	374	392



COVID-19 RESPONSE: DEVELOPMENT SERVICES

- Endeavored where possible to continue business as usual by using existing online tools, maintaining staff availability by phone or appointment, and working with developers to ensure applications were not unduly delayed.
- Supported a revised format for public hearings to allow for live webcasting combined with phone-in and chat feature option to encourage continued public participation.

ENGINEERING & PARKS DEPARTMENT

The Engineering & Parks Department is responsible for the maintenance and capital programs for View Royal's roads, streets, bridges, sidewalks, street signage, boulevards, bus shelters, street lighting, traffic signals and storm drains. The Parks section is responsible for the maintenance and development of over 70 parks in View Royal, including manicured and natural green spaces, trails, and sports fields, Parks also maintains the grounds at Town Hall and oversees building and fleet maintenance.

HIGHLIGHTS:

- The Town converted the majority of the traffic corridor street lighting to LED, including Island Highway, Watkiss Way, Burnside Road W, Helmcken Road and Six Mile Road. Not only improving visibility, LED lighting provides the opportunity to realize cost savings in electrical and maintenance costs over the lifespan of the equipment.
- To help draw more attention to 30/km school zones, the Town added speed boxes to all three View Royal schools (View Royal Elementary, Eagle View Elementary, and Shoreline Middle School).
- In summer of 2020, Town crews worked to remove the invasive plant Parrot's Feather (*Myriophyllum aquaticum*) from the Stoneridge Wetland. The project involved removal of the invasive plant, constructing temporary access into the wetland area for equipment, reshaping the ground surface, and replanting the wetland with native vegetation.
- The Town completed the staircase replacement project into Portage Park (located off the Town Hall lower parking lot). The old stairs were heavily travelled by park users and definitely in need of replacement. The new staircase is wider to allow for pedestrians to pass by each other more comfortably. Other improvements include benches along the staircase, upper and lower handrails for adults and small children, as well as non-slip expanded aluminum treads.
- The Town's Geographic Information System (GIS) continues to expand and now contains tree data including active and historical tree permits issued as far back as 2013.
- Worked with BC Transit to incorporate rapid bus lane infrastructure within View Royal on the Island Highway Corridor.
- Designed a four-way stop for Six Mile Road and the Chilco Road/Nurse Hill Drive intersection to be installed in 2021.

DEPARTMENT QUICK STATS:	2019	2020
Tree permits	122	154
Customer issues or concerns	905	958
Catch basins cleaned	825	969
Drainage mains videoed (metres)	2150	3236
Sanitary mains videoed (metres)	4750	1429
Solid waste new customers	39	13

COVID-19 RESPONSE: ENGINEERING & PARKS

- On March 23, 2020, the Town closed all outdoor recreation facilities and public fountains in View Royal parks to help limit the spread of COVID-19. Crews posted signs throughout the municipality notifying of closures and public health advice.
- Parks crews increased cleaning schedules for garbage and litter pick up in parks and public spaces.
- Procedures were updated to limit Engineering & Parks fleet vehicle use for staff to single occupancy to allow for physical distancing.
- In May/June 2020, outdoor recreation facilities were re-opened to the public. Signage remained posted reminding facility and equipment users of continued public health advice such as social distancing and hand washing.
- Parks crews assisted with additional cleaning and building maintenance routines inside Town Hall to benefit health and safety of staff and the public.



FINANCE DEPARTMENT

The Finance Department provides the systems, tools, processes, and personnel to plan, record and report View Royal’s financial position and operations. It is instrumental in preparing the annual five-year financial plan, financial statements, tax and utility billings and ensuring suppliers and employees are paid accurately and on time. Under the Finance Department, the Information Technology function is responsible for the maintenance and security of electronic information systems and the delivery of technology enabled projects, including expanding online and electronic billing services. Staff work with a contracted managed service provider for IT service desk, maintenance, and project work.

HIGHLIGHTS:

- The Town of View Royal received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for the 2020-2024 Financial Plan. This award is given to local governments whose budget document meets criteria established by GFOA best practices and industry standards for budgeting and reflects the highest quality achievable.
- The Town made changes to CRD sewer charges. Starting in 2020, the amount users paid for the CRD’s sewer system was billed as a separate user fee on annual View Royal sewer utility invoices instead of on the property tax notice. The change resulted in sewer charges being based solely on metered water consumption rather than on the assessed value of the home. Basing sewer charges on water consumption is considered a best practice, transparent to all property owners, and a more equitable system than one based on assessed property value or a flat fee system. This revenue neutral shift redistributes the total cost of operating and maintaining the CRD’s component of the sewer system to reflect each user’s impact on the system.
- The Town successfully launched the new online Citizen Budget engagement tool that enabled residents to provide input and voice their opinions on the annual budget prior to Council approval. The intake period ran from March 13-31, with the results reported to Council on April 14, 2020.
- Enhanced front-counter customer service by transitioning to acceptance of credit cards for payment of certain items.
- The Town upgraded its online business licence functionality providing businesses with the option of paying for business licence renewals online and offering an online searchable database of business with valid View Royal business licences. Forty-eight percent (48%) of payments from customers were received electronically, up more than 20% from last year.

DEPARTMENT QUICK STATS:	2019	2020
Direct deposits to vendors (% of total payments)	71%	79%
Online payments from customers (% of total receipts)	27%	46%
Electronic billing - tax and utility invoices (% of total)	n/a	8%

COVID-19 RESPONSE: FINANCE

- Worked with Administration staff to launch the live webcasting of Council meetings and public hearings. The new webcast meetings allow the public to view the meeting and give opportunity to provide comments or questions via phone or chat feature.
- Council approved 2020 property tax relief measures to help support taxpayers who are facing financial hardship by delaying the 10% penalty normally applied for late payment until October 1, 2020.
- An application was developed to streamline the daily health check requirement for all staff to complete prior to commencing work.
- An online appointment bookings application was developed for customers to assist with public safety by limiting the number of people accessing services in person at the same time as well as reducing exposure time spent waiting in a line up.



PROTECTIVE SERVICES DEPARTMENT

The Protective Services Department includes View Royal Fire Rescue which is a composite paid and volunteer fire department responsible for fire suppression, fire inspections, and related training and education. It also encompasses policing provided under contract with the RCMP through the West Shore detachment, emergency planning and preparedness, and enforcement of municipal bylaws.

HIGHLIGHTS:

- In February, the View Royal Fire Department, as well as Colwood Fire Rescue, made the transition to the new CREST P2500 radio system with no major issues. Shortly after, Langford Fire Rescue followed, completing the transition for all of the Town's mutual aid partners in the region.
- The Bylaw Enforcement Officer successfully concluded the removal of an abandoned dock in Portage Inlet. As a result of the occupant's vessel sinking and three separate rescues by three separate fire departments, the result was an abandoned wharf remaining in Portage Inlet. With co-operation of local contractors and the Fire Departments marine unit, the dock was removed.
- The Fire Department signed a partner agreement with Wounded Warriors and were the first agency in Canada to put their logos on our fleet.
- Dispatch services from the City of Surrey continue to improve with changes to technology and infrastructure to ensure compatibility with Next Generation 911. As well, Surrey is implementing an Active Incident Viewer which will allow View Royal Fire to see other partners in the region on a map and geolocate their calls, showing truck positions and response.

DEPARTMENT QUICK STATS:	2019	2020
Fire - Volunteer Firefighters	65	65
Emergency response 90% of the time	4min, 25sec	4min, 27sec
Bylaw complaints concluded within 4 days	82%	89%
Building Inspections	338	204



COVID-19 RESPONSE: PROTECTIVE SERVICES

- Temporarily suspended in-person inspections by the Building Inspector.
- Made changes to shift rotations to ensure Fire personnel available at the Public Safety Building 24/7.
- Fire department training division introduced a new drill schedule and format with smaller groups to maintain social distancing.
- Suspended in person delivery of public education and smoke alarm campaign.
- Canceled the Fire Department annual open house .

2020 MUNICIPAL GOALS & OBJECTIVES

The 2019 - 2022 Strategic Plan provides an opportunity to step back, look at the bigger picture and identify a few key areas or opportunities that require special attention or emphasis. Six strategic priorities have been identified for 2019 - 2022:

- ENHANCE LIVEABILITY,
- COMMUNITY AND ECONOMIC GROWTH,
- ENVIRONMENTAL STEWARDSHIP,
- FINANCIAL SUSTAINABILITY AND SERVICE EXCELLENCE,
- GOOD GOVERNANCE, and
- COMMUNITY SAFETY AND SECURITY.

The Plan is based on ongoing public input and specifically includes input from a survey conducted in Spring 2019 following the last municipal election. It is the roadmap for Council's decision-making and for the work of municipal staff.



STRATEGIC PRIORITY - ENHANCE LIVEABILITY IN VIEW ROYAL

GOALS:

- Shift primary transport mode within View Royal away from vehicles to walking, cycling and transit
- Access to a broad range of housing options to meet the needs of various ages, family types and incomes
- Proximity to services
- Build strong relationships and engagement through community events and celebrations

2020 PROJECTS & INITIATIVES	OUTCOME
Identify and implement improvements to enhance existing infrastructure that facilitates improved safe routes to schools and Walking School Bus opportunities (2019/2020 Ready Step Roll)	<ul style="list-style-type: none"> • Work plan established including engagement of School District and Capital Regional District (CRD); the project proposal is included in 2020-2024 Financial Plan.
Engage BC Transit to pursue commitment for a higher level of transit service, including improvements to underserved areas	<ul style="list-style-type: none"> • Service improvements to Thetis Lake area are being developed /considered by BC Transit.
Engage the Ministry of Transportation & Infrastructure to review the feasibility of a Colwood/Victoria commuter ferry and the E&N Corridor	<ul style="list-style-type: none"> • Engagement with the Ministry of Transportation & Infrastructure Regional Corridor Study is in progress.
Complete the Housing Gaps and Needs Study	<ul style="list-style-type: none"> • Complete. The Housing Gaps and Needs Study was completed in September 2020.
Identify commercial development opportunities	<ul style="list-style-type: none"> • The Precinct Land Economics Study contract was awarded in January 2020. 3 of 7 phases are complete.
Review the View Royal Park Master Plan	<ul style="list-style-type: none"> • Complete. The View Royal Park Master Plan was adopted on November 17, 2020.
Develop a Helmcken Centennial Park Master Plan	<ul style="list-style-type: none"> • The project proposal is included in the 2020-2024 Financial Plan.
Increase accessibility to and awareness of the block party permit process	<ul style="list-style-type: none"> • Complete. The Block Party Toolkit is complete and available on the Town's website.

STRATEGIC PRIORITY - COMMUNITY & ECONOMIC GROWTH

GOALS:

- Private investment in redevelopment of strategic sites
- Increase skilled employment
- Business retention/attraction
- Strategic investment in public realm

2020 PROJECTS & INITIATIVES	OUTCOME
Complete the precinct land economic analysis for identified sites	<ul style="list-style-type: none"> • The Precinct Land Economics Study contract was awarded in January 2020. 3 of 7 phases are complete.
Liaise with South Island Prosperity Project (SIPP), Urban Development Institute and property owners	<ul style="list-style-type: none"> • Complete.
Invite SIPP to present to Council re their initiatives and strategic priorities	<ul style="list-style-type: none"> • Complete. SIPP presented to Committee of the Whole on September 15, 2020.
Island-wide business licence program - research and consideration by Council	<ul style="list-style-type: none"> • Complete. Bylaw was adopted by Council on February 18, 2020.
Review annual business community engagement event; consider offering a speaker	<ul style="list-style-type: none"> • Complete. Due to COVID-19, no in-person event was possible. Instead, a flyer from the Westshore Chamber of Commerce was included in business licence renewal letters. The Town will re-visit hosting an event in 2021.



STRATEGIC PRIORITY - ENVIRONMENTAL STEWARDSHIP

GOALS:

- Respond to the declared climate action emergency by reducing greenhouse gas emissions in our community
- Support climate change mitigation and adaptation measures with an emphasis on transportation systems and energy efficient buildings
- Accelerate a transition to low carbon transportation modes within the Town
- Support community preparation for climate change impacts with respect to sea level rise, storm surge, forest fires, food security, and other extreme weather events

2020 PROJECTS & INITIATIVES	OUTCOME
Under the CARIP program the Town was recognized for being carbon neutral in our operations for the 7th consecutive year	<ul style="list-style-type: none"> • Acknowledged as a Carbon Neutral Climate Leader. The Town's corporate operations have been carbon neutral for 7 years (2013-2019). Reporting for the year 2020 will occur in 2021.
Develop and implement a municipal fleet and equipment policy to prioritize low-emission vehicles and equipment	<ul style="list-style-type: none"> • The policy update in progress.
Amend the Zoning Bylaw to update parking requirements including charging stations for cars (public and private), e-bikes and e-scooters	<ul style="list-style-type: none"> • Complete. New development is subject to these new rules creating more opportunities to reduce community GHG's by supporting different transportation choices.
Develop a sea-level rise and storm surge mitigation and adaptation policy	<ul style="list-style-type: none"> • In progress. Received sea level rise forecasts from the CRD Coastal Flooding Inundation Mapping Project.



STRATEGIC PRIORITY - FINANCIAL SUSTAINABILITY & SERVICE EXCELLENCE

GOALS:

- Confidence in the fiscal health and financial sustainability of the Town
- Diversified revenue base
- Predictable property tax and user fee increases
- Citizen satisfaction with services and value

2020 PROJECTS & INITIATIVES	OUTCOME
Complete Asset Management Plan, considering options to minimize infrastructure deficit	<ul style="list-style-type: none"> • Partial grant funding approved; development of asset replacement funding requirement in progress.
Develop Long-term Financial Plan that incorporates implications of Asset Management Plan and funding choices	<ul style="list-style-type: none"> • Project proposal included in 2020-2024 Financial Plan; costs may be offset if further grant applications are approved.
Continue to improve relationships with the business community to build business friendly reputation - annual business mixer; Island-wide mobile business licence; online business licence renewals and applications; consider expanded Home Occupation definition; engage with South Island Prosperity Project annually	<ul style="list-style-type: none"> • Online business licence search and renewal functionality was launched in November 2020. Sadly the annual business mixer didn't happen in 2020 due to COVID. We look forward to resuming these types of outreach activities when it is safe to do so.
Revise sewer utility revenue structure to include CRD costs associated with sewer conveyance and treatment (adds institutional contribution)	<ul style="list-style-type: none"> • Complete. Bylaw approved with the 2020 billing cycle complete under the restructured rates.
Develop an investment program (policy, contracts, relationships (Municipal Finance Authority)) to increase return on investments	<ul style="list-style-type: none"> • The project proposal is included in 2020-2024 Financial Plan.
Include future staffing level requirements for all five-years in the financial plan	<ul style="list-style-type: none"> • The item is included in the budget planning process.
Online interactive citizen budgeting tool	<ul style="list-style-type: none"> • Complete. The Initiative was approved in December 2019 and was implemented for the 2020 budget cycle. It is included in the planning process for the 2021 budget cycle.

STRATEGIC PRIORITY - GOOD GOVERNANCE

GOALS:

- Strong and active citizen participation in community engagement in Town of View Royal meetings, open houses, survey, budget development
- Strong constructive relationships with neighbouring municipalities, Songhees Nation, Esquimalt Nation, and in relations at the CRD
- Respectful, constructive Council relationships

2020 PROJECTS & INITIATIVES	OUTCOME
Host community training re. First Nations relationships, history and protocols	<ul style="list-style-type: none"> • The project proposal is included in the 2020-2024 Financial Plan.
Develop an acknowledgement of traditional territories in Town of View Royal and develop policy regarding its use	<ul style="list-style-type: none"> • Territorial acknowledgements are now in place for Council meetings with policy development in progress.
Council meeting webcasting	<ul style="list-style-type: none"> • Complete. Project advanced due to the COVID-19 pandemic. Implemented in July 2020, including real-time public engagement by phone or instant messaging.



STRATEGIC PRIORITY - COMMUNITY SAFETY & SECURITY

GOALS:

- A real and perceived safe community
- Prepared for emergencies

2020 PROJECTS & INITIATIVES	OUTCOME
	<ul style="list-style-type: none">•



LOOKING AHEAD - 2021-2024



Strategic Plan 2019-2022

We’re working together to make View Royal better everyday by focusing on what’s important to the citizens of our community, constantly improving how we do business and ensuring we plan for our future to build a strong, healthy, and thriving View Royal.

The Strategic Plan details what we heard from citizens about what is important to them and what they want the Town to do on their behalf. It is reviewed at least quarterly, with additional time spent as required to keep it current and update progress on specific projects.

The Strategic Plan outlines six key result categories, which describe the focus areas of our work to help us prioritize our efforts and resources, setting out specific goals with measures, targets, and planned timing for the work.



ENHANCE LIVEABILITY

Citizens told us they want to:

- Be able to move around the community efficiently;
- Have a range of housing options close to services;
- Participate in community events and have a sense of belonging;
- Celebrate View Royal's unique history.

Key strategic goals to Enhance Liveability in View Royal:	Timing:
Identify and implement improvements to enhance existing infrastructure that facilitates improved safe routes to schools and Walking School Bus opportunities	2019-2023
Develop an Active Transportation Master Plan (after OCP is complete)	2021-2022
Develop a housing affordability strategy	2022
Include densification around commercial areas or development of commercial areas within current residential zones in OCP review	2021
Engage a community events coordinator to enhance current events and/or devise new community-building initiatives	2021-2023





COMMUNITY & ECONOMIC GROWTH

Citizens told us they want:

- Controlled growth;
- Implications of growth considered.

Key strategic goals to enhance Community and Economic Growth in View Royal:	Timing:
Update sustainability checklist	2021
Review home-occupation business licence program (after OCP complete)	2022
Placemaking Urban Design Plan to facilitate distinct identity for View Royal's public realm	2022-2023

ENVIRONMENTAL STEWARDSHIP

Citizens told us they want to:

- Focus on community action around climate change.

Key strategic goals to enhance Environmental Stewardship in View Royal:	Timing:
Update and adopt an amendment to the 2012 Community Climate Action Plan	2021
Update Tree Protection Bylaw to recognize loss of tree canopy in land development	2021
Update and adopt an amendment to the 2012 Corporate Climate Action Plan	2022
By 2022, adopt Step 3 of Step Code for Part 9 buildings and Step 2 of Step Code for Part 3 buildings and transition to Step 5 of Step Code by 2030	2022
Facilitate Step Code 3 implementation	2022
Engage a building energy auditor to assess all municipal buildings and develop a strategy to improve the energy efficiency of the buildings, with supplementary funding from BC Hydro/Fortis	2021
Review density bonusing as an incentive to achieve Step Code level in excess of minimum requirement	2022
Develop resident owner program to improve energy efficiency of existing housing stock (i.e. oil or gas furnace, window replacement)	2021
Collect location inventory of oil/natural gas/propane residential users	2021
Work with car-share companies to establish presence in View Royal	2021-2022
Develop an Urban Forest Strategy	2022
Develop a sea-level rise and storm surge mitigation and adaptation policy	2021
Update the wildfire interface zone assessment and update development permit area guidelines accordingly (concurrent with OCP)	2021
Develop and implement a fuel load management program for wildfire interface zones	2022





FINANCIAL SUSTAINABILITY & SERVICE EXCELLENCE

Citizens told us they want to:

- Receive good value for tax dollars;
- Fund the continuation of current service levels through taxation;
- Fund future large projects through putting aside funds annually.

Key strategic goals to Financial Sustainability & Service Excellence:	Timing:
Complete Asset Management Plan, considering options to minimize infrastructure deficit	2019-2024
Develop Long-term Financial Plan that incorporates implications of Asset Management Plan and funding choices	2019-2024
Continue to improve relationships with business community to build business friendly reputation - annual business mixer; Island-wide mobile business licence; online business licence renewals and applications; consider expanded Home Occupation definition; engage with South Island Prosperity Project annually	2020-2023
Include projected new market construction estimates in tax revenue for all years of the five-year budget, based on development projections (View Royal) (primarily building permits)	2021-2022
Include future staffing level requirements for all five-years in Financial Plan	2020-2023
Develop a priority list for spending community amenity contributions through engagement with the community	2021-2022

GOOD GOVERNANCE

Citizens told us they want:

- Transparency in decision-making;
- Respectful meetings.

Key strategic goals to enhance Good Governance in View Royal:	Timing:
Explore partnership with West Shore Parks & Recreation Society for programming in View Royal's parks and neighbourhoods	2021-2022
Develop community engagement strategy to identify methods and tools for strong community engagement	2022
Host at least one Council to Council event with each First Nation	2021
Arrange intermunicipal events celebrating park connections between Colwood, Esquimalt, Langford, Saanich, CRD Parks and View Royal	2021
Host community training re. First Nations relationships, history and protocols	2020-2024
Develop an acknowledgement of traditional territories in Town of View Royal and develop policy regarding its use	2020-2021
Develop Council code of conduct	2021



COMMUNITY SAFETY & SECURITY

Citizens told us they want to:

- Live and work in a safe community prepared for emergencies.

Key strategic goals to enhance Community Safety and Security in View Royal:	Timing:
Increase Fire Department full time employees	2021
Increase volunteer night shifts	2021
Encourage greater implementation of Block Watch in View Royal	2021
Require every employee to complete at least one Justice Institute of BC Emergency Operations Centre course or equivalent	2021
Update Business Continuity Plan	2021-2022
Update Emergency Response and Recovery Plan, based on new legislation	2021







TOWN OF VIEW ROYAL

FINANCIAL INFORMATION

Fiscal Year Ended December 31, 2020

INTRODUCTION

View Royal's audited consolidated financial statements reflect the combined assets, liabilities, accumulated surplus, revenue and expense of all of its activities and funds, and include the proportionate share of the West Shore Parks and Recreation Society.

Council's appointed auditors, MNP LLP, provided an unmodified opinion that the consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Town as at December 31, 2020 and the results of its operations and cash flows for the year then ended in accordance with Canadian public sector accounting standards. This opinion is expressed in the Independent Auditor's Report presented to the Mayor and Council of the Town of View Royal dated May 4, 2021.

For 2020, although the Town faced unprecedented financial pressures due mainly to the closure of the View Royal Casino, the Town's financial position and results of operations continue to be positive. Here are some of the highlights:

- The Town is sustaining its positive financial position. Net financial assets, the difference between financial assets and financial liabilities increased \$3.4 million in 2020 to \$13.8 million. This represents the funds available to meet its financial obligations as they come due;
- Annual surplus, which is the difference between revenue and expense in the year totaled \$2.5 million resulting in an accumulated surplus of over \$145 million. Much of this balance reflects the Town's prudent investment in long-lived tangible capital assets which include roads, parks, buildings, equipment, and sewer and drainage infrastructure the Town uses to deliver its key services. The net book value of these assets totals \$131.6 million with related debt equaling \$5.4 million resulting in net equity in tangible assets of \$126.2 million;
- Total reserves and surplus at the end of 2020 was \$19.2 million. Most of these funds are governed by agreement or bylaw, meaning they can only be spent for specific purposes such as capital renewal or park improvements. Unrestricted surplus, representing funds available for operational and contingency funding total \$4.7 million.

Financial Information

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Town of View Royal
Statement of Financial Information Approval
As at December 31, 2020

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*.



Dawn Christenson, BAccS, CPA, CGA
Director of Finance
June 30, 2021

On behalf of Council,
David Screech, Mayor
date

Prepared pursuant to the Financial Information Regulation, Schedule 1, subsection 9

Town of View Royal

Consolidated Financial Statements
Year ended December 31, 2020

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

The consolidated financial statements have been prepared by management in accordance with Canadian public sector accounting standards for British Columbia local governments and the integrity and objectivity of these statements are management's responsibility. Management 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.

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

View Royal's Mayor and Council are responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility by meeting with management and the external auditors to review the consolidated financial statements and to discuss any significant financial reporting or internal control matters prior to their acceptance of the consolidated financial statements.

The external auditors, MNP LLP, 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 Town of View Royal's system of internal controls 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 Mayor and Council.



Chief Administrative Officer



Director of Finance

May 04, 2021

To the Mayor and Council of the Town of View Royal:

Opinion

We have audited the consolidated financial statements of the Town of View Royal (the "Town"), which comprise the consolidated statement of financial position as at December 31, 2020, and the consolidated statements of operations, changes in net financial assets and cash flows and related schedules for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Town as at December 31, 2020, and the results of its operations 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 Consolidated Financial Statements section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the consolidated 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.

Other Information

Management is responsible for the other information. The other information comprises the annual report, which is expected to be made available to us after the date of this auditor's report.

Our opinion on the financial statements does not cover the other information and we will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above when it becomes available and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

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

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

In preparing the consolidated financial statements, management is responsible for assessing the Town'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 Town or to cease operations, or has no realistic alternative but to do so.

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

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

Our objectives are to obtain reasonable assurance about whether the consolidated 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 consolidated 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 consolidated 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 Town'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 Town'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 consolidated 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 Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Town to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

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.

Victoria, British Columbia

May 4, 2021

MNP LLP

Chartered Professional Accountants

Town of View Royal

Consolidated Statement of Financial Position
as at December 31, 2020

	2020	2019
Financial assets		
Cash and cash equivalents (Note 3)	\$ 30,255,883	\$ 25,772,638
Property taxes receivable	167,906	117,513
Accounts receivable (Note 4)	1,005,666	1,811,500
Inventory held for sale	8,057	6,056
	31,437,512	27,707,707
Liabilities		
Accounts payable and accrued liabilities (Note 5)	4,372,172	4,200,315
Deposits	1,186,416	1,373,534
Deferred revenue (Note 6)	5,923,275	5,207,883
Prepaid property taxes	521,326	545,633
Long-term debt (Note 7)	5,419,897	5,811,314
Employee benefits and retirement obligations (Note 8)	257,358	228,528
	17,680,444	17,367,207
Net financial assets	13,757,068	10,340,500
Non-financial assets		
Tangible capital assets (Note 9) (Schedule 3)	131,577,469	132,271,761
Inventory of supplies	12,699	14,505
Prepaid expenses	101,391	294,240
	131,691,559	132,580,506
Commitments and contingencies (Note 16)		
Significant event (Note 22)		
Accumulated surplus (Note 10)	\$ 145,448,627	\$ 142,921,006



Dawn Christenson, BAccS, CPA, CGA

Officer responsible for financial administration

Pursuant to Section 149 of the Community Charter (SBC 2003)

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

Town of View Royal

Consolidated Statement of Operations

Year ended December 31, 2020

	Financial plan (Note 18)	2020	2019
Revenue			
Taxes for municipal purposes (Note 13)	\$ 9,251,211	\$ 9,219,894	\$ 8,923,954
User charges	4,520,000	4,006,648	3,004,803
Investment income	110,000	622,943	513,478
Actuarial adjustments on debt	-	93,107	77,529
Penalties and fines	60,000	54,567	63,804
Development charges earned	859,887	806,024	22,092
Contributions from developers and others	-	37,500	365,016
Other revenue from own sources	321,019	399,362	439,805
Government grants and transfers (Notes 14, 15)	3,230,138	4,295,221	3,718,856
	18,352,255	19,535,266	17,129,337
Expense			
General government services	2,595,393	2,175,243	2,262,573
Protective services	4,840,917	4,397,459	4,290,102
Transportation services	4,971,193	4,664,180	4,719,454
Environmental health services	2,520,175	2,414,231	985,338
Development services	791,011	542,086	481,838
Recreation and cultural services	3,191,338	2,814,446	3,182,502
	18,910,027	17,007,645	15,921,807
Annual surplus (deficit)	(557,772)	2,527,621	1,207,530
Accumulated surplus, beginning	142,921,006	142,921,006	141,713,476
Accumulated surplus, ending	\$ 142,363,234	\$ 145,448,627	\$ 142,921,006

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

Town of View Royal

Consolidated Statement of Change in Net Financial Assets

Year ended December 31, 2020

	Financial plan (Note 18)	2020	2019
Annual surplus (deficit)	\$ (557,772)	\$ 2,527,621	\$ 1,207,530
Acquisition of tangible capital assets	(3,828,631)	(2,383,073)	(2,293,741)
Contributed tangible capital assets	-	-	(341,590)
Amortization of tangible capital assets	3,059,754	3,133,093	3,083,698
(Gain) loss on disposal and write-down of tangible capital assets	-	(82,152)	17,328
Proceeds on sale of tangible capital assets	-	106,299	-
Change in proportionate share of West Shore Parks and Recreation Society	-	(79,875)	(5,266)
Change in inventory of supplies	-	1,806	(2,895)
Change in prepaid expenses	-	192,849	(213,182)
Increase (decrease) in net financial assets	(1,326,649)	3,416,568	1,451,882
Net financial assets, beginning	10,340,500	10,340,500	8,888,618
Net financial assets, ending	\$ 9,013,851	\$ 13,757,068	\$ 10,340,500

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

Town of View Royal

Consolidated Statement of Cash Flows

Year ended December 31, 2020

	2020	2019
Cash provided by (used in)		
Operating activities		
Annual surplus	\$ 2,527,621	\$ 1,207,530
Items not affecting operating activities		
Contributed tangible capital assets	-	(341,590)
Amortization of tangible capital assets	3,133,093	3,083,698
(Gain) loss on disposal and write-down of tangible capital assets	(82,152)	17,328
Change in inventory of supplies	1,806	(2,895)
Change in prepaid expenses	192,849	(213,182)
Actuarial adjustment on debt	(93,107)	(77,529)
Change in proportionate share of West Shore Parks and Recreation Society	(79,875)	(5,266)
Decrease (increase) in non-cash financial assets		
Property taxes receivable	(50,393)	(17,654)
Accounts receivable	813,994	186,848
Inventory held for sale	(2,001)	5,477
Increase (decrease) in liabilities		
Accounts payable and accrued liabilities	171,857	962,679
Deposits	(187,118)	(551,377)
Deferred revenue	715,392	366,649
Prepaid property taxes	(24,307)	93,938
Employee benefits and retirement obligations	28,830	1,071
	7,066,489	4,715,725
Capital activities		
Acquisition of tangible capital assets	(2,383,073)	(2,293,741)
Proceeds on disposal of tangible capital assets	106,299	-
	(2,276,774)	(2,293,741)
Financing activities		
Debt principal repaid	(306,470)	(306,470)
Increase in cash and cash equivalents	4,483,245	2,115,514
Cash and cash equivalents, beginning	25,772,638	23,657,124
Cash and cash equivalents, ending	\$ 30,255,883	\$ 25,772,638

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

Town of View Royal

Notes to Consolidated Financial Statements
Year ended December 31, 2020

The Town of View Royal (the "Town") was incorporated on December 5, 1988 by letters patent issued by the Province of British Columbia. Its principal activities are the provision and coordination of local government services to residents of the incorporated area. These services include general government administration, bylaw enforcement, planning and development services, building inspection, fire protection and emergency response planning, public transportation, parks and recreation, solid waste collection and disposal, sewer collection and disposal, and street lighting.

1. Significant accounting policies

a) Principles of consolidation

The Town follows Canadian public sector accounting standards. The consolidated financial statements of the Town are prepared in accordance with the recommendations of the Public Sector Accounting Board (PSAB).

b) Reporting entity

The consolidated financial statements reflect the combined assets, liabilities, accumulated surplus, revenue and expense of all of the Town's activities and funds. The consolidated financial statements also include the Town's proportionate share of the West Shore Parks and Recreation Society (West Shore). Interfund transactions and fund balances have been eliminated on consolidation.

c) Basis of accounting

The Town follows the accrual method of accounting for revenue and expense. Revenue is normally recognized in the year in which it is earned and measurable. Expense is recognized as it is incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay. Expense paid in the current period and attributable to a future period is recorded as prepaid expense.

d) Property tax revenue

Property tax revenue is recognized at the date property tax notices are issued, based on property assessment values issued by BC Assessment for the current year and tax rates established annually by bylaw. Assessments are subject to appeal and tax adjustments are recorded when the results of appeals are known.

e) Government transfers

Government transfers are recognized as revenue in the period the transfers are authorized and any eligibility criteria have been 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 and recognized in the Consolidated Statement of Operations as revenue as the stipulation liabilities are settled.

Town of View Royal

Notes to Consolidated Financial Statements
Year ended December 31, 2020

1. Significant accounting policies (continued)

f) Deferred revenue

Deferred revenue includes grants, contributions and other amounts received from third parties pursuant to legislation, regulation and agreement which may only be used in certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, 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, services performed, or the tangible capital assets are acquired.

Development cost charges are amounts which are restricted by government legislation or agreement with external parties. When qualifying expenses are incurred development cost charges are recognized as revenue in amounts which equal the associated expenses.

g) Investment income

Investment income is reported as revenue in the period earned. When required by the funding entity or related legislation, investment income earned on deferred revenue is added to the deferred revenue balance.

h) Cash equivalents

Cash equivalents are comprised primarily of Municipal Finance Authority (MFA) pooled investments including money market, intermediate and bond funds. Town funds invested with MFA are pooled with other local governments and managed independently by Phillips, Hager & North Ltd.

i) Deposits

Receipts restricted by third parties are deferred and reported as deposits and are refundable under certain circumstances. Deposits that are prepayments are recognized as revenue when qualifying expenditures are incurred.

j) Employee benefits and retirement obligations

The Town and its employees make contributions to the Municipal Pension Plan. The Town's contributions are expensed as incurred and are included within the Consolidated Statement of Operations.

Sick leave and other retirement benefits are also available to the Town'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.

Town of View Royal

Notes to Consolidated Financial Statements

Year ended December 31, 2020

1. Significant accounting policies (continued)

k) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

i) Tangible capital assets

Tangible capital assets are recorded at cost, net of disposals, write-downs and amortization. The cost of tangible capital assets includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost less residual value of the tangible capital assets, excluding land, is amortized on a straight line basis over the estimated useful life as follows:

Land	Indefinite
Land improvements	10 - 25
Buildings	20 - 70
Vehicles, machinery and equipment	3 - 20
Engineering structures	10 - 100

Amortization is calculated monthly, including in the year of acquisition and disposal. Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the Town's ability to provide goods and services, or when the value of future economic benefits associated with the asset is less than the book value of the asset.

ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, with the value of the contribution recorded as revenue.

iii) Works of art and cultural and historical treasures

The Town manages and controls various works of art and non-operational historical cultural assets including buildings, artifacts, paintings and sculptures located at Town sites and public display areas. These assets are not recorded as tangible capital assets and are not amortized due to the subjectivity of their value.

iv) Interest capitalization

The Town does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

Town of View Royal

Notes to Consolidated Financial Statements
Year ended December 31, 2020

1. Significant accounting policies (continued)

k) Non-financial assets (continued)

v) Leased tangible capital assets

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

vi) Inventory of supplies

Inventory is recorded at the lower of cost and replacement cost.

l) Use of estimates

The preparation of consolidated financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expense during the period. Significant estimates include assumptions used in estimating provisions for accrued liabilities, performing calculations of employee future benefits, sick benefits liability, collectability of accounts receivable, amortization of capital assets, determination of liability for contaminated sites, deferred charges and provisions for contingencies. Actual results could differ from those estimates. Adjustments, if any, will be reflected in operations in the period of settlement.

2. Financial instruments

The Town's financial instruments consist of cash and cash equivalents, accounts receivable, accounts payable and accrued liabilities, deposits, and long-term debt. The carrying amount of these financial instruments approximates their fair value because they are short-term in nature or because they bear interest at market rates.

Unless otherwise noted, it is management's opinion that the Town is not exposed to significant interest or credit risks arising from these financial instruments.

Town of View Royal

Notes to Consolidated Financial Statements
Year ended December 31, 2020

3. Cash and cash equivalents

	2020	2019
Bank deposits	\$ 17,949,555	\$ 14,077,135
Municipal Finance Authority - Money Market	959,847	951,784
Municipal Finance Authority - Ultra Short Bond	2,059,897	2,018,740
Municipal Finance Authority - Short-Term Bond	9,286,584	8,724,979
	<u>\$ 30,255,883</u>	<u>\$ 25,772,638</u>

Cash and cash equivalents consist of short-term investments in the MFA money market, ultra short-term, and short-term bond funds. The market value is equal to the carrying value. Temporary investments have yields ranging from 0.83% to 6.1%.

Included in cash and temporary investments are the following restricted amounts:

	2020	2019
Restricted cash - MFA	\$ 95,875	\$ 93,942
Restricted cash - West Shore reserve funds (Note 10)	163,311	282,148
Restricted investments - reserve funds (Note 10)	7,494,056	6,509,502
Restricted investments - development cost charges	4,890,428	4,609,541
	<u>\$ 12,643,670</u>	<u>\$ 11,495,133</u>

The Town has an operating line of credit with the Toronto Dominion Bank for an authorized amount of \$1,000,000, bearing interest at bank prime rate less 0.50% per annum. At December 31, 2020 the balance outstanding was \$nil (2019 - \$nil).

4. Accounts Receivable

	2020	2019
Government of Canada	\$ 311,659	\$ 270,262
Province of British Columbia	160,439	1,161,702
Regional and local governments	13,717	2,483
Deposits	122,508	49,997
Other trade receivables	397,343	327,056
	<u>\$ 1,005,666</u>	<u>\$ 1,811,500</u>

5. Accounts payable and accrued liabilities

	2020	2019
Government of Canada	\$ 532,169	\$ 800,099
Province of British Columbia	2,113,454	470,911
Regional and local governments	131,873	1,209,496
Payroll liabilities	149,360	119,036
Other trade payables	1,445,316	1,600,773
	<u>\$ 4,372,172</u>	<u>\$ 4,200,315</u>

Town of View Royal

Notes to Consolidated Financial Statements
Year ended December 31, 2020

6. Deferred revenue

	2020	2019
Development cost charges		
Beginning balance	\$ 4,609,541	\$ 4,212,200
Received during the year	957,104	306,200
Interest earned	129,806	113,234
Recognized as revenue	(806,024)	(22,092)
Ending balance	4,890,427	4,609,541
Deferred revenue - other	1,032,848	598,342
Total deferred revenue	<u>\$ 5,923,275</u>	<u>\$ 5,207,883</u>

7. Long-term debt

a) Debt outstanding

Issue #	Matures	Rate	Original Amount	Net debt 2020	Net debt 2019
117	Oct. 12, 2026	3.25%	\$ 2,445,000	\$ 1,152,777	\$ 1,319,888
127	Apr. 7, 2034	3.30%	5,490,000	4,267,120	4,491,426
			<u>\$ 7,935,000</u>	<u>\$ 5,419,897</u>	<u>\$ 5,811,314</u>

b) Debenture debt

The loan agreements with the Capital Regional District and the MFA provide that if, at any time, the scheduled payments provided for in the agreements are not sufficient to meet the MFA's obligations in respect of such borrowings, the resulting deficiency becomes a liability of the Town.

The Town issues its debt instruments through the MFA. Debt is issued on a sinking fund basis, where the MFA invests the Town's sinking fund principal payments so that the payments, plus investment income, will equal the original outstanding debt amount at the end of the repayment period. Actuarial adjustments on debt represent the repayment and/or forgiveness of debt by the MFA using surplus investment income generated by the principal repayments.

Principal payments on long term debt for the next five years are as follows:

2021	\$ 306,470
2022	306,470
2023	306,470
2024	306,470
2025	306,470
Thereafter	3,887,547
Total	<u>\$ 5,419,897</u>

c) Interest expense

Total interest expense during the year was \$260,633 (2019 - \$260,633).

Town of View Royal

Notes to Consolidated Financial Statements
Year ended December 31, 2020

8. Employee benefit and retirement obligations

Employee benefit obligations represent accrued benefits as follows:

	2020	2019
Vacation payable	\$ 76,407	\$ 54,781
Accrued overtime	20,110	21,374
Sick leave entitlements	112,000	95,500
West Shore employee future benefit obligations	48,841	56,873
	<u>\$ 257,358</u>	<u>\$ 228,528</u>

Accrued vacation is the amount of unused vacation entitlement carried forward into the next year. Accrued sick leave is the estimated liability for sick leave for all employees. Sick leave entitlements can only be used while employed by the Town and are not paid out upon retirement or termination of employment. The accrued sick leave actuarial valuation was estimated as at December 31, 2020.

Information about liabilities for accrued sick leave is as follows:

	2020	2019
Accrued benefit obligation, beginning of year	\$ 95,500	\$ 92,100
Adjustment to benefit obligation	6,200	-
Current service cost	9,300	8,700
Interest cost	3,000	3,200
Benefits paid	(1,500)	(8,000)
Amortization of actuarial (gain)	19,100	(500)
Accrued benefit obligation, end of year	131,600	95,500
Unamortized gain	(19,600)	600
Accrued benefit liability, end of year	<u>\$ 112,000</u>	<u>\$ 96,100</u>

The accrued benefit liability is included as part of employee benefit obligations on the Consolidated Statement of Financial Position. The actuarial gain is amortized over a period equal to the employees' average remaining service lifetime of 11 years.

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

	2020	2019
Discount rates	1.90%	2.70%
Expected future inflation rates	2.50%	2.50%
Expected wage and salary increase	2.58% - 4.50%	2.58% - 4.50%

Town of View Royal

Notes to Consolidated Financial Statements
Year ended December 31, 2020

8. Employee benefit and retirement obligations (continued)

Municipal Pension Plan

The Town 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 provided are based on a formula. As at December 31, 2019, the plan has about 213,000 active members and approximately 106,000 retired members. Active members include approximately 41,000 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 at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The Town paid \$301,892 (2019 - \$279,339) for employer contributions while Town employees contributed \$254,153 (2019 - \$231,589) to the plan in fiscal 2020.

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 the individual employers participating in the plan.

9. Tangible capital assets

a) Assets under construction and completed assets not yet in service

Assets under construction totaling \$1,582,135 (2019 - \$728,517) have not been amortized. Amortization of these assets will commence when the asset is put into service.

Town of View Royal

Notes to Consolidated Financial Statements
Year ended December 31, 2020

9. Tangible capital assets (continued)

b) Contributed tangible capital assets

Contributed tangible capital assets have been recognized at fair market value at the date of contribution. The value of contributed capital assets received during the year is \$nil (2019 - \$341,590).

c) Gain or loss on disposal of tangible capital assets

During the year, the Town recognized a \$82,152 gain on disposal of tangible capital assets. (2019 - \$17,328 loss). This amount is included as revenue on the Consolidated Statement of Operations.

d) Write down of tangible capital assets

The write down of tangible capital assets during the year was \$nil (2019 - \$nil).

10. Accumulated surplus

Accumulated surplus consists of individual fund surplus and reserve funds as follows:

Surplus	2020	2019
Equity in tangible capital assets	\$ 126,235,265	\$ 126,499,532
Appropriated surplus - casino revenue	4,881,520	3,727,980
Appropriated surplus - Community Works Fund	1,529,574	1,084,074
Appropriated surplus - other	379,132	374,632
Unrestricted accumulated surplus	4,765,769	4,443,138
	137,791,260	136,129,356
Capital Renewal	627,813	366,230
Capital Works and Land Acquisition	833,460	751,799
Fire Department Equipment	158,487	124,619
Future Operating Expenditures	975,283	918,209
Machinery and Equipment Depreciation	334,608	303,177
Parks and Open Space	499,916	449,444
Parks Improvements	276,049	192,548
Police Equipment, Property and Contract	416,209	410,486
Police Operation and Maintenance	1,822,501	1,305,412
Sewer System Capital	1,549,730	1,687,578
West Shore Parks and Recreation Society reserves	163,311	282,148
	7,657,367	6,791,650
	\$ 145,448,627	\$ 142,921,006

Town of View Royal

Notes to Consolidated Financial Statements

Year ended December 31, 2020

11. Community Works Fund

Community Works Fund is a component of the Gas Tax Agreement funding provided by the Government of Canada and administered through the Union of British Columbia Municipalities (UBCM). Community Works Fund transfers are recorded as revenue when received, then held as reserves until spent on eligible expenditures.

	<u>2020</u>	<u>2019</u>
Community Works Fund, beginning balance	\$ 1,084,074	\$ 559,213
Amounts received during the year	493,427	962,862
Interest earned	35,713	21,093
Amounts allocated to projects during the year	(83,640)	(459,094)
	<u>\$ 1,529,574</u>	<u>\$ 1,084,074</u>

12. COVID-19 Safe Restart Grant for Local Governments

COVID-19 Safe Restart Grant for Local Governments is funding provided by the Province of British Columbia, intended to support local governments as they deal with increased operating costs and reduced revenue due to COVID-19. Per Council resolution C-04-21 the grant was allocated to the Casino reserve account to replace 2020 and future revenue lost due to the closure of Elements Casino in response to the COVID-19 pandemic.

	<u>2020</u>
COVID-19 Safe Restart Grant, beginning balance	\$ -
Amounts received during the year	2,613,000
Amounts allocated to casino reserve account	(2,613,000)
	<u>\$ -</u>

13. Taxes for municipal purposes

The Town is required to collect taxes on behalf of and transfer these amounts to the government agencies noted below. Taxes levied over or under the amounts requisitioned are recorded as accounts payable or receivable.

Taxes	<u>2020</u>	<u>2019</u>
Property tax	\$ 15,857,664	\$ 17,169,523
Grants in lieu of taxes	58,070	53,488
1% Utility tax	131,737	131,204
	<u>16,047,471</u>	<u>17,354,215</u>
Less taxes levied for other authorities		
School authorities	4,163,517	4,666,525
Capital Regional District	959,505	2,106,213
Capital Regional Hospital District	707,655	737,901
British Columbia Assessment Authority	157,419	142,372
British Columbia Transit	838,756	776,546
Municipal Finance Authority	725	704
	<u>6,827,577</u>	<u>8,430,261</u>
Taxes for municipal purposes	<u>\$ 9,219,894</u>	<u>\$ 8,923,954</u>

Town of View Royal

Notes to Consolidated Financial Statements

Year ended December 31, 2020

14. Gaming revenue

The Town has an agreement with the Province whereby 10% of the net gaming revenue from community casinos is to be paid to local governments. The Town has also has a casino revenue sharing agreement with neighbouring municipalities whereby 55% of the revenue received from the Province in respect of the gaming facility situated within the Town is to be disbursed to these governments. This disbursement is netted against the gaming revenue in the consolidated financial statements for the Town as disclosed below.

	<u>2020</u>	<u>2019</u>
Gaming revenue		
Amounts received during the year	\$ 876,369	\$ 4,559,131
Disbursements to partner municipalities	(482,003)	(2,507,522)
	<u>\$ 394,366</u>	<u>\$ 2,051,609</u>

15. Government grants and transfers

	<u>2020</u>	<u>2019</u>
Conditional transfers		
Federal	\$ 493,427	\$ 974,296
Provincial	3,097,279	2,134,747
Other agencies	258,039	154,588
	<u>3,848,745</u>	<u>3,263,631</u>
Unconditional transfers		
Small communities protection	377,557	383,213
Traffic fine revenue sharing	68,919	72,012
	<u>446,476</u>	<u>455,225</u>
Total government grants and transfers	<u>\$ 4,295,221</u>	<u>\$ 3,718,856</u>

16. Commitments and contingencies

- a) The Capital Regional District ("CRD") debt, under provisions of the Local Government Act, is a direct, joint and several liability of the CRD and each member municipality within the CRD, including the Town.
- b) The Town is a shareholder and member of the Capital Region Emergency Service Telecommunications Incorporated ("CREST") which provides centralized emergency communications, and related public safety information services to municipalities, regional districts, the provincial and federal governments and their agencies, and emergency service organizations throughout the Greater Victoria region and the Gulf Islands. Members' obligations to share in funding ongoing operations and any additional costs relating to capital assets are to be contributed pursuant to a Members' Agreement.
- c) The Town is a defendant in various lawsuits. Whether claims are in progress or have yet to be initiated, the Town records an accrual in respect of legal claims that are likely to be successful and for which an amount is reasonably determinable.

Town of View Royal

Notes to Consolidated Financial Statements
Year ended December 31, 2020

16. Commitments and contingencies (continued)

- d) Under borrowing arrangements with the MFA, the Town 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 included in the Town's financial assets as restricted cash and 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 Town. At December 31, 2020 there were contingent demand notes of \$204,201 (2019 - \$204,201).
- e) The Town entered into a long term contract with the Federal Government and the Royal Canadian Mounted Police for the provision of police services. Under the terms of this contract, the Town is responsible for 70% of policing costs, which in 2021 are estimated to be \$1,826,588 (2020 actual \$1,197,884).
- f) The Town has purchase orders in the amount of \$97,216 open as at December 31, 2020 which have not been recorded. These amounts have been taken into account in the budget and will be recorded in the period the goods and services to which they relate are received.

17. Contaminated site

The Town owns one property not in productive use with levels of contamination exceeding current environmental standards. Testing of the contamination in 2003 found no known threats to human health or safety. The property is surrounded by the ocean and undeveloped crown-owned land with no current development applications. The property and surrounding crown-owned land were historically occupied by a plywood mill. Due to uncertainty regarding the future development of the surrounding property, the Town is unable to reasonably estimate what, if any, loss of future economic benefits will occur. As such no liability has been recorded in the consolidated financial statements for the year ending December 31, 2020.

18. Financial plan

The financial plan amounts presented throughout these consolidated financial statements are audited and represent the five year financial plan bylaw (Bylaw No. 1048) approved by Council on April 21, 2020 consolidated with the proportional share of the budgeted operating revenue and expense of West Shore Parks and Recreation Society. The summary below reconciles the 2020 consolidated financial plan to the Consolidated Statement of Operations.

Consolidated financial plan, 2020 surplus (deficit)	\$ -
Add:	
Capital expenditures	3,828,631
Transfers to reserves	763,916
Transfers to surplus	2,543,000
Principal payments on debt	306,470
Less:	
Transfers from equity in capital assets	(3,032,988)
Transfers from reserves for operating	(228,100)
Transfers from reserves for capital	(1,009,001)
Transfers from surplus for operating	(1,901,957)
Transfers from surplus for capital	(1,827,743)
Financial plan annual surplus (deficit)	<u>\$ (557,772)</u>

Town of View Royal

Notes to Consolidated Financial Statements

Year ended December 31, 2020

19. West Shore Parks and Recreation Society

a) Capital asset transfer

The lands and facilities comprising the Juan de Fuca Recreation Centre are owned by the member municipalities (the "Municipalities") in their proportionate share, as specified in the Co-Owners' Agreement. The Town became party to the agreement effective January 1, 2007. Future improvements are allocated among the partners as per the cost sharing formula in effect each year for each service or facility, as outlined in a Members' Agreement. For 2020, the Town's share of improvements purchased by the Society on its behalf is \$225,906 (2019 - \$12,802).

Because the cost sharing formula in the Members' Agreement produces different cost shares for the members from year to year, there is a gain or loss on the opening fund balances. In 2020, the Town recorded a gain of \$79,875 (2019 - \$5,266).

The participating Municipalities have each become members in the Society, which was incorporated to provide parks, recreation and community services to the Municipalities under contract. Under terms of an Operating, Maintenance and Management Agreement, the Society is responsible to equip, maintain, manage and operate the facilities located at the recreation centre.

b) Consolidation

Financial results and budget for the Society are consolidated into the Town's financial statements proportionately, based on the cost sharing formula outlined in the Members' Agreement. In 2020, the Town's proportion for consolidation purposes was 14.866% (2019 - 14.683%). Condensed financial information for the Society is as follows:

	2020	2019
Financial assets	\$ 4,767,787	\$ 3,480,294
Financial liabilities	4,211,496	2,362,813
Net financial assets	556,291	1,117,481
Non-financial assets	1,042,698	1,308,209
Accumulated surplus	\$ 1,598,989	\$ 2,425,690
Revenues	\$ 4,439,706	\$ 7,330,284
Requisition for members	5,071,039	4,947,539
	9,510,745	12,277,823
Expenses	10,337,446	12,285,291
Annual surplus (deficit)	\$ (826,701)	\$ (7,468)

Town of View Royal

Notes to Consolidated Financial Statements
Year ended December 31, 2020

20. Segmented information

The Town is a diversified municipal organization that provides a wide range of services to its citizens. Town services are provided by departments and their activities reported separately. Certain functions that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

a) General Government

The general government operations provide the functions of corporate administration, finance, human resources and legislative services and any other functions categorized as non-departmental.

b) Protective Services

Protective Services includes the View Royal Fire Rescue which is a composite fire department responsible to provide fire suppression service, fire inspections of public buildings, and training and education of volunteer firemen as well as the citizens of View Royal. In addition, it also includes policing provided by the RCMP, emergency planning, animal control and the maintenance and enforcement of building and construction bylaws as well as all other municipal bylaws. Fire protection services are provided to the Songhees and Esquimalt First Nation communities under contract.

c) Transportation

Transportation services comprises a wide variety of services such as the annual maintenance of all municipally owned roads and bridges, sidewalks, street signage, boulevards, bus shelters, street lighting and traffic signals. Transportation also includes the design, inspection, and maintenance of the storm drain collection systems.

d) Environmental health services

Environmental health services includes solid waste collection and disposal as well as collection and disposal of liquid waste through the sanitary sewer service.

e) Planning and development services

Environmental development services include all land use, planning and zoning issues in the Town.

f) Recreation and cultural services

Recreation and culture includes maintenance and development of all parks and green spaces within the Town as well as the Town's financial contribution to the services provided by the Greater Victoria Public Library and the Town's portion of West Shore Parks and Recreation Society.

Town of View Royal

Notes to Consolidated Financial Statements
Year ended December 31, 2020

20. Segmented information (continued)

g) Consolidated schedules of segmented disclosure by service

Schedules 1 and 2 provide additional financial information for the foregoing functions. Certain allocation methodologies have been employed in the preparation of the segmented financial information. Taxation is apportioned based on budgeted taxation revenue as presented in the consolidated financial plan.

21. Comparative figures

Certain comparative figures have been restated to conform with the current year's presentation.

22. Significant event

During the year, there was a global outbreak of COVID-19 (coronavirus), which had a significant impact on organizations through the restrictions put in place by the federal, provincial, and municipal governments regarding travel, municipal operations and isolation/quarantine orders. At this time, the extent of the COVID-19 outbreak on the Town is unknown, as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, office closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus.

Town of View Royal

Consolidated Schedule of Segment Disclosure by Service

Year ended December 31, 2020

2020	General Government	Protective Services	Transportation Services	Environmental Health Services	Planning and Development Services	Recreation and Cultural Services	2020 Actual	2020 Budget
								(Note 18)
Revenue								
Taxation for municipal purposes	\$ 1,271,190	\$ 3,585,224	\$ 2,686,634	\$ -	\$ 376,935	\$ 1,299,911	\$ 9,219,894	\$ 9,251,211
User charges	13,829	364,886	42,915	2,777,577	303,418	504,023	4,006,648	4,520,000
Investment income	436,943	57,904	43,958	64,763	-	19,375	622,943	110,000
Actuarial adjustments on debt	-	93,107	-	-	-	-	93,107	-
Penalties and fines	46,837	7,730	-	-	-	-	54,567	60,000
Development charges earned	-	-	-	51,216	-	754,808	806,024	859,887
Contributions from developers and others	-	-	-	-	-	37,500	37,500	-
Other revenue from own sources	229,761	81,872	39,696	-	-	48,033	399,362	321,019
Government grants and transfers	3,215,091	292,298	475,594	-	18,545	293,693	4,295,221	3,230,138
Total revenue	5,213,651	4,483,021	3,288,797	2,893,556	698,898	2,957,343	19,535,266	18,352,255
Expense								
Labour and benefits	1,369,141	1,857,468	529,835	45,610	428,031	1,256,587	5,486,672	5,168,541
Goods and services	712,665	1,912,739	2,091,987	2,104,048	112,948	1,272,735	8,207,122	10,421,099
Amortization	93,437	366,619	2,042,358	264,573	1,107	364,999	3,133,093	3,059,754
Change in proportionate share of West Shore Parks and Recreation Society	-	-	-	-	-	(79,875)	(79,875)	-
Debt interest	-	260,633	-	-	-	-	260,633	260,633
Total expense	2,175,243	4,397,459	4,664,180	2,414,231	542,086	2,814,446	17,007,645	18,910,027
Surplus (deficit)	\$ 3,038,408	\$ 85,562	\$ (1,375,383)	\$ 479,325	\$ 156,812	\$ 142,897	\$ 2,527,621	\$ (557,772)

Town of View Royal

Consolidated Schedule of Segment Disclosure by Service

Year ended December 31, 2020

2019	General Government	Protective Services	Transportation Services	Environmental Health Services	Planning and Development Services	Recreation and Cultural Services	2019 Actual	2019 Budget
Revenue								
Taxation for municipal purposes	\$ 1,713,629	\$ 2,983,476	\$ 2,668,576	\$ -	\$ 375,803	\$ 1,182,470	\$ 8,923,954	\$ 8,929,261
User charges	13,071	345,258	59,139	1,370,751	308,244	908,340	3,004,803	3,060,040
Investment income	353,026	48,394	34,017	62,655	-	15,386	513,478	110,000
Actuarial adjustments on debt	-	77,529	-	-	-	-	77,529	-
Penalties and fines	49,932	13,872	-	-	-	-	63,804	58,180
Development charges earned	-	-	-	-	-	22,092	22,092	-
Contributions from developers and others	5,526	-	338,190	21,300	-	-	365,016	20,000
Other revenue from own sources	57,203	86,293	92,513	90,401	-	113,395	439,805	338,743
Government grants and transfers	1,501,591	483,650	589,065	-	24,621	1,119,929	3,718,856	3,074,915
Total revenue	3,693,978	4,038,472	3,781,500	1,545,107	708,668	3,361,612	17,129,337	15,591,139
Expense								
Labour and benefits	1,299,029	1,678,061	566,075	54,186	414,355	1,499,693	5,511,399	4,438,829
Goods and services	870,368	1,985,560	2,117,765	685,128	64,826	1,347,696	7,071,343	9,250,250
Amortization	93,176	365,848	2,035,614	246,024	2,657	340,379	3,083,698	2,979,400
Change in proportionate share of West Shore Parks and Recreation Society	-	-	-	-	-	(5,266)	(5,266)	-
Debt interest	-	260,633	-	-	-	-	260,633	260,633
Total expense	2,262,573	4,290,102	4,719,454	985,338	481,838	3,182,502	15,921,807	16,929,112
Surplus (deficit)	\$ 1,431,405	\$ (251,630)	\$ (937,954)	\$ 559,769	\$ 226,830	\$ 179,110	\$ 1,207,530	\$ (1,337,973)

Town of View Royal

Consolidated Schedule of Tangible Capital Assets

Year ended December 31, 2020

	Land	Land Improvements	Buildings	Vehicles, Machinery & Equipment	Engineering Structures			Work in Progress	West Shore	2020	2019
					Roads	Drainage	Sewer				
Cost											
Balance, beginning	49,101,425	5,516,989	10,449,534	7,024,893	61,701,512	22,583,274	12,705,056	728,517	9,519,802	\$ 179,331,002	\$ 176,923,673
Additions	751,358	214,181	5,459	203,967	81,202	5,930	-	1,007,778	386,008	2,655,883	3,393,583
Disposals or write-downs	-	(15,000)	-	(157,925)	-	-	-	-	(1,606)	(174,531)	(228,003)
Completed during year	-	-	-	-	-	-	-	(154,160)	-	(154,160)	(758,251)
Balance, ending	49,852,783	5,716,170	10,454,993	7,070,935	61,782,714	22,589,204	12,705,056	1,582,135	9,904,204	181,658,194	179,331,002
Accumulated amortization											
Balance, beginning	-	2,448,799	2,755,489	4,001,098	26,562,577	4,901,570	3,278,704	-	3,111,004	\$ 47,059,241	\$ 44,191,483
Current year amortization	-	243,803	219,707	375,762	1,683,894	263,528	147,342	-	199,057	3,133,093	3,083,698
Accumulated amortization on disposals or write-downs	-	(15,000)	-	(133,778)	-	-	-	-	37,169	(111,609)	(215,940)
Balance, ending	-	2,677,602	2,975,196	4,243,082	28,246,471	5,165,098	3,426,046	-	3,347,230	50,080,725	47,059,241
Net book value	\$ 49,852,783	\$ 3,038,568	\$ 7,479,797	\$ 2,827,853	\$ 33,536,243	\$ 17,424,106	\$ 9,279,010	\$ 1,582,135	\$ 6,556,974	\$ 131,577,469	\$ 132,271,761

Town of View Royal
Schedule of Payments Made for the Provision of Goods and Services
As at December 31, 2020
(Unaudited)

Supplier Name	Amount Paid
1279224 B.C. Ltd.	\$ 37,795
Allterra Spider Excavating Ltd.	34,568
Aon Canada Inc. O/A Aon Reed Stenhouse	45,335
Associated Fire & Safety	32,574
BC Hydro	192,736
Capital City Paving Ltd.	155,451
Capital Regional District	133,177
Capital Regional District Water Department	110,140
City Of Langford	658,938
City Of Surrey	86,378
CLL Renovations	31,465
Colquitz Engineering Ltd.	38,075
Coriolis Consulting Corp.	68,940
Corporation Of The Township Of Esquimalt	130,558
CRD Bylaw Enforcement & Animal Control	39,400
Crest	45,230
E.H. Emery Electric Ltd.	179,549
E.S. Williams & Associates Inc.	102,023
Five Star Paving Co Ltd.	55,709
G. & E. Contracting LP	188,937
Greater Victoria Public Library	547,158
Green Roots Play Equipment Inc.	35,383
Insurance Corporation Of BC	27,014
Island Temperature Controls	29,474
K. Wilson Contracting Ltd.	54,432
KGC Fire Rescue Inc.	58,271
LADR Landscape Architects Inc.	36,437
Lafrentz Road Marking	94,707
Minister Of Finance - EHT	36,626
Municipal Insurance Association Of British	68,830
Municipal Pension Plan	552,837
Novus Consulting Inc.	31,959
Pacific Blue Cross	181,034
Phillips, Steven	30,785
Randall & Murrell	773,749
Raylec Power Ltd.	308,212
Receiver General For Canada	1,041,713
Receiver General For Canada - RCMP Policing	1,403,946
Regroove Solutions Inc.	26,195
Saanich Native Plants	25,553
Safetek Emergency Vehicles Ltd.	532,681
Shaw Cablesystems GP	46,856
Sigma Safety Corp.	29,207
Storagepipe	25,504
The Agency In Trust	50,000

Supplier Name	Amount Paid
Tomahawk Tree Service (2006) Ltd.	54,019
Vadim Computer Management Group Ltd.	26,550
Victoria Contracting & Municipal Maintenance Corp.	1,263,508
Waste Management Of Canada Corp.	504,579
West Shore Parks & Rec. Society	572,261
Wolfe Langley Mitsubishi	41,647
Workers' Compensation Board Of BC	50,974
Young Anderson	35,780
Total aggregate payments to suppliers exceeding \$25,000	10,964,858
Consolidated total of payments of \$25,000 or less	1,225,485
Total aggregate payments to suppliers	12,190,343
Grants and contributions	
View Royal Reading Centre	30,000
View Royal Firefighters Association	53,700
Consolidated total of all grants and contributions \$25,000 or less	32,502
Total aggregate grants and contributions	116,202
Reconciling items, including adjustments for accrual-based accounting, disbursements for items which are not considered expenses for financial statement purposes, including payments for employee payroll deductions, capital acquisitions, debt principal, refunds, payments made directly by West Shore Parks and Recreation and the non-rebatable portion of GST	(3,838,790)
Total expense for goods, services and debt interest per Consolidated Financial Statements, Schedule 1	\$ 8,467,755

Prepared pursuant to the Financial Information Regulation, Schedule 1, section 78 and the *Financial Information Act*, section 2

Town of View Royal
Statement of Remuneration and Expenses
As at December 31, 2020
(Unaudited)

Name	Position	Remuneration	Expenses	Total
Elected Officials				
Screech, David	Mayor	\$ 32,531	\$ 1,083	\$ 33,614
Kowalewich, Damian	Councillor	15,597	2,250	17,847
Lemon, Margaret	Councillor	15,597	984	16,581
Mattson, Ron	Councillor	15,597	57	15,654
Rogers, John	Councillor	15,597	542	16,139
		94,919	4,916	99,835

Employees

Anema, Kim	Chief Administrative Officer	183,945	3,484	187,429
Atkinson, Angela	Accountant/IT Coordinator	83,609	199	83,808
Bevan, Heath	Firefighter	134,750	836	135,586
Bolster, Elena	Deputy Corporate Officer	79,880	851	80,731
Bowbyes, Kevin	Deputy Director of Engineering	113,453	1,231	114,684
Chase, Lindsay	Director of Development Services	138,066	642	138,708
Chow, Jeffrey	Senior Planner	94,068	741	94,809
Christenson, Dawn	Director of Finance	141,264	2,004	143,268
Davison, James	Community Planner	91,452	569	92,021
Drolet, Joseph	Firefighter	92,559	1,912	94,471
Faykes, Gary	Building Inspector	89,070	1,202	90,272
Hurst, Paul	Fire Chief	167,596	2,283	169,879
Jones, Sarah	Director of Corporate Administration	153,354	1,936	155,290
Marshall, Rob	Firefighter	136,871	668	137,539
Mollin, Troy	Firefighter	126,370	2,389	128,759
Pitre, Geoffrey	Firefighter	125,675	1,246	126,921
Podmoroff, David	Parks Supervisor	104,326	211	104,537
Rosenberg, John	Director of Engineering	145,563	1,674	147,237
Vella, Steven	Manager of Accounting	118,128	1,709	119,837
Woodley, Darryl	Engineering Technologist	80,249	319	80,568
Consolidated total of other employees with remuneration of \$75,000 or less		1,323,862	23,247	1,347,109
		3,724,110	49,353	3,773,463

Reconciliation

Total remuneration and expenses for elected officials and employees	3,819,029	\$	54,269	\$	3,873,298
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Reconciling items, including adjustments for accrual-based accounting, accruals for vacation, sick leave and post-employment benefits, employer share of CPP and EI, and labour costs paid through other entities (RCMP, West Shore Parks and Recreation) or capitalized.

1,667,643

Total labour and benefits expense per Consolidated Financial Statements, Schedule 1

\$ 5,486,672

**Town of View Royal
Statement of Guarantee and Indemnity Agreements
As at December 31, 2020
(Unaudited)**

The Town of View Royal has not provided any guarantees or indemnities under the Guarantee and Indemnities Regulation.

Prepared under the Financial Information Regulation, Schedule 1, subsection 5(3) and 5(4)

Town of View Royal
Statement of Severance Agreements
As at December 31, 2020
(Unaudited)

There were no severance agreements made between the Town of View Royal and its non-unionized employees during fiscal year 2020.

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

Town of View Royal
Statement of Permissive Tax Exemptions
As at December 31, 2020
(Unaudited)

Organization	Folio	Municipal Property Tax
Places of public worship		
All Saints Church - 287 Pallisier Ave	401-04412.018	\$ 7,251
St. Columba Church - 40 High Street	401-07654.010	4,439
Community activity centres		
Strawberry Vale Community Hall - 11 High Street	401-07647.010	5,462
View Royal Community Hall - 279 Island Highway	401-04399.010	5,025
Not for profit organizations		
Island Corridor Foundation		
PID 023-005-459; Sections 6, 97, and 103; Plan VIP60330	401-18806.000	10,016
PID 011-825-871;014-980-258;024-036-021;024-039-209;024-839-957	401-18807.000	16,516
PID 011-825-871;014-980-258;024-036-021;024-039-209;024-839-957	401-18807.000	6
PID 024-635-987; Lot 1, Sections 8 & 27; Plan VIP69799	401-18807.002	568
Recreational property		
Victoria Bowmen Association		
PID 000-345-644; Part of Section 6 Plan VIP7133; Area of 1,940 m2	401-07684.041	3,098
		\$ 52,381

Town of View Royal
Statement of Development Cost Charges (DCCs)
As at December 31, 2020

	Balance January 1	Transfer to Projects	DCCs Received	Interest Earned	Balance December 31
Drainage DCCs	\$ 1,244,113	\$ -	\$ 25,565	\$ 34,824	\$ 1,304,502
Highways DCCs	1,331,248	-	300,262	41,044	1,672,554
Park Improvement DCCs	237,785	3,451	136,728	8,434	379,496
Park Land DCCs	1,052,574	751,357	228,439	21,919	551,575
Sewer DCCs	743,821	51,216	266,110	23,585	982,300
	\$ 4,609,541	\$ 806,024	\$ 957,104	\$ 129,806	\$ 4,890,427

**Town of View Royal
Statistical Information (Unaudited)**

Taxable Assessments of Land and Improvements - Final Roll Totals

	2016	2017	2018	2019	2020
Residential	1,755,744,103	2,069,707,903	2,359,688,673	2,683,922,503	2,787,480,303
Utilities	304,700	312,800	321,800	333,700	378,000
Light Industry	2,711,000	2,947,000	3,298,000	3,632,000	3,836,000
Business	190,340,350	257,656,450	281,187,600	317,028,800	316,643,200
Rec/Non Profit	6,401,000	7,398,000	5,741,000	5,632,000	8,535,400
Farm	60,496	60,496	60,496	60,496	43,205
	1,955,561,649	2,338,082,649	2,650,297,569	3,010,609,499	3,116,916,108

Property Tax Rates - Municipal (\$ per \$1,000 assessment)

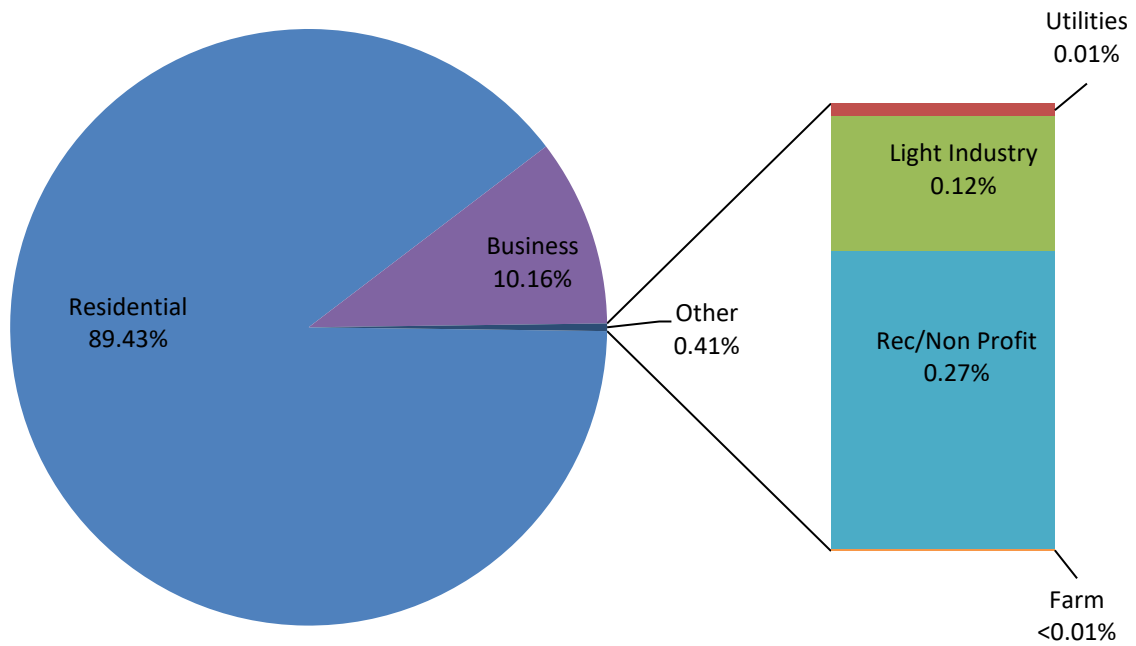
	2016	2017	2018	2019	2020
Residential	2.93375	2.60290	2.38224	2.26725	2.27610
Utilities	40.00000	40.00000	40.00000	40.00000	40.00000
Light Industry	9.22077	8.68979	7.95309	7.56922	7.59875
Business	9.90580	9.37044	8.57605	8.04875	8.08015
Rec/Non Profit	9.78435	9.78691	9.79099	10.71617	10.75798
Farm	23.45532	24.02868	21.99160	20.93015	21.01180

Municipal Property Tax Billings by Property Class

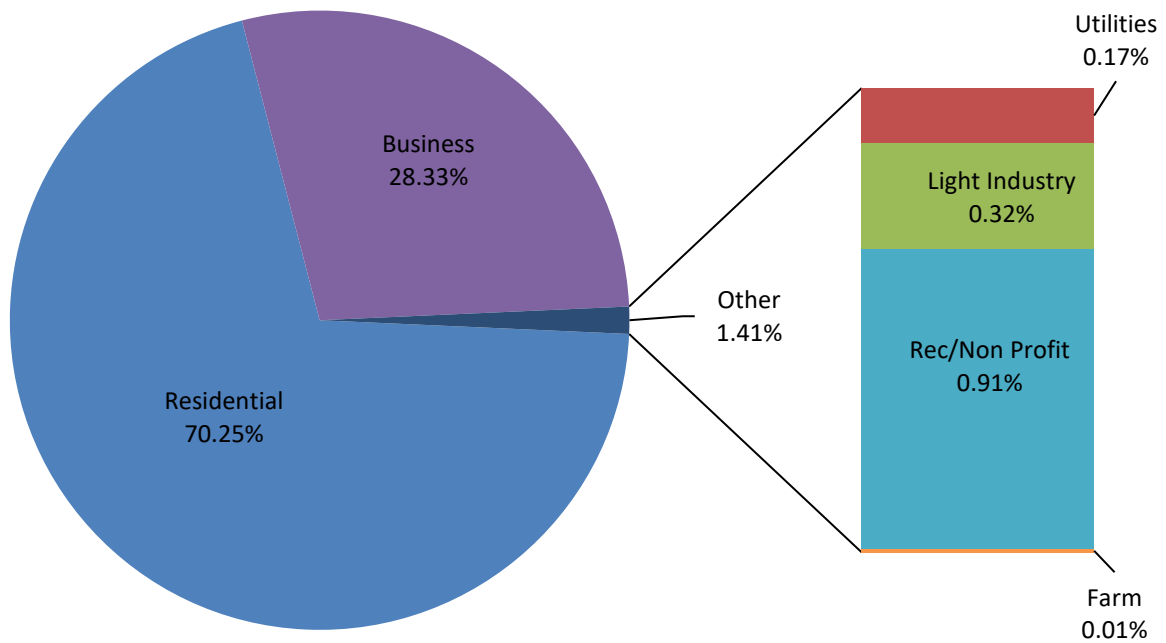
	2016	2017	2018	2019	2020
Residential	5,150,914	5,387,243	5,621,345	6,085,122	6,344,050
Utilities	12,188	12,512	12,872	13,347	15,120
Light Industry	24,998	25,609	26,229	27,490	29,149
Business	1,885,473	2,414,354	2,411,479	2,551,685	2,558,525
Rec/Non Profit	62,630	72,404	56,210	60,352	82,335
Farm	1,419	1,454	1,330	1,266	908
	\$ 7,137,622	\$ 7,913,576	\$ 8,129,465	\$ 8,739,262	\$ 9,030,087

**Town of View Royal
Statistical Information (continued)**

2020 Assessments by Property Class



2020 Municipal Property Tax by Property Class



**Town of View Royal
Statistical Information (Unaudited)**

Principal Corporate Taxpayers

Registered Owner	Primary Property	Total 2020 General Municipal Taxes Levied
Eagle Creek Village Property Ltd	Eagle Creek Village	\$ 742,353
Pioneer Square Holdings Ltd	Admirals Walk	274,184
Great Canadian Casinos Inc	Elements Casino	224,992
Canadian Tire Real Estate Ltd	Canadian Tire	136,942
West Shore U-Lock Mini Storage Ltd	U-Lock Mini Storage	134,139
Natural Properties Ltd	Reliable Controls	121,554
Christie Point Apartments Ltd	Christie Point Apartments	119,573
Goodwill Investments Ltd	Fort Victoria	110,886
Adams Storage Village Ltd	Adams Storage	90,651
599510 BC Ltd	Ashley Furniture	88,461

Total Tax Contributions from Top 10 Corporate Taxpayers	\$	2,043,735
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Total General Municipal Tax	\$	9,030,087
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Proportion of municipal tax paid by top ten corporate taxpayers	22.63%
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