

# Annual Report 2019

July 13, 2020

The Village of Cumberland

2673 Dunsmuir Avenue, Box 340, Cumberland, BC V0R 1S0

[cumberland.ca](http://cumberland.ca)

250-336-2291

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## Mayor's Message

I am pleased to present the 2019 Annual Report to the community highlighting the accomplishments for the year. I thank members of Council and our committee volunteers for their continued hard work.

I am proud to be mayor of such a special community that celebrates its roots and welcomes change.

Sincerely,



Leslie Baird



## Village of Cumberland Council



Left to right: Councillor Jesse Ketler, Councillor Gwyn Sproule, Councillor Sean Sullivan, Mayor Leslie Baird, and Councillor Vickey Brown.

## Advisory Committees

### **Accessibility Select Committee**

Trond Halle  
Judy Norbury, vice-chair  
Brenda Lenahan  
Jaye Mathieu  
Laurel Rankin, chair  
Councillor Vickey Brown

### **Advisory Planning Commission**

Janet Bonaguro  
Neil Borecky  
Dan Griffin  
Roger Kishi  
Eric Krejci  
Jaye Mathieu  
Nick Ward

### **Coal Creek Historic Park Advisory Committee**

Florence Bell  
Marianne Bell  
May Gee, chair  
Imogene Lim  
Steve Morgan  
Lillian Tosoff  
Carol Snaden

### **Economic Development Steering Committee**

Roger Albert  
Sean Carberry  
Meaghan Cursors  
Troy Ellis  
Chris Higgins  
Mike Manara  
Melissa Roeske  
Nick Ward  
Councillor Sullivan

### **Heritage Commission**

Meaghan Cursors  
Sheila Davis  
Donna Mae Frawley  
Paul Laronde  
Lena McCliesh  
Melissa Roeske  
Councillor Gwyn Sproule

### **Homelessness and Affordable Housing Select Committee**

Ian Cooper  
Kathy Duperron  
Mark Fortin  
Bobby Herron  
Lindsay Monk  
Councillor Jesse Ketler

## Code of Responsible Conduct

Adopted January 28, 2019

As local elected representatives, we recognize that responsible conduct is essential to providing good governance for the Village of Cumberland.

We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, and leadership and collaboration.

In order to fulfill our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by being an active participant in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of our dealings with every person, including those with other members, staff, and the public.

### 1. How to Apply and Interpret this Code of Conduct

This Code of Conduct applies to the members of Council of the Village of Cumberland. It is each member's individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other members, staff, and the public.

Elected officials must conduct themselves in accordance with the law. This Code of Conduct is intended to be developed, interpreted and applied by members in a manner that is consistent with all applicable Federal and Provincial Laws, as well as the bylaws and policies of the local government, the common law and any other legal obligations which apply to

members individually or as a collective council or board.

### 2. Foundational Principles and Standards of Responsible Conduct

These four principles, in conjunction with the key standards of conduct, can be used as a guide for elected officials against which to assess their own conduct.

**2.1 Integrity** means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable.

Integrity is demonstrated by the following conduct:

- Members will be truthful, honest, and open in all dealings, including those with other members, staff and the public.
- Members will ensure that their actions are consistent with the shared principles and values collectively agreed to by the council.
- Members will follow through on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community.
- Members will direct their minds to the merits of the decisions before them, ensuring that they act on the basis of relevant information and principles and in consideration of the consequences of those decisions.

- Members will behave in a manner that promotes public confidence in all of their dealings.

2.2 **Respect** means having due regard for others' perspectives, wishes and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct under this principle is demonstrated when a member fosters an environment of trust by demonstrating due regard for the perspectives, wishes and rights of others and an understanding of the role of the local government.

Respect is demonstrated through the following conduct:

- Members will treat every person with dignity, understanding, and respect.
- Members will show consideration for every person's values, beliefs, and contributions to discussions.
- Members will demonstrate awareness of their own conduct, and consider how their words or actions may be perceived as offensive or demeaning.
- Members will not engage in behaviour that is indecent, insulting or abusive. This behaviour includes unwanted physical contact, or other aggressive actions that may cause any person harm or makes them feel threatened.

2.3 **Accountability** means an obligation and willingness to accept responsibility or to account for one's actions. Conduct under this principle is demonstrated when council members, individually and collectively, accept responsibility for their actions and decisions.

Accountability is demonstrated through the following conduct:

- Members will be responsible for the decisions that they make and be accountable for their own actions and the actions of the collective council.
- Members will listen to and consider the opinions and needs of the community in all decision making, and allow for appropriate opportunities for discourse and feedback.
- Members will carry out their duties in an open and transparent manner so that the public can understand the process and rationale used to reach decisions and the reasons for taking certain actions.

2.4 **Leadership and Collaboration** means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts. Conduct under this principle is demonstrated when a council member encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others.

Leadership and collaboration is demonstrated through the following conduct:

- Members will behave in a manner that builds public trust and confidence in the local government.
- Members will consider the issues before them and make decisions as a collective body. As such, members will actively participate in debate about the merits of a decision, but once a decision has been made, all members will recognize the democratic majority, ideally acknowledging its rationale, when articulating their opinions on a decision.
- Members will recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other members and staff to provide their perspectives on relevant issues.
- As leaders of their communities, members will calmly face challenges, and provide considered direction on issues they face as part of their roles and responsibilities while empowering their colleagues and staff to do the same.
- Members will recognize, respect and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other members, staff, and the public.
- Members will recognize the importance of the role of the chair of meetings, and treat that person with respect at all times.

### 3. Recognition and Distribution

To support a culture of responsible conduct, this Code of Conduct will be included in Council's annual report, and will be provided to new members of Council and new members of working and advisory committees and commissions. This Code of Conduct will also be published on the municipal website.



## 2019 Municipal Services and Operations

### Parks & Recreation Services

Parks and Recreation services continued to provide quality recreation programming and services to residents of Cumberland in its facilities and parks. Tasks accomplished included installing a new play feature at No. 6 Mine Heritage Par. Surfacing options were explored for the tennis and basketball courts at Village Park.

A baseline inventory of ecological and anthropogenic features of the Village's forest land was completed as the first phase of the Forest Land Management Plan. A highlight of the year was the opening of the No. 1 Japanese Town interpretive signage project, which brought past and present-day residents together to celebrate Cumberland's history.

### Protective Services & Bylaw Enforcement

Cumberland Fire Rescue continue to update equipment and apparatus continues with the purchase and delivery of a new engine, self-contained breathing apparatus, and auto-extrication tools.

Bylaw enforcement's efforts focused on parking warnings and ticketing and solid waste regulation for the purpose of wildlife protection. Dumping and vandalism were also prevalent enforcement tasks during the year.

### Public Works & Operations

Successes in 2019 include the construction new ultra violet water treatment plant and treated storage reservoir to improve water supply resiliency, along with necessary land access negotiations to provide power to the new treatment plant. A new recreational vehicle sani-dump station was installed on Dunsmuir Avenue adjacent to Village Park, low flow toilets were installed in all washroom facilities, investigation and repairs took place on the wastewater collection system, the water control SCADA system was reviewed for upgrades, and capital project designs were completed for future road and utility upgrades. A number of parking spaces for people with disabilities were marked in the Village commercial core area. The Village was awarded a \$7.1 million grant for waste water treatment upgrades.

Road and utility construction projects took place on Allen Avenue, from Fifth to Sixth Street; on Egremont Road from Windermere to Ulverston; and in the alley north of Maryport Avenue from Egremont to Silecroft Road.

Improvement of infrastructure maintenance was a focus with a new sanitary sewer flushing program and ongoing training for new positions of utility operations staff.

## Building & Development

Building Inspection services provided two days a week on Tuesdays and Thursdays through a service contract with the Comox Valley Regional District (CVRD).

	2014	2015	2016	2017	2018	2019
Building Permits Issued	55	54	60	103	111	88

Staff continued to work with property owners on an increasing number of development applications, including the Carlisle Lane development, new phases of Coal Valley Estates, Stoneleigh Station, applications to convert or build secondary suites, and accessory dwelling units.

In 2019, an Urban Forest Management Plan, Child Care Space Creation Plan, and Age Friendly Assessment and Action Plan were completed.

## Economic Development

The Village received \$80,000 in funding through the Province's Rural Dividend Program to draft and implement the Cumberland Investment Attraction Plan, the Bevan Industrial Lands Concept Master Plan as well as the creation of an Economic Development Web portal. These key projects are all component parts in implementing the Village's Economic Development Strategy 2018-2023.

## Corporate Services

Corporate Services was restructured to reallocate budgeted hours for a new legislative services assistant position to support Council and administrative work, while finance staff continue to focus on meeting financial system requirements.

The Village's Asset Management Plan was completed and presented to Council in early 2019. Information from this plan is being used in future financial planning processes. The plan shows that most facilities are past their useful life and future focus should be on these Village facilities.

## Land and Facilities

Four parcels of private managed forest land were purchased for \$1.3 million with the intention of one of the larger parcels to be utilized for a future public works yard. This package purchase of lands consists of a 0.63 linear parcel, which was a section of the Colliery railway line, a 4.39 hectare parcel between Comox Lake Road and the Cumberland Community Forest; and a 4.25 hectare and 7.28 hectare parcel in the vicinity of Union Road.

A detailed design was completed for the new fire hall at the Cumberland Road site and the community approved the borrowing of \$4.2 million to construct a new fire hall on Cumberland Road in 2020.

## Community Service Agreements

Cumberland Council entered into five year service agreements with the following organizations:

1. Cumberland and District Historical Society for the operation of the Cumberland Museum and Archives
2. Cumberland Community Schools Society for the operation of the youth centre, lunch and afterschool programming
3. Cumberland Events Society for the Victoria Day and associated activities, as well as the provision of umbrella event insurance
4. United Riders of Cumberland for management and maintenance of trails on private managed forest land under the trail access agreement.

## Community Grants

Council awarded the following community grants:

Cascadia Poetics Lab:	\$2,000
Comox Valley Farmers Market:	\$2,000
Comox Valley Pipe Band Society:	\$1,000
Cumberland Culture and Arts Society:	\$2,000
Steam Donkey Racing Club:	\$1,000



## 2019 -2022 Corporate Priorities and Progress Report

This report identifies the progress of the objectives and measures established in the 2019-2022 Corporate Strategic Priorities.

<p><b>1. Quality Infrastructure Planning and Development</b></p> <p><i>The Village Cumberland seeks to replace and expand the utility, dedicated road and building assets of the Village in an organized and responsible fashion.</i></p>		
<b>Objective</b>	<b>Time Frame</b>	<b>Progress Report</b>
<ul style="list-style-type: none"> <li>▪ Establish an adequate and high quality source of water for the current and future residents of the Village</li> </ul>	Short term	Ongoing
<ul style="list-style-type: none"> <li>▪ Develop an environmentally sustainable method of treating the liquid waste that is produced by the Village</li> </ul>	Short term	In Progress
<ul style="list-style-type: none"> <li>▪ Undertake planning for civic facilities replacement (Village Hall, recreation, public works)</li> </ul>	Short term	Not started
<ul style="list-style-type: none"> <li>▪ Update the Transportation Master Plan</li> </ul>	Short term	Not started
<ul style="list-style-type: none"> <li>▪ Update the Sanitary Sewer Master Plan</li> </ul>	Short term	Not started
<ul style="list-style-type: none"> <li>▪ Update the Storm Sewer Master Plan</li> </ul>	Short term	Not started
<ul style="list-style-type: none"> <li>▪ Work with Mosiac on a fire smart and cut block plan on the Village’s watershed parcel and adjacent parcels</li> </ul>	Short term	Not started
<ul style="list-style-type: none"> <li>▪ Prioritize asset management</li> </ul>	Ongoing	In Progress

<p><b>2. Comprehensive Community Planning</b></p> <p><i>The Village of Cumberland seeks to move towards environmental sustainability through a broad range of means including effective land use planning, waste reduction and protection of natural resources.</i></p>		
<b>Objective</b>	<b>Time Frame</b>	<b>Progress Report</b>
<ul style="list-style-type: none"> <li>▪ Update the Zoning Bylaw</li> </ul>	In Progress	In Progress

▪ Develop an urban forest management plan	In Progress	Complete
▪ Work in conjunction with other local governments to create an updated housing needs report	In Progress	Complete
▪ Develop an industrial land development and promotion strategy	In Progress	In Progress
▪ Develop a land management strategy for Village-owned forest lands	In Progress	In Progress
▪ Update the Official Community Plan	Short term	Not started
▪ Implement the economic development strategy	Short term	In Progress
▪ Create a Perseverance Creek stewardship plan	Long term	Not Started
▪ Create a Village Core Parking Strategy	Long term	Not Started
▪ Examine all solid waste management options, including alternative energy and integrated resource recovery	Ongoing	In Progress
▪ Revitalize the historic Village commercial core	Ongoing	In Progress
▪ Ensure trail connectivity to regional trail networks	Ongoing	In Progress
▪ Prioritize affordable housing	Ongoing	In Progress

### 3. Healthy Community

*The Village of Cumberland seeks to create and improve the social, environmental and economic assets that support the health and well-being of residents*

Objective	Time Frame	Progress Report
▪ Create a child care inventory and space creation plan	In Progress	Complete
▪ Undertake an age friendly assessment	In Progress	Complete
▪ Explore Bear Smart Program	In Progress	In Progress
▪ Implement the Village Park Master Plan (field house, parking and hard surface projects)	Short term	Not started
▪ Implement the Lake Park Master Plan	Long term	In Progress
▪ Implement the Cemeteries Master Plan	Long term	In Progress
▪ Implement the Coal Creek Historic Park Master Plan	Long term	In Progress

▪ Develop a public art policy	Long term	Not Started
▪ Support tourism through parks and recreation, heritage and environmental conservation	Ongoing	In Progress
▪ Continue to work with local governments to address air quality issues	Ongoing	In Progress
▪ Support arts and culture	Ongoing	In Progress
▪ Consider accessibility	Ongoing	In Progress

#### 4. Climate Change

*In addition to being carbon neutral, the Village of Cumberland seeks to advance itself as a sustainable community now and for the future by addressing climate change.*

Objective	Time Frame	Progress Report
▪ Explore the feasibility of siting a multi-fueling station on the Village's Union Road property	Short term	In Progress
▪ Initiate a Climate Energy and Emissions Plan	Short term	Not started
▪ Reduce corporate greenhouse gas emissions	Ongoing	In Progress
▪ Promote active transportation	Ongoing	
▪ Investigate water conservation and grey water reuse programs	Ongoing	Complete
▪ Explore eco-asset management	Ongoing	Not started

#### 5. Effective Administrative, Financial and Support Services

*The Village of Cumberland seeks to deliver effective services to the community for the benefit of its citizens, businesses and visitors.*

Objectives	Time frame	Progress Report
▪ Review the business license scheme	In Progress	In Progress
▪ Use new and emerging technologies for internal and external communications	Ongoing	In Progress
• Maintain a civic engagement process	Ongoing	In Progress



## Permissive Tax Exemptions

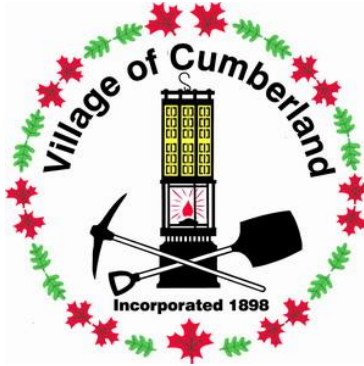
The following properties were granted a permissive property tax exemption for the 2019 taxation year.

The amount shown is the property taxes that would have been imposed on the property in 2019 if it were not exempt.

Organization/ Occupier Of Municipal Property	Property Granted Exemption	2019 Property Tax Exemption*
Cumberland United Church	Lot 1, Block 4, Plan 522, District Lot 21, Nelson Land District <i>(Land surrounding church)</i>	\$271.61
Cumberland Community Church	Lot B, Plan 43397, District Lot 21, Nelson Land District <i>(Land surrounding church)</i>	\$287.38
Cumberland and District Historical Society (Cumberland Museum and Archives)	Lot 3, Block H, Plan 522E, District Lot 21, Nelson Land District, EXC NLY 76FT	\$2117.72
Cumberland Old Age Pensioners	Lot B, Plan 29219, District Lot 21&24, Nelson Land District	\$7927.45
<b>Total Permissive Tax Exemption</b>		<b>\$ 10,604.17</b>

\* These amounts do not include the amounts exempted relating to other agency collections such as the Regional District, Hospital District, Municipal Finance Authority, BC Assessment, library, and school and police taxes. The total tax exemption including these other agency collections was \$20,832.10.





**THE CORPORATION OF THE  
VILLAGE OF CUMBERLAND**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2019**

**THE CORPORATION OF THE  
VILLAGE OF CUMBERLAND**

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**For the year ended DECEMBER 31, 2019**

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- 2 Debenture and Long-Term Debt
- 3 Segment Disclosure
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# Independent Auditor's Report

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To the Mayor and Council of Corporation of the Village of Cumberland:

## Opinion

We have audited the financial statements of Corporation of the Village of Cumberland (the "Village"), which comprise the statement of financial position as at December 31, 2019, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

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

## Basis for Opinion

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

## Other Matter

The financial statements of the Village for the year ended December 31, 2018 were audited by another firm of public accountants who issued an unqualified audit opinion on April 23, 2019.

## Other Information

Management is responsible for the other information, consisting of 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 the Council for the Financial Statements

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

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

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

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

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

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

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

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

Courtenay, British Columbia

April 27, 2020

*MNP* LLP

Chartered Professional Accountants

## STATEMENT A

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Statement of Financial Position**  
**As at December 31, 2019**

	2019	2018
<b>Financial Assets</b>		
Cash and cash equivalents	\$ 8,619,393	\$ 5,150,175
Property taxes receivable	143,002	162,488
Accounts receivable (Note 2)	1,150,127	2,477,911
Investments (Note 3)	4,804,133	4,632,214
	14,716,655	12,422,788
<b>Liabilities</b>		
Accounts payable and accrued liabilities (Note 4)	1,103,626	1,815,534
Service and other deposits (Note 5)	967,711	1,171,983
Deferred revenue (Note 7)	5,304,716	3,612,887
Debenture and long term-debt (Note 9, Schedule 2)	4,573,894	3,154,008
	11,949,947	9,754,412
<b>Net Financial Assets</b>	2,766,708	2,668,376
<b>Non-financial Assets</b>		
Tangible capital assets (Schedule 1)	58,129,282	53,985,805
Inventories	115,515	121,390
Prepaid expenses	153,610	43,234
	58,398,407	54,150,429
<b>Accumulated Surplus (Note 16)</b>	<b>\$ 61,165,115</b>	<b>\$ 56,818,805</b>
Contingent liabilities (Note 8)		
Contractual rights and commitments (Note 17)		
Subsequent event (Note 19)		

*See accompanying notes to the financial statements*

Approved by:

  
 \_\_\_\_\_  
 Leslie Baird  
 Mayor

  
 \_\_\_\_\_  
 Michelle Mason  
 Chief Financial Officer

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Statement of Operations and Accumulated Surplus**  
**For the Year Ended December 31, 2019**

	<b>2019 Budget</b>	<b>2019 Actual</b>	<b>2018 Actual</b>
	(Note 14)		
<b>Revenues</b>			
Taxes	\$ 2,785,415	\$ 2,966,965	\$ 2,581,029
Grants in lieu of taxes	53,610	53,123	50,483
Frontage taxes	423,105	498,634	366,142
Sale of services	1,857,405	2,048,584	1,761,721
Transfers from other governments	4,194,815	2,848,805	4,145,133
Services to other governments	421,570	403,398	401,618
Other revenue	697,010	859,447	988,888
Development cost charges	1,436,075	46,464	13,118
Contributed assets	-	1,595,885	1,858,601
	<u>11,869,005</u>	<u>11,321,305</u>	<u>12,166,733</u>
<b>Expenses</b>			
General government services	1,025,600	1,079,010	857,363
Transportation services	1,552,165	1,505,589	1,397,039
Protective services	687,035	678,381	693,667
Environmental health services	2,058,530	1,898,487	1,747,601
Public health services	37,090	44,856	32,770
Environmental planning and development services	478,840	488,504	359,562
Recreation and cultural services	1,287,395	1,280,168	1,220,705
	<u>7,126,655</u>	<u>6,974,995</u>	<u>6,308,707</u>
<b>Annual Surplus</b>	<b>4,742,350</b>	<b>4,346,310</b>	<b>5,858,026</b>
<b>Accumulated Surplus, Beginning Of Year</b>	<u>56,818,805</u>	<u>56,818,805</u>	<u>50,960,779</u>
<b>Accumulated Surplus, End Of Year</b>	<u><b>\$ 61,561,155</b></u>	<u><b>\$ 61,165,115</b></u>	<u><b>\$ 56,818,805</b></u>

*Please see accompanying notes to the financial statements.*

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Statement of Changes in Net Financial Assets (Debt)**  
**For the Year Ended December 31, 2019**

	<u>2019 Budget</u>	<u>2019 Actual</u>	<u>2018 Actual</u>
	(Note 14)		
<b>Annual Surplus</b>	\$ 4,742,350	\$ 4,346,310	\$ 5,858,026
Amortization of tangible capital assets	1,403,775	1,368,548	1,317,356
Change in supplies inventories	-	5,875	(3,835)
Change in prepaid expense	-	(110,376)	3,808
Proceeds on disposal of tangible capital assets	-	-	21,972
(Gain) loss on disposal of tangible capital assets	-	18,748	(5,991)
Acquisition of tangible capital assets	<u>(13,090,555)</u>	<u>(5,530,773)</u>	<u>(6,997,940)</u>
<b>Change In Net Financial Assets</b>	(6,944,430)	98,332	193,396
<b>Net Financial Assets, Beginning Of Year</b>	2,668,376	2,668,376	2,474,980
<b>Net Financial Assets/(Debt), End Of Year</b>	<u><u>\$ (4,276,054)</u></u>	<u><u>\$ 2,766,708</u></u>	<u><u>\$ 2,668,376</u></u>

*Please see accompanying notes to the financial statements.*

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Statement of Cash Flows**  
**For the Year Ended December 31, 2019**

	<u>2019</u>	<u>2018</u>
<b>Cash Flows From Operating Transactions</b>		
Annual surplus	\$ 4,346,310	\$ 5,858,026
Non-cash items		
Amortization	1,368,548	1,317,356
Contributed assets	(1,595,885)	(1,858,601)
Long-term debt actuarial reduction	(27,871)	(23,954)
(Gain) loss on disposal of tangible capital assets	18,748	(5,991)
Change in prepaid expense	(110,376)	3,808
Change in inventories	5,875	(3,835)
Change in deferred revenue	1,691,829	321,764
Change in working capital		
Change in property taxes receivable	19,486	(25,526)
Change in accounts receivable	1,327,784	(843,909)
Change in accounts payable	(711,908)	460,576
Change in trust and other deposits	(204,272)	654,469
Cash provided by operating transactions	<u>6,128,268</u>	<u>5,854,183</u>
<b>Cash Flow From Capital Transactions</b>		
Purchase of tangible capital assets	(3,934,887)	(5,139,339)
Proceeds on disposal of tangible capital assets	-	21,972
Cash applied to capital transactions	<u>(3,934,887)</u>	<u>(5,117,367)</u>
<b>Cash Flow From Financing Transactions</b>		
New debt issued	1,796,102	507,408
Long-term debt repaid	(348,346)	(262,096)
Cash applied to financing transactions	<u>1,447,756</u>	<u>245,312</u>
<b>Cash Flow From Investing Transactions</b>		
Change in investments	(171,919)	(727,763)
Cash applied to investing transactions	<u>(171,919)</u>	<u>(727,763)</u>
<b>Increase in Cash and Cash Equivalents</b>	3,469,218	254,365
<b>Cash and Cash Equivalents, Beginning Of Year</b>	<u>5,150,175</u>	<u>4,895,810</u>
<b>Cash and Cash Equivalents, End Of Year</b>	<u><u>\$ 8,619,393</u></u>	<u><u>\$ 5,150,175</u></u>
<b>Interest Included In Operating Transactions</b>		
Interest received in the year	\$ 300,677	\$ 216,907
Interest paid in the year	\$ (142,038)	\$ (110,814)

The Corporation of the Village of Cumberland (the “Municipality”) was incorporated in 1898 under the provisions of the *British Columbia Municipal Act and is subject to the provisions of the Community Charter and related legislation*. Its principal activities are the provision of local government services to the residents of the Municipality.

## **1. SIGNIFICANT ACCOUNTING POLICIES**

- a) It is the Municipality’s policy to follow Canadian public sector accounting standards (PSAS) as developed by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.
- b) In accordance with PSAS, the Municipality reports a combination of all funds. The financial statements reflect the removal of internal transactions and balances.
- c) Financial instruments consist of cash and cash equivalents, receivables, investments, accounts payable and accrued liabilities, trusts and other deposits, and debenture and long-term debt. Unless otherwise noted, it is management’s opinion that the Municipality is not exposed to significant interest, currency or credit risk arising from these financial instruments.
- d) Tangible capital assets and other non-financial assets are accounted for as non-financial assets by the Municipality because they can be used to provide municipal services in future periods. These assets do not normally provide resources to discharge liabilities unless they are sold.
- e) Cash and cash equivalents include short-term deposits held both with the Municipal Finance Authority (in its Money Market Fund) and with the First Credit Union and are carried at cost, which approximates market value. The short-term deposits have maturities of less than 90 days at the time of purchase and/or can be liquidated on demand.
- f) Investments represent term deposits with maturities in excess of 90 days and are recorded at cost.
- g) Inventories are valued at the lower of cost and replacement value.
- h) Sources of Funds for the Municipality
  - i) Tax revenues are recognized in the year that they are levied.
  - ii) Government transfers are recognized as revenues when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Restricted grants are recognized when the related expenses are incurred and when collection is reasonably assured.
  - iii) Other transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.
  - iv) Sewer and water fees are recognized when the commodity has been used by the customer.
  - v) Other sales of services and other revenue from own sources are recognized when the service is provided or the amount is earned and when the amount can be estimated and collection is reasonably assured.
  - vi) Restricted revenues from collections of development cost charges are deferred and then recognized as revenue in the year that an expense, authorized by bylaw, is incurred.

i) The Municipality is statutorily obligated to collect and transmit the tax levies of the following bodies:

- i) Provincial Government – Schools;
- ii) Provincial Government – Police;
- iii) Comox Valley Regional District;
- iv) Regional Hospital District of Comox Strathcona;
- v) British Columbia Assessment Authority;
- vi) Municipal Finance Authority; and
- vii) Vancouver Island Regional Library.

Such levies are not included in the revenues of the Municipality.

j) Expenses are recorded in the period in which the goods or services are acquired and a liability is incurred.

k) The preparation of financial statements in conformity with PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements, as well as the reported amounts of revenue and expenditures during the reporting period. Significant areas requiring the use of estimates include the ability to collect property taxes receivable and accounts receivable, obsolete or damaged inventory, amortization of tangible capital assets and post employment benefits. Actual results may vary from the estimates and adjustments, if any, will be reported and reflected in operations, as they become known.

l) The Municipality recognizes the expenses relating to employee benefits in the period in which the employees render the services in return for the benefits, including compensated employee absences that accumulate but do not vest. Absences due to employee illness are paid when an injury or illness occurs, but entitlement to such compensation arises as employees render service. Entitlement to compensated absence due to illness or injury is measured as the expected future utilization of this benefit.

m) Tangible capital assets are recorded at cost which 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 are amortized on a straight-line basis over their estimated useful lives as follows:

Buildings	25-40
Equipment, furniture and vehicles	5-15
Water and waste water plant and networks	
Underground networks	60-100
Plants and lift stations	50-100
Pumping stations and reservoirs	100
Other infrastructure	50-100
Transportation	
Road surfaces	15-25
Road base structure	75
Poles and luminaries	100
Parks and other	
Land improvements	10-40
Playing fields and trails	15-20
Parking lots	10-20

Contributions of tangible capital assets are recorded as an asset at their fair value at the date of receipt and as revenue.

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases and the associated asset is recorded at the lower of the present value of future minimum lease payments or fair value.

n) Liability For Contaminated Sites

Contaminated sites are a result of contamination of a chemical, organic or radioactive material or live organism that exceeds an environmental standard, being introduced into soil, water or sediment. The liability is recorded net of any expected recoveries. A liability for remediation of contaminated sites is recognized when all of the following criteria are met:

- i) an environmental standard exists;
- ii) contamination exceeds the environmental standard;
- iii) the Municipality is directly responsible or accepts responsibility; and
- iv) is directly responsible; or
- v) accepts responsibility; and
- vi) a reasonable estimate of the amount can be made.

As at December 31, 2019 and 2018 the Municipality has reported no liabilities related to contaminated sites.

## 2. ACCOUNTS RECEIVABLE

Accounts receivable is comprised of the following:

	<u>2019</u>	<u>2018</u>
Due from federal government	\$ 313,883	\$ 1,580,244
Due from provincial government	197,264	216,914
Due from other governments	54,360	46,129
Other receivables	584,620	634,624
	<u>\$ 1,150,127</u>	<u>\$ 2,477,911</u>

## 3. INVESTMENTS

Investments are comprised of the following:

	<u>2019</u>	<u>2018</u>
Credit Union Term Deposits with interest rates of 2.64% (2018 – 2.70%)	\$ 3,880,000	\$ 4,082,627
Emergency & Safety Reserve Term Deposit with interest rate of 2.64% (2018 – 2.70%)	502,000	209,924
Parkland Reserve Credit Union Term Deposit with interest rate of 2.64% (2018 – 2.70%)	106,133	102,300
Sewer Capital Reserve Term Deposit with interest rate of 2.64% (2018 – 2.70%)	316,000	237,363
	<u>\$ 4,804,133</u>	<u>\$ 4,632,214</u>

## 4. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Account payable is comprised of the following:

	<u>2019</u>	<u>2018</u>
Due to federal government	\$ 4,609	\$ 3,213
Due to provincial government	25	235
Due to other government	429	1,507
Salaries, wages and benefits payable	562,622	394,333
Other payables	535,941	1,416,246
	<u>\$ 1,103,626</u>	<u>\$ 1,815,534</u>

## 5. SERVICE AND OTHER DEPOSITS

Service and other deposits are securities and deposits held by the Municipality to ensure performance of requirements under contract or for approval of development or subdivision applications, or to safeguard against damages to facilities and infrastructure. The balance includes deposits collected for building, plumbing and development permits, subdivision and landscaping performance bonds, lien holdbacks and park and facility rentals.

## 6. BANK INDEBTEDNESS

The Municipality has an available unsecured line of credit of \$2 million from the First Line Credit Union bearing interest at prime. No balance was drawn on the line of credit as at December 31, 2019 (2018 – \$Nil).

## 7. DEFERRED REVENUE

	<b>Balance 31-Dec-18</b>	<b>Collections</b>	<b>Recognized As Revenue</b>	<b>Interest Income</b>	<b>Balance 31-Dec-19</b>
Deferred Revenue – DCC					
Parks	\$ 483,997	\$ 207,390	\$ (5,382)	\$ 14,230	\$ 700,235
Roads	553,468	209,929	(15,035)	15,986	764,348
Sanitary Sewer	1,564,848	843,914	(15,282)	47,833	2,441,313
Storm Drainage	94,334	76,162	(5,382)	3,064	168,178
Waterworks	225,302	283,313	(5,382)	8,075	511,308
	<u>2,921,949</u>	<u>1,620,708</u>	<u>(46,463)</u>	<u>89,188</u>	<u>4,585,382</u>
Other Deferred	690,938	696,220	(677,629)	9,805	719,334
	<u><b>\$ 3,612,887</b></u>	<u><b>\$ 2,316,928</b></u>	<u><b>\$ (724,092)</b></u>	<u><b>\$ 98,993</b></u>	<u><b>\$ 5,304,716</b></u>

## 8. CONTINGENT LIABILITIES

- a) The Municipality's loan agreements with the Comox Valley Regional District and the Municipal Finance Authority provide that if at any time the scheduled payments required are not sufficient to meet obligations in regards to borrowings, the resulting deficiency becomes a joint and several liability of the Municipality and the other member Municipalities.
- b) The Municipality is involved with a number of legal actions, the outcomes of which cannot be determined at this time. Management has determined that any potential liabilities arising from these outstanding claims are not significant.
- c) As at December 31, 2019, the Municipality has no record of any assessment appeals pending with respect to properties.
- d) The Municipality is a Subscribed member of the Municipal Insurance Association of British Columbia (the "Exchange") as provided by Section 3.02 of the Insurance Act of the Province of British Columbia. The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any Subscriber. Under the Reciprocal Insurance Exchange Agreement the Municipality is assessed a premium and specific deductible for its claims based on population. The obligation of the Municipality with respect to the Exchange and/or contracts and obligations entered in to by the Exchange on behalf of its Subscribers in connection with the Exchange are in every case several, and not joint and several.
- e) The Municipality makes every reasonable effort to comply with all environmental regulations that apply to its operations. These regulations may require future expenditures to meet applicable standards. Amounts required to meet these obligations will be charged to operations when incurred or set aside as future reserves when they can be reasonably estimated.

In 2019, the Municipality received a notice from the Ministry of Environment and Climate Change Strategy (MOE) notifying them that the MOE was considering imposing a number of administrative penalties. The Municipality has been in remediation meetings with the MOE, and at this point is unable to determine the administrative penalties to be levied and as a result, no liability has been recorded.

**9. LONG-TERM DEBT**

- a) The Municipality is party to several equipment loans financed through the Municipal Finance Authority for the acquisition of vehicles and operating equipment. Loan terms are five years or less. The vehicles and equipment under these loans have a carrying value of \$564,753 (2018 - \$608,894) and are recorded as non-financial assets in the statements.

The following is a schedule of future minimum loan payments under the equipment financing loans with various expiry dates to 2024 together with the balance of the obligations under the loans, which is included in the debenture and long-term debt as detailed in Schedule 2:

2020	\$	142,521
2021		83,610
2022		74,565
2023		59,765
2024		7,006
Total minimum loan payments		367,467
Less: amount representing interest (December 31 <sup>st</sup> at 2.58%)		(15,118)
Obligations under equipment loans	<b>\$</b>	<b>352,349</b>

- b) Principal payments on debenture and long-term debt over the next five years are as follows:

2020	\$	299,713
2021		1,770,862
2022		306,547
2023		311,128
2024		287,504
Thereafter		1,245,791
	<b>\$</b>	<b>4,221,545</b>

Total balance for equipment loans, debenture and long-term debt equal \$4,573,894 (2018 - \$3,154,008).

**10. DEPOSITS AND RESERVES – MUNICIPAL FINANCE AUTHORITY**

Under borrowing arrangements with the Municipal Finance Authority (MFA), the Municipality is required to lodge security by means of demand notes and interest-bearing cash deposits based on the amount of the borrowing. As the debt principal is retired, demand notes are released and the cash deposits are refunded and recorded as operating income in the period received.

As a condition of these borrowings, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. These deposits, which are contingent in nature, are held by the MFA to act as security against the possibility of debt repayment default, and together with the demand notes are not recorded in the accounts. If the debt is repaid without default, the deposits are refunded to the Municipality.

Cash deposits at December 31, 2019 equal to \$35,213 (2018 - \$34,412) and are not reported elsewhere in these financial statements.

**11. EMPLOYEE BENEFITS LIABILITY**

Employees who retire qualify for a one-time payout of up to 72 days of their accumulated unused sick leave bank after 10 years of service. The Municipality calculates the value of this liability for employees based on review of the total vested and non-vested accrued time to date.

Probabilities of 10 – 100% are assigned based on years of service and length of time to retirement and discounted at 2.58% (2018 – 2.80%). At December 31, 2019, the value of sick leave for all vested employees is calculated at \$75,765 (2018 - \$78,524). The total estimated employee retirement benefit liability at December 31, 2019 is \$245,939 (2018 - \$222,122). Employee retirement benefit amounts are being funded by an accounting charge on sick time accrued during the year and are included in the accounts payable and accrued liabilities.

**12. PENSION LIABILITY**

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

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

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

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

The Municipality paid \$191,872 (2018 - \$170,499) for employer contributions while employees contributed \$168,879 (2018 - \$150,268) to the Plan in fiscal 2019.

### 13. TRUST FUNDS

Cash and cash equivalents at December 31, 2019 held in trust by the Municipality for cemetery care equal to \$64,957 (2019 - \$59,282). Neither the assets nor related liabilities have been recorded in the financial statements.

### 14. ANNUAL BUDGET

Budget figures are based on the *2019-2023 Financial Plan Bylaw No. 1092, 2018* approved by Council in January of 2019. Figures are presented on the basis used for actual results and were adjusted as follows to comply with financial statement presentation:

Surplus per 2019 – 2023 Financial Plan	\$ -
Remove proceeds from borrowing	(5,891,725)
Remove principal payments on debt	407,030
Add back amortization	(1,403,775)
Remove capital acquisitions	13,090,555
Transfer to reserves	(1,459,735)
Surplus restated for financial statement purposes	<u>\$ 4,742,350</u>

During the year, the adopted budget can be amended and Council will adopt a new bylaw to reflect the approved amendments. A reconciliation between the original financial plan adopted by Council by May 15th of each year and the final amended financial plan bylaw is as follows:

	Original Financial Plan Bylaw 1092	Final Amended Financial Plan Bylaw 1124	Difference
Revenues	\$ (10,432,930)	\$ (10,755,145)	\$ (322,215)
Expenses			
General government services	1,025,600	1,037,600	12,000
Transportation services	1,552,165	1,562,815	10,650
Protective services	687,035	712,035	25,000
Environmental health services	2,058,530	2,127,280	68,750
Public health services	37,090	37,090	-
Environmental planning and development services	478,840	528,840	50,000
Recreation and cultural services	1,287,395	1,291,400	4,005
	<u>7,126,655</u>	<u>7,297,060</u>	<u>170,405</u>
Net (Revenues) Expenses	<u>(3,306,275)</u>	<u>(3,458,085)</u>	<u>(151,810)</u>
Adjustments	6,202,085	6,225,105	23,020
Transfers (from) to reserves	(1,459,735)	(1,330,945)	128,790
Development costs charges	(1,436,075)	(1,436,075)	-
	<u>3,306,275</u>	<u>3,458,085</u>	<u>151,810</u>
Transfer to/(from) accumulated surplus	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**15. FEDERAL GAS TAX AGREEMENT FUNDS**

Gas Tax Agreement funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the local government and the Union of British Columbia Municipalities. Gas Tax Agreement funding may be used towards designated categories that include public transit, community energy, water, wastewater, solid waste, transportation, tourism, sports, culture and recreation infrastructure, disaster mitigation and capacity building projects, as specified in the funding agreements.

Revenues under the Community Works Fund portion of the program will be recognized when allocated to the Municipality.

The Municipality continues to track the unspent amounts in the Community Works Reserve Fund. The continuity of this fund is presented in the table below:

	<b>2019</b>	<b>2018</b>
Opening balance of unspent funds	\$ 157,996	\$ 211,593
Add:		
Amounts received during the year	418,369	205,269
Interest earned on funds	7,249	7,230
Less:		
Amounts allocated to projects during the year	(183,551)	(266,096)
Closing balance of unspent funds	<b>\$ 400,063</b>	<b>\$ 157,996</b>

**16. ACCUMULATED SURPLUS**

Operating Funds - comprise the principal operating activities of the Municipality and are separated into General, Water, and Sanitary Sewer Funds.

Reserve Funds - created to hold cash, and investments for specific future requirements.

Equity In Tangible Capital Assets - used to record the acquisition and disposal of tangible capital assets and related financing and similarly separated into General, Water and Sanitary Sewer Funds.

<b>Accumulated Surplus:</b>	<b>2019</b>	<b>2018</b>
Operating Funds:		
General Fund	\$ 1,190,647	\$ 2,893,994
Water Fund	441,416	963,286
Sanitary Sewer Fund	362,945	466,640
	<u>1,995,008</u>	<u>4,323,920</u>
Reserve Funds:		
Community Works Funds Reserve	400,063	-
Emergency & Safety Reserve	510,031	212,299
Fire Vehicles & Protective Equipment Replacement	483,870	-
General Financial Stabilization Reserve	1,104,977	-
General Village Assets Reserve	3,103	-
Host Amenity Funds Reserve	236,205	-
Infrastructure Asset Renewal Reserve	1,190,347	1,057,881
Land Sale Reserve	1,161	1,133
Parkland Reserve	155,708	150,808
Sewer Stabilization Reserve	206,038	-
Water Meter Renewal Reserve	387,685	-
Water Stabilization Reserve	300,000	-
Water & Sewer Infrastructure Asset Renewal Reserve	635,531	240,967
	<u>5,614,719</u>	<u>1,663,088</u>
Equity In Tangible Capital Assets:		
General Fund	22,365,366	21,819,236
Water Fund	16,119,344	14,718,409
Sanitary Sewer Fund	15,070,678	14,294,152
	<u>53,555,388</u>	<u>50,831,797</u>
Accumulated Surplus	<u><b>\$ 61,165,115</b></u>	<u><b>\$ 56,818,805</b></u>

## **17. CONTRACTUAL RIGHTS AND COMMITMENTS**

Contractual rights are rights to economic resources arising from contracts or agreements that will result in revenues and assets in the future. As at December 31, 2019, the Municipality had the following contractual rights and significant commitments:

The significant contractual rights of the Municipality consisted of developer contributions. These rights exist as the Municipality has entered into a number of public works development agreements which require the developers to contribute various infrastructure assets to the Municipality, including roads and underground utilities. The timing and extent of these future contributions vary depending on development activity and fair value of the assets received at time of contribution. The contributions will be recorded as revenue based on the fair value of the assets received at the time that the Municipality assumes the risks and responsibilities related to the assets.

On December 11, 2018, the Municipality entered into an agreement with Fort Garry Fire Trucks Ltd. to purchase a fire truck with delivery date of November 22, 2019 for \$501,869 before taxes. Due to modifications to the original design, the cost increased to \$543,884 inclusive of PST and the fire truck was received on March 6, 2020.

## **18. SEGMENTED INFORMATION**

The Municipality is a diversified local government institution that provides a wide range of services to its citizens, including the provision of water, sewer, garbage disposal, recreation, parks, and cemetery services. The services and functions of the Municipality have been segregated or grouped based on factors such as delivery method, similarity in regulations, restrictions or cost recovery and the nature of the service as voluntary or essential services. Consideration has been given to comparability to other Municipal bodies.

The segments are categorized and described as follows:

### **General Government Services**

This segment includes activities pertaining to the general administration and governance of the organization and those services that are provided on a centralized basis for all other segments and departments of the organization. Council, management, corporate and financial services are included as are other general costs which are not easily allocated to individual activity areas.

### **Transportation Services**

This segment includes general roadway maintenance and upgrade, street lighting, sidewalk and other general duties of the Public Works department. The Department is responsible to ensure transportation infrastructure is safe and well maintained.

### **Protective Services**

This segment includes fire protection services, emergency preparedness, bylaw enforcement and animal control. The function's mandate is to ensure the safety of the lives and property of citizens and preserve peace and good order.

### **Environmental Health Services**

The Water and Waste segment consists of three distinct utilities: sewerage and drainage, water, and solid waste disposal. The department provides collection and treatment of sewage and storm water, treatment and delivery of drinking water and contracts garbage collection and recycling services. Ensuring environmental and public safety standards are the key concern for the functions within this segment.

### **Public Health Services**

The Municipality owns and/or operates three cemeteries. Although some of the maintenance activities are similar to those provided in the Parks function, a larger portion of the cost and activity is specific to performing cemetery services. The function has been segregated due to the unique regulatory requirements and because these services would be delivered as a separate business function in the private sector. The administrative and maintenance services for this function are divided between two departments but costs for administration are not substantial nor easily attributed to this function and are, therefore, not reallocated from General Government.

### **Environmental Planning and Development Services**

The Planning Department manages land use planning, building and development functions. The department is responsible for ensuring that these functions are planned and managed to address environmental and building regulations, heritage matters and community and public concerns.

### **Recreation and Cultural Services**

This segment captures all activities relating to the health and well-being of the citizens and community. The function includes recreational services such as a fitness centre and gym, facilities rentals and contributions to community and cultural events as well as provision and maintenance of parks and park facilities. The services in this category are not considered essential services but are important for economic and community development.

For each reported segment, revenues represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Property taxes, payments in lieu and the small community grant funds are apportioned based on budget with any variance in actual revenue being attributed back to General Government. All other revenues can be directly attributed to a particular segment. With the exception of some general fiscal services and centralized supply and services charged directly to the General Government function, all other costs are instigated for and charged directly to the specific segments when incurred.

## **19. SUBSEQUENT EVENT**

Subsequent to year-end, there was a global outbreak of COVID-19 (coronavirus), which has had a significant impact on municipalities through the restrictions put in place by the Canadian provincial and municipal governments regarding travel, municipality operations and isolation/quarantine orders. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the Corporation of the Village of Cumberland 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.

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Tangible Capital Assets**  
**For the Year Ended December 31, 2019**

	Equipment / Furniture /		Engineering Structures			Land Improvements	Assets Under Development	2019 Total	2018 Total	
	Land	Building	Vehicles	Water	Sewer / Drainage					Roads
<b>Cost</b>										
Opening balance	\$ 6,302,427	\$ 1,918,572	\$ 4,014,734	\$ 13,180,881	\$ 18,882,779	\$ 23,820,600	\$ 3,042,360	\$ 4,001,132	\$ 75,163,485	\$ 68,492,164
Add: Additions	1,053,148	-	75,857	410,689	857,672	1,074,314	77,380	2,050,582	5,599,642	7,648,842
Less: disposals	-	-	-	(9,101)	(8,398)	(60,339)	(11,967)	(68,870)	(158,675)	(977,521)
Closing balance	7,355,575	1,918,572	4,090,591	13,582,469	19,732,053	24,834,575	3,107,773	5,982,844	80,604,452	75,163,485
<b>Accumulated Amortization</b>										
Opening balance	-	1,396,157	2,392,285	2,827,057	2,930,510	10,300,958	1,330,713	-	21,177,680	20,170,962
Add: amortization	-	19,676	271,743	145,309	200,901	597,439	133,480	-	1,368,548	1,317,356
Less: disposals	-	-	-	(5,291)	(8,258)	(49,132)	(8,377)	-	(71,058)	(310,638)
Closing balance	-	1,415,833	2,664,028	2,967,075	3,123,153	10,849,265	1,455,816	-	22,475,170	21,177,680
<b>Net Book Value, December 31, 2019</b>	<b>\$ 7,355,575</b>	<b>\$ 502,739</b>	<b>\$ 1,426,563</b>	<b>\$ 10,615,394</b>	<b>\$ 16,608,900</b>	<b>\$ 13,985,310</b>	<b>\$ 1,651,957</b>	<b>\$ 5,982,844</b>	<b>\$ 58,129,282</b>	
<b>Net Book Value, December 31, 2018</b>	<b>\$ 6,302,427</b>	<b>\$ 522,415</b>	<b>\$ 1,622,449</b>	<b>\$ 10,353,824</b>	<b>\$ 15,952,269</b>	<b>\$ 13,519,642</b>	<b>\$ 1,711,647</b>	<b>\$ 4,001,132</b>		<b>\$ 53,985,805</b>

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Debenture and Long-Term Debt**  
**As at December 31, 2019**

	<u>2019</u>	<u>2018</u>
<b>General Capital Fund</b>		
Equipment Financing Loans with various expiry dates to 2021, interest charged at floating rate (December 31st at 2.58%), secured by equipment with carrying value of \$564,753 (2018 - \$608,894)	\$ 352,349	\$ 313,528
Short-term loan Comox Lake Road 5 year loan # 305-6 interest charged at floating rate (December 31st at 2.58%)	-	21,395
Land Purchase-LUAR 4.1 5 year loan #305-6 interest charged at floating rate (December 31st at 2.58%)	933,419	-
	<u>1,285,768</u>	<u>334,923</u>
<b>Water Capital Fund</b>		
Interim Construction Financing Temporary Borrowing Bylaw #982, interest charged at floating rate (December 31st at 2.58%)	447,021	447,021
Temporary Borrowing Bylaw #1066 interest charged at floating rate (December 31st at 2.58%)	1,021,700	450,827
	<u>1,468,721</u>	<u>897,848</u>
<b>Sewer Capital Fund</b>		
Debenture Debt Sanitary Sewer Improvements Bylaw #781, due 2036 interest charged at 2.1% annual principal payment of \$15,797	623,338	648,630
Sanitary Sewer Improvements Bylaw #914, due 2031 interest charged at 3.25% annual principal payment of \$58,164	1,196,067	1,272,607
	<u>1,819,405</u>	<u>1,921,237</u>
<b>Total Debenture and Long-Term Debt</b>	<u>\$ 4,573,894</u>	<u>\$ 3,154,008</u>

SCHEDULE 3

THE CORPORATION OF THE VILLAGE OF CUMBERLAND  
Segment Disclosure  
For the Year Ended December 31, 2019

	General government services		Transportation services		Protective services		Environmental health services		Public health services		Environmental planning and development services		Recreation and cultural services		Total	
	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018
<b>Revenue</b>																
Tax revenue	\$ 921,958	\$ 583,443	\$ 893,018	\$ 791,142	\$ 449,700	\$ 439,479	\$ 423,419	\$ 366,142	\$ 14,560	\$ 34,258	\$ 194,333	\$ 138,780	\$ 621,734	\$ 644,410	\$ 3,518,722	\$ 2,997,654
Sale of services	-	-	-	-	168,256	173,656	1,910,604	1,701,225	31,801	15,993	-	-	341,321	272,465	2,451,982	2,163,339
Transfer from other governments	886,256	689,807	161,646	192,511	123,128	138,060	1,459,350	2,924,915	1,943	1,379	86,577	10,649	129,905	187,812	2,848,805	4,145,133
Other revenues and contributions	261,621	201,830	913,565	688,521	28,615	30,544	980,828	1,487,557	168	110	264,900	355,218	52,099	96,827	2,501,796	2,860,607
<b>Total revenues</b>	<b>2,069,835</b>	<b>1,475,080</b>	<b>1,968,229</b>	<b>1,672,174</b>	<b>769,699</b>	<b>781,739</b>	<b>4,774,201</b>	<b>6,479,839</b>	<b>48,472</b>	<b>51,740</b>	<b>545,810</b>	<b>504,647</b>	<b>1,145,059</b>	<b>1,201,514</b>	<b>11,321,305</b>	<b>12,166,733</b>
<b>Expenses</b>																
Wages, salaries and benefits	1,058,748	415,656	490,445	429,371	366,388	364,721	288,182	677,022	21,696	14,185	293,233	230,339	564,649	533,813	3,083,341	2,665,107
Good and services	3,573	422,821	250,774	266,261	267,437	281,790	1,068,433	566,788	20,078	15,849	195,271	129,223	575,231	553,876	2,380,797	2,236,608
Debt expense	-	-	18,041	6,357	813	1,483	103,983	86,718	-	-	-	-	724	1,069	123,561	95,627
Amortization	16,689	18,886	731,532	709,349	43,743	45,673	433,938	409,592	3,082	2,736	-	-	139,564	131,120	1,368,548	1,317,356
Loss/(Gain) on disposal of assets	-	-	14,797	(14,299)	-	-	3,951	7,481	-	-	-	-	-	827	18,748	(5,991)
<b>Total Expenses</b>	<b>1,079,010</b>	<b>857,363</b>	<b>1,505,589</b>	<b>1,397,039</b>	<b>678,381</b>	<b>693,667</b>	<b>1,898,487</b>	<b>1,747,601</b>	<b>44,856</b>	<b>32,770</b>	<b>488,504</b>	<b>359,562</b>	<b>1,280,168</b>	<b>1,220,705</b>	<b>6,974,995</b>	<b>6,308,707</b>
<b>Annual Surplus (Deficit)</b>	<b>\$ 990,825</b>	<b>\$ 617,717</b>	<b>\$ 462,640</b>	<b>\$ 275,135</b>	<b>\$ 91,318</b>	<b>\$ 88,072</b>	<b>\$ 2,875,714</b>	<b>\$ 4,732,238</b>	<b>\$ 3,616</b>	<b>\$ 18,970</b>	<b>\$ 57,306</b>	<b>\$ 145,085</b>	<b>\$ (135,109)</b>	<b>\$ (19,191)</b>	<b>\$ 4,346,310</b>	<b>\$ 5,858,026</b>

SCHEDULE 4

THE CORPORATION OF THE VILLAGE OF CUMBERLAND  
 Segment Disclosure With Budget Information  
 For the Year Ended December 31, 2019

	General government services		Transportation services		Protective services		Environmental health services		Public health services		Environmental planning and development services		Recreation and cultural services		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Revenue</b>																
Tax revenue	\$ 921,958	\$ 756,445	\$ 893,018	\$ 811,650	\$ 449,700	\$ 446,535	\$ 423,419	\$ 423,105	\$ 14,560	\$ 14,490	\$ 194,333	\$ 192,900	\$ 621,734	\$ 617,005	\$ 3,518,722	\$ 3,262,130
Sale of services	-	-	-	-	168,256	186,570	1,910,604	1,822,555	31,801	15,900	-	-	341,321	253,950	2,451,982	2,278,975
Transfer from other governments	886,256	701,145	161,646	158,410	123,128	118,530	1,459,350	3,040,390	1,943	1,900	86,577	37,120	129,905	137,320	2,848,805	4,194,815
Other revenue and contributions	261,621	145,200	913,565	171,075	28,615	24,560	980,828	1,486,240	168	160	264,900	247,820	52,099	58,030	2,501,796	2,133,085
<b>Total revenue</b>	<b>2,069,835</b>	<b>1,602,790</b>	<b>1,968,229</b>	<b>1,141,135</b>	<b>769,699</b>	<b>776,195</b>	<b>4,774,201</b>	<b>6,772,290</b>	<b>48,472</b>	<b>32,450</b>	<b>545,810</b>	<b>477,840</b>	<b>1,145,059</b>	<b>1,066,305</b>	<b>11,321,305</b>	<b>11,869,005</b>
<b>Expenses</b>																
Wages, salaries and benefits	1,058,748	993,390	490,445	493,050	366,388	377,200	288,182	395,445	21,696	16,140	293,233	331,970	564,649	638,175	3,083,341	3,245,370
Good and services	3,573	13,310	250,774	288,310	267,437	243,565	1,068,433	1,124,365	20,078	17,810	195,271	146,870	575,231	513,020	2,380,797	2,347,250
Debt expense	-	-	18,041	24,675	813	5,190	103,983	100,255	-	-	-	-	724	140	123,561	130,260
Amortization	16,689	18,900	731,532	746,130	43,743	61,080	433,938	438,465	3,082	3,140	-	-	139,564	136,060	1,368,548	1,403,775
Loss/(Gain) on disposal of assets	-	-	14,797	-	-	-	3,951	-	-	-	-	-	-	-	18,748	-
<b>Total expenses</b>	<b>1,079,010</b>	<b>1,025,600</b>	<b>1,505,589</b>	<b>1,552,165</b>	<b>678,381</b>	<b>687,035</b>	<b>1,898,487</b>	<b>2,058,530</b>	<b>44,856</b>	<b>37,090</b>	<b>488,504</b>	<b>478,840</b>	<b>1,280,168</b>	<b>1,287,395</b>	<b>6,974,995</b>	<b>7,126,655</b>
<b>Annual Surplus (Deficit)</b>	<b>\$ 990,825</b>	<b>\$ 577,190</b>	<b>\$ 462,640</b>	<b>\$ (411,030)</b>	<b>\$ 91,318</b>	<b>\$ 89,160</b>	<b>\$ 2,875,714</b>	<b>\$ 4,713,760</b>	<b>\$ 3,616</b>	<b>\$ (4,640)</b>	<b>\$ 57,306</b>	<b>\$ (1,000)</b>	<b>\$ (135,109)</b>	<b>\$ (221,090)</b>	<b>\$ 4,346,310</b>	<b>\$ 4,742,350</b>