



Consolidated Financial Statements

Town of View Royal

Year ended December 31, 2020

45 View Royal Avenue
Victoria, BC Canada
V9B 1A6
www.viewroyal.ca

Town of View Royal

Consolidated Financial Statements
Year ended December 31, 2020

TABLE OF CONTENTS

Management's Responsibility for Financial Reporting

Independent Auditors' Report

Consolidated Financial Statements

Statement A: Consolidated Statement of Financial Position 1

Statement B: Consolidated Statement of Operations 2

Statement C: Consolidated Statement of Change in Net Financial Assets 3

Statement D: Consolidated Statement of Cash Flows 4

Notes to Consolidated Financial Statements 5

Supporting Schedules

Schedule 1: Consolidated Schedule of Segment Disclosure by Service - 2020 20

Schedule 2: Consolidated Schedule of Segment Disclosure by Service - 2019 21

Schedule 3: Consolidated Schedule of Tangible Capital Assets 22

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

	<u>2020</u>	<u>2019</u>
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:

	<u>2020</u>	<u>2019</u>
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

	<u>2020</u>	<u>2019</u>
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

	<u>2020</u>	<u>2019</u>
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

	<u>2020</u>	<u>2019</u>
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	<u>(806,024)</u>	<u>(22,092)</u>
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:

	<u>2020</u>	<u>2019</u>
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:

	<u>2020</u>	<u>2019</u>
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:

	<u>2020</u>	<u>2019</u>
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	<u>2020</u>	<u>2019</u>
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
	<u>137,791,260</u>	<u>136,129,356</u>
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
	<u>7,657,367</u>	<u>6,791,650</u>
	<u>\$ 145,448,627</u>	<u>\$ 142,921,006</u>

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:

	<u>2020</u>	<u>2019</u>
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