

# Town of Lake Cowichan 2019 Annual Report

Photographer:  
Nabanita Chatterjee



Photographer:  
Margaret Ryan

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# Mayor and Council



**Rod Peters, Mayor**



**Carolyne Austin,  
Councillor**



**Kristine Sandhu,  
Councillor**

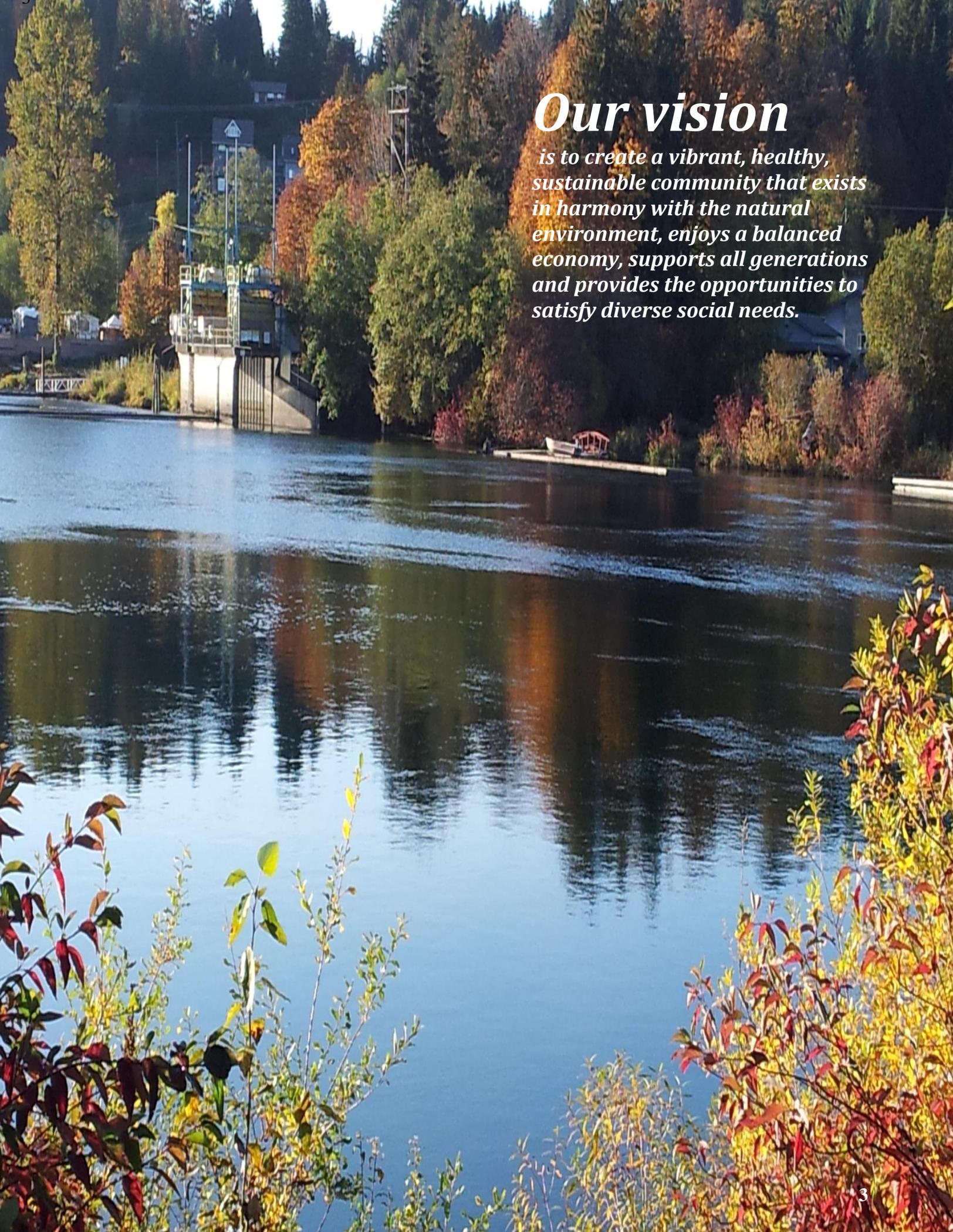


**Tim McGonigle,  
Councillor**



**Lorna Vomacka,  
Councillor**

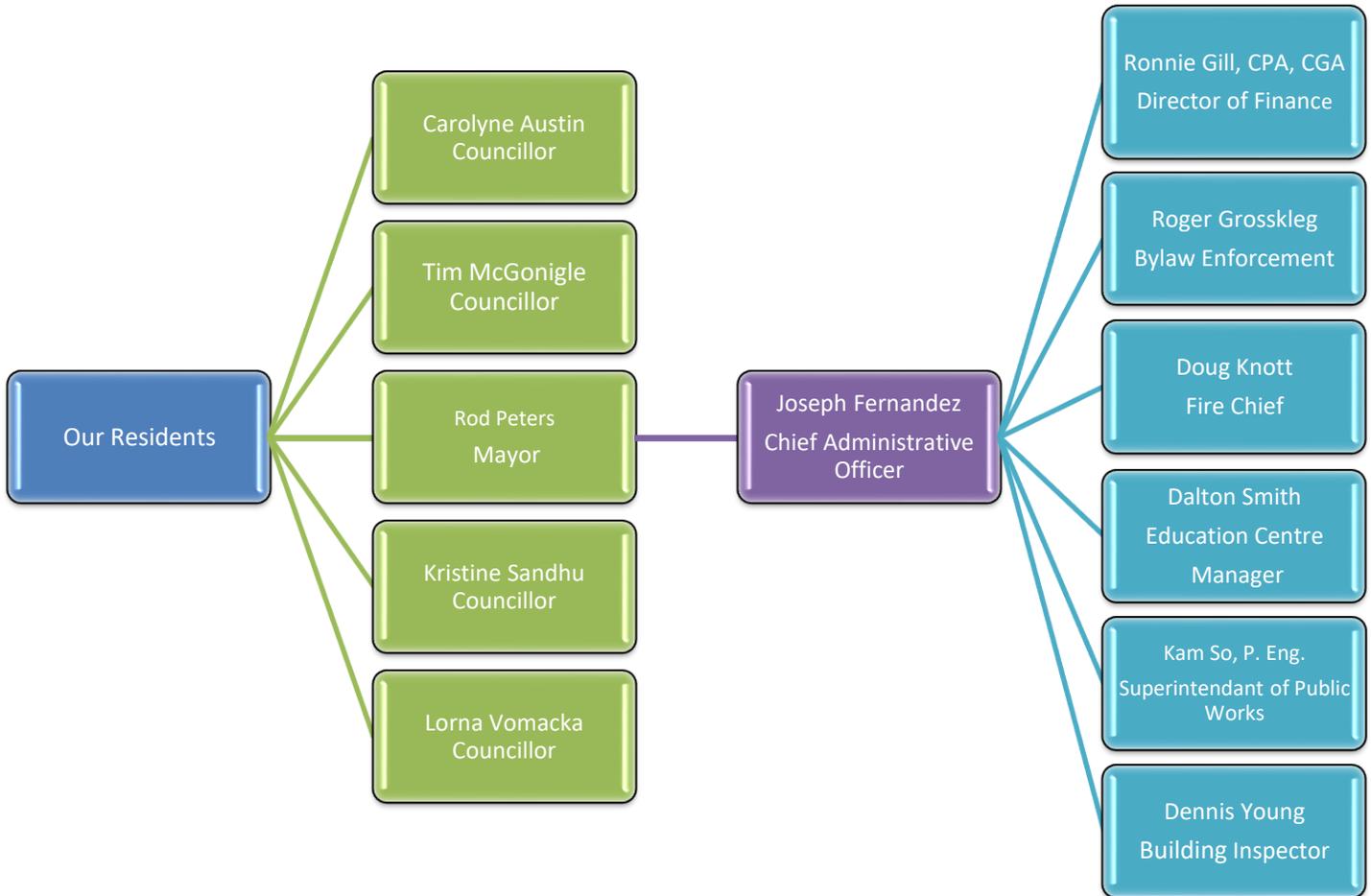
*Town Council comprises of the Mayor and four councillors. Elected by the residents for a four-year term, Mayor and Council provide direction to the Chief Administrative Officer and to the operation of the Town through the establishment of policies, bylaws and public consultation.*



# *Our vision*

*is to create a vibrant, healthy, sustainable community that exists in harmony with the natural environment, enjoys a balanced economy, supports all generations and provides the opportunities to satisfy diverse social needs.*

# Organizational Structure



# About the Town of Lake Cowichan

Lake Cowichan is a beautiful and vibrant community of approximately 3,000 people that is centrally located on Vancouver Island. Lake Cowichan is an hour's drive from Victoria, British Columbia's capital city.

The Town is located by Cowichan Lake, one of the largest freshwater lakes on Vancouver Island. The Town is a gateway to twenty-six miles of spectacular swimming, boating, hiking, fishing and camping opportunities.

The Cowichan River flows from Cowichan Lake through town. There are numerous hiking trails and nature walks in the area including the Cowichan River Footpath and the Trans Canada Trail.

The Town of Lake Cowichan manages all municipal services including the Education Centre and Lakeview Park campground. Both facilities are located on Cowichan Lake.

## Lake Cowichan Statistics

Incorporated	August 19, 1944
Population	3,226
Elevation	180 m (590 ft)
Coordinates	48 49'33"N 124 03'1"W
Record high	38.0 C, 100.4 F
Record low	5.3 C, 41.5 F

Accumulated precipitation 1,016.7 mm  
550 feet (168 meters) above sea level

The Village of Lake Cowichan became a Town on November 26, 1996

Cowichan Valley Regional District  
Cowichan Valley School District 79

The Town was incorporated in 1944.



Deborah Price  
Photography

# Message from Tim McGonigle, Acting Mayor

This spot is usually reserved for the Mayors report, but as Mayor Peters is taking time away from his duties to deal with personal concerns, as Acting Mayor it has been passed to me. First a big thanks to my fellow Councillors and Mayor Peters for all the time invested in 2019 to accomplish the projects and work plans that will benefit Lake Cowichan now, and in the future.

As we work on our Asset Management plan and identify the infrastructure that is needed both immediately and in future upgrades, it becomes apparent that there is never enough funds to accommodate all the work that needs to be accomplished. All of us on Council are aware of the pressures of any added tax increases and try to limit those while also working towards these upgrades.

Council was active in 2019 and attended the conferences held by the Association of Vancouver Island Coastal Communities, Federation of Canadian Municipalities and the Union of British Columbia Municipalities to keep apprised of the municipal environment and to make informed leadership decisions.

I would also like to thank all our volunteers, and various Committee members who put in countless hours to make our Town a better place today and moving forward. I look forward to seeing what 2020 has in store for our area.



Tim McGonigle  
Acting Mayor



Photographer:  
Malcolm Chalmers

# Corporate Objectives

## Leadership and informed decision-making:

- Ensure timely compliance with directives issued through Council and Committees of Council;
- Reasoned decisions are the outcome of regularly scheduled meetings of Council;
- Using the Official Community Plan as a tool for future planning and development;
- Invite public feedback on municipal services, projects and initiatives.

## Excellence in customer service:

- Respond to public complaints in a timely fashion;
- Provide public with access to Council agendas, minutes and bylaws and other relevant information on the municipal website;
- Provide planning, building, inspection, bylaw enforcement and fire protection services;
- Provide emergency fire protection services, promote fire prevention and education programs.

## Effective financial reporting and prudent management of assets and resources:

- Provide timely financial reports and updates to the Finance and Administration Committee;
- Keep Council apprised of annual operational and capital expenditure requirements and ensure budget limits are not exceeded;
- Ensure that idle cash is invested for maximum interest returns;
- Ensure inventory listings are current, that capital assets are appropriately protected and that appropriate risk management measures have been undertaken;
- Ensure allocation of adequate reserve funds;
- Ensure adequate financing is available to finance capital projects as budgeted.

## Transportation improvements:

- Plan for traffic and road improvements;
- Plan for pedestrian traffic and safety improvements;
- Upgrade and replace transportation infrastructure as required.

## Water and sewer utility services improvements:

- Ensure the quality and safety of drinking water supply for its users;
- Ensure sufficient capacity of water for fire-fighting needs;
- Provide adequate garbage, organics and recycling services for all users;
- Ensure adequate collection and treatment capacity for sanitary sewage;
- Meet or exceed Federal and Provincial standards and regulations regarding the quality and quantity of effluent discharged in the Cowichan River;
- Protect natural waterways from contaminants caused by human activities.

## Improved parks, playgrounds and trails:

- Budget sufficient funding to ensure parks, playgrounds and recreation facilities are accessible and enjoyable to the public;
- Ensure that the Provincial regulations respecting the Riparian Areas are complied with as development occurs adjacent to them.



# Administration and Finance

The Town office is the center of the activities of Council, Finance, Public Works, Bylaw Enforcement, Building Inspection, Planning, Lakeview Park and the Cowichan Lake Education Centre. The Chief Administrative Officer (CAO) oversees all divisions and department heads and is also the Corporate Officer of the municipality. The CAO reports directly to the Mayor and Council.

The Finance Department is managed by the Director of Finance, who supervises the office staff. The office staff provide administrative support and process accounts receivable, accounts payable, property tax, utility bills, payroll and perform all other day to day functions of the municipal office.



## DEPARTMENT HIGHLIGHTS

- Town Hall meeting held for public input and consultation;
- Continued to use Town's facebook page, website, bulletin board, LCS electronic board and the wye entrance sign to provide information to the public;
- Lease renewed for another 5 year term with:
  - BC Emergency Health Services for ambulance building at 3 North Shore Rd.
  - Kaatza Historical Society for museum;
- Contract with Coastal Animal Control Services renewed for 5 year term;
- Municipal building - crawl space insulated, electrical room and alternate access constructed, overhead wiring re-aligned and roofing contract awarded;
- \$15,000 grant approved for Asset Management Planning Program;
- Cannabis Retail sales policy approved after conducting a public poll of residents;
- Property at 250 Neva Road sold; and
- The Town's 75<sup>th</sup> Birthday Celebration was held August 16-18, 2019.

# Public Works, Parks & Engineering Services

## DEPARTMENT HIGHLIGHTS

- Well water system at the Cowichan Lake Education Centre upgraded;
- New watermain installed at the Greendale trestle;
- Supply and installation of the soda ash system at the water treatment plant; Deficiencies at the water treatment plant being addressed;
- The hockey box at Stone Park refurbished;
- The following equipment were added to Town's vehicle fleet:
  - Kubota ride on mower,
  - Elgin sweeper and
  - Ford F250 4x4 truck;
- Pumps at lift stations #1, 2 and 4 replaced and/or rebuilt;
- ROV- remotely operated vehicle used to clean the Town reservoir;
- Planning started on Greendale Road sewer line extension and the affected property owners on Greendale Road notified in writing;
- Stantec Consulting completed the design and engineering work for the North Shore Road Pump Station Genset; and
- STP slope stabilization design awarded to McElhanney Associated Land Surveying.

The Department is responsible for the operation, maintenance and capital improvements of roads, parks, water and sewer utility systems that provide our community with:

- Quality water for drinking and adequate water pressure for fire-fighting purposes;
- Adequate collection and treatment facilities for sanitary sewage;
- Adequate drainage of storm water;
- Review of engineering design of proposed subdivisions;
- Collection and disposal of garbage, organics and recyclables; and
- Maintaining roads, sidewalks, curb and gutter.



# Fire and Rescue Services

## DEPARTMENT HIGHLIGHTS

- The new replacement pumper truck was purchased for fire-fighting purposes;
- Reaccredited by Fire Underwriters for superior Tanker Shuttle Service;
- The Fire Department received grant funding in the amount of \$113,565 for community fire smart program;
- Fire Chief Doug Knott was presented with a certificate of recognition for his 40 years of exemplary service as a member of the Lake Cowichan Fire Department; and
- The Town was successful for an Emergency Grant from UBCM for \$25,000 for generator at the municipal office.

The Lake Cowichan Fire Department is comprised of the Fire Chief, thirty two volunteer members and two junior members. In addition to the important emergency response requirements, the Fire Department is very active in the community by promoting fire prevention and suppression programs including school education programs.

Through a mutual-aid agreement, the Fire Department assists the Cowichan Valley Regional District with fire protection services in the electoral areas adjacent to the Town.



# Lakeview Park and Education Centre

Lakeview Park remains one of the foremost treasures of the Town. The campground has continued to blossom into one of the most acclaimed attractions for tourists in the area, along with the lake itself. With a picturesque sandy beach and convenient location, the allure of the campground is self-evident.

Only a short walk from downtown Lake Cowichan, the attraction is often overflowing with visitors. It presents the ideal weekend destination, often drawing considerable crowds during the hot summer months.

The campground offers hot showers, a protected swimming area, water and electrical hookups, hiking trails, boat moorage and a small children's play area. Lakeview Park is the perfect family destination, often hosting planned events such as movie nights.

With a charming beach and scenic mountains bordering the lake, the park provides a fantastic site for both swimming and kayaking. The gradual drop-off from the sandy shoreline presents a safe, optimal area for activities.

Nestled among 42 acres of Douglas fir forest with 600 feet of secluded shoreline on one of Vancouver Island's largest freshwater lakes, the Centre is a full service outdoor learning and conference centre.

This Centre is strategically located close to the West Coast gateway to the majestic landscape of Carmanah-Walbran Provincial Park and the popular Juan de Fuca Marine Trail. Patrons can access the gateway to the spectacular rugged terrain of Clayoquot Sound's Pacific Rim National Park, where hikers and backpackers gather to undertake the challenge of the world-renowned West Coast Trail.

The Centre offers rustic hostel-type facilities which can accommodate up to 100 visitors. It features a central lodge with a large fireplace and dining facility with mixed housing including two log cabins, two motel style units and a sectional dormitory with four bunks in each room and shared washroom facilities.

Staff includes an on-site program coordinator with special outdoor education qualifications, as well as grounds keeping, maintenance, security, housekeeping and food preparation staff, who all work as a team to ensure that each visitor has a rewarding experience.

# Official Community Plan (OCP) Update

The Town completed a major update to its Official Community Plan and adopted the plan in June 2019.

In the spring of 2017 Council requested of the Advisory Planning Commission (APC) a review and update of the Official Community Plan (OCP). The APC recommended that the update involve a robust community engagement approach that would essentially create a citizen driven plan. The professional consulting planner would coordinate and synthesize all the analysis, insights, and citizen inputs into a draft document for review by the APC and ultimately approval by Council.

Three working groups were formed comprising volunteer citizens to address the themes of *the natural environment, built environment, and social environment* (community wellness) The groups met four times in the winter and spring of 2018. Collectively they reviewed and provided input on almost the entire OCP. Updated demographic statistics, relevant studies, and planning analyses were provided to the working groups to assist their work. The Advisory Planning Commission was kept abreast of progress and provided a response in the form of concurrence or additional insight and clarification.

A community wide open house style workshop was offered in June of 2018, providing an opportunity for the entire community to comment on selected topics of interest. Topics included desired housing types, land use designations, greenways, public water access, transportation, built environment and health linkage information, and home business. An opportunity for general comments was provided using an 'open space' wall.



Community open house



# Report from Chief Administrative Officer

The only major capital expenditures that occurred this year were for the Administration, Fire Department, Public Works, and the Water Utility fund through purchases of a fire pumper truck, a street sweeper, the replacement of a roof and the completion of the new water treatment plant. The Town continues to limit its borrowing and has debt outstanding only for the fire hall and firefighting equipment. The audited statements for 2019 which form part of the overall report will provide you with details of the state of the Town in financial terms.

Water Treatment Objectives for Surface Water in British Columbia were newly mandated by the Province. Users of the water purveyed by the Town of Lake Cowichan are expected to have access to good quality drinking water. Increasingly, stringent water quality standards that necessitated more advanced treatment technologies became necessary to meet the “4-3-2-1” \* drinking water objectives. The Town had to make improvements to its water treatment system to have met those standards by 2017 which inevitably required the construction of a new water treatment facility. The water treatment plant was only substantially completed in February of this year and was operational using direct filtration, chlorine disinfection, and ultraviolet disinfection.

Minor deficiencies have still to be addressed such as the addition of a soda ash (sodium carbonate) delivery system which to ensure that the pH is maintained at acceptable levels as required by the Guidelines for Canadian Drinking Water Quality which is to be completed early the next year.

The roof at the municipal hall which was in dire condition was replaced. This was a stop gap as the Town explores its options on the retrofit of the current administration facility.

The members of the Advisory Planning Commission and members of the working groups had spent considerable time and effort on providing invaluable input on the new and improved Official Community Plan. The Plan was adopted by council.

The Town's efforts to seek the removal of the AB Greenwell School property from the Agricultural Land Reserve were for naught as the ALC did not approve its removal from the ALR designation that was imposed back in 1976.

Volunteers continue to help the less fortunate or at community events. It takes the combined effort of all of the residents to sustain our community.



Joseph Fernandez



75<sup>th</sup> Anniversary – Opening ceremonies

# Director of Finance Report



I am pleased to present the annual report for 2019 which includes the audited financial statements for the year ended December 31, 2019. The statements are prepared on a consolidated basis which means that all operations of the Town are included. The financial statements were audited by MNP LLP and the audit report states that the financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2019 and the results of operations and cash flows in accordance with Canadian public sector accounting standards.

The audit report provides assurance that readers of the financial statements can rely on the financial information presented in the audited consolidated financial statements. The statement of the financial position shows a snapshot of the balance sheet as at December 31. The financial assets decreased slightly to \$12.5 million. The financial liabilities also decreased by \$227,000 and there is a reduction of \$120,000 in net financial assets from the previous year. Net financial assets indicates that the financial assets exceed the liabilities and debts of the Town, a positive indicator of financial health.

The statement of operations lists the sources of revenue and expenses for the year on an accrual basis and the year ended with a surplus of \$1.3 million. The statement of cash flows reconciles the source and use of cash during the year. As shown on this statement, a short term loan in the amount of \$225,000 was incurred to acquire a fire pumper truck at a total cost of \$728,010. The balance of the truck funding was provided by reserve funds.

The Town has three loans with the Municipal Finance Authority for total debt of \$728,017, as shown in Note 9 to the financial statements. The loans are for the firehall at 3 North Shore Road and two fire trucks.

While the cash reserves for future capital projects is limited the Town has not relied on debt for capital spending. The Town's infrastructure needs far exceed the financial savings of the Town which is similar to other municipalities (if not most) in BC and Canada. Council will continue to prioritize capital projects and leverage grant funding where possible.

A handwritten signature in black ink, appearing to read 'Ronnie Gill'.

Ronnie Gill, CPA, CGA  
Director of Finance





# CONSOLIDATED FINANCIAL STATEMENTS

(Audited)

DECEMBER 31, 2019

**TOWN OF LAKE COWICHAN**  
**CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2019**

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## Independent Auditor's Report

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To the Mayor and Council of the Town of Lake Cowichan:

### Opinion

We have audited the consolidated financial statements of the Town of Lake Cowichan (the "Town"), which comprise the consolidated statement of financial position as at December 31, 2019, and the consolidated statements of operations, accumulated surplus, changes in net financial assets and cash flows 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, 2019, and the results of its consolidated operations and its consolidated 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, 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 consolidated 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 consolidated 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 consolidated 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.

Duncan, British Columbia

May 6, 2020

*MNP* LLP

Chartered Professional Accountants

**MNP** LLP

## Consolidated Statement of Financial Position

As at December 31, 2019

	2019	2018
<b>FINANCIAL ASSETS</b>		
Cash and short-term deposits (Note 2)	\$ 11,964,924	\$ 11,122,156
Accounts receivable (Note 3)	552,807	1,742,049
Redeemable Tax Sale Properties	7,692	7,392
	<hr/> 12,525,423	<hr/> 12,871,597
<b>FINANCIAL LIABILITIES</b>		
Accounts payable (Note 4)	311,243	1,144,296
Wages payable	36,420	27,680
Future payroll obligations (Note 5)	334,269	314,143
Deferred revenues and deposits (Note 6)	263,042	249,370
Community works fund (Note 7)	1,896,728	1,493,147
Restricted Revenues (Note 8)	1,595,542	1,510,683
Tax Sale Deposits	7,692	-
Municipal Finance Authority Loans (Note 9)	728,017	659,712
	<hr/> 5,172,953	<hr/> 5,399,031
<b>NET FINANCIAL ASSETS</b>	<hr/> 7,352,470	<hr/> 7,472,566
<b>NON FINANCIAL ASSETS</b>		
Inventory	65,080	55,542
Prepaid items	107,348	53,247
Tangible capital assets (Note 10)	32,000,794	30,619,464
	<hr/> 32,173,222	<hr/> 30,728,253
<b>ACCUMULATED SURPLUS (Note 11)</b>	<hr/> \$ 39,525,692	<hr/> \$ 38,200,819
Commitments and Contingencies (Note 12)		
Subsequent Event (Note 16)		

See accompanying notes to the Consolidated Financial Statements

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Ronnie Gill, CPA, CGA  
Director of Finance

## Consolidated Statement of Operations and Accumulated Surplus

For the Year Ended December 31, 2019

	Budget 2019 (Note 14)	2019	2018
<b>REVENUES</b>			
Taxation and grants-in-lieu of taxes (Schedule I)	\$ 2,201,881	\$ 2,201,626	\$ 2,126,980
Government grants and transfers (Schedule II)	451,900	494,157	477,193
Sales of services (Schedule III)	2,957,317	3,061,680	3,062,347
Return on investments	30,000	157,578	131,001
Grants and Other (Schedule II)	6,160,075	264,370	3,689,215
Gain on disposal of tangible capital assets	-	7,815	-
	11,801,173	6,187,226	9,486,736
<b>EXPENSES</b>			
General government services	624,100	596,074	599,436
Protective services	528,100	790,536	615,987
Public Works - transportation	497,000	593,459	537,916
Garbage and Recycling Services	402,100	390,275	395,405
Parks and Recreational Services (Schedule IV)	939,400	1,056,687	1,117,418
Sewer services	461,000	524,573	461,740
Water services	688,900	910,749	632,883
	4,140,600	4,862,353	4,360,785
<b>SURPLUS FOR THE YEAR</b>	7,660,573	1,324,873	5,125,951
<b>ACCUMULATED SURPLUS</b>			
Beginning of year	38,200,819	38,200,819	33,074,868
<b>ACCUMULATED SURPLUS, end of year</b>	\$ 45,861,392	\$ 39,525,692	\$ 38,200,819

See accompanying notes to the Consolidated Financial Statements

## Consolidated Statement of Cash Flows

For the Year Ended December 31, 2019

	2019	2018
<b>OPERATIONS</b>		
Surplus for the year	\$ 1,324,873	\$ 5,125,951
Non-cash charges to operations		
Amortization	1,002,407	798,814
Gain on disposal of tangible capital assets	(7,815)	-
<b>Cash from Operations</b>	<b>2,319,465</b>	<b>5,924,765</b>
<b>CHANGE IN WORKING CAPITAL BALANCES</b>		
Accounts receivable	1,189,242	1,130,395
Inventory	(9,538)	(1,432)
Prepaid items	(54,101)	15,150
Redeemable Tax Sale Properties	(300)	33,070
Accounts payable	(833,053)	(106,252)
Wages payable	8,740	2,431
Future payroll obligations	20,126	(103,446)
Deferred revenue	13,672	(63,452)
Community works fund	403,581	208,414
Restricted Revenues	84,859	62,667
Tax sale deposits	7,692	-
<b>Cash provided by operating transactions</b>	<b>3,150,385</b>	<b>7,102,310</b>
<b>CAPITAL</b>		
Acquisition of tangible capital assets	(2,432,416)	(6,073,376)
Proceeds on disposal of tangible capital assets	56,494	-
	<b>(2,375,922)</b>	<b>(6,073,376)</b>
<b>FINANCING</b>		
Municipal Finance Authority loan payments	(156,695)	(169,077)
Proceeds from borrowing	225,000	-
	<b>68,305</b>	<b>(169,077)</b>
<b>NET CHANGE IN CASH AND SHORT TERM DEPOSITS</b>	<b>842,768</b>	<b>859,857</b>
<b>CASH AND SHORT TERM DEPOSITS, beginning of year</b>	<b>11,122,156</b>	<b>10,262,299</b>
<b>CASH AND SHORT TERM DEPOSITS, end of year</b>	<b>\$ 11,964,924</b>	<b>\$ 11,122,156</b>
<b>Cash and short term deposits:</b>		
Cash	\$ 233,351	\$ 1,726,672
Short term deposits	11,731,573	9,395,484
	<b>\$ 11,964,924</b>	<b>\$ 11,122,156</b>

Interest paid during the year amounted to \$20,270 (2018 - \$20,192).  
See accompanying notes to the Consolidated Financial Statements

## Consolidated Statement of Changes in Net Financial Assets

For the Year Ended December 31, 2019

	Budget 2019 (Note 14)	2019	2018
<b>SURPLUS FOR THE YEAR</b>	\$ 7,660,573	\$ 1,324,873	\$ 5,125,951
Amortization of tangible capital assets	-	1,002,407	798,814
Change in inventories and prepaid expenses	-	(63,639)	13,718
Disposal of tangible capital assets	-	48,679	-
Acquisition of tangible capital assets	(10,669,774)	(2,432,416)	(6,073,376)
<b>INCREASE (DECREASE) IN NET FINANCIAL ASSETS</b>	(3,009,201)	(120,096)	(134,893)
<u>NET FINANCIAL ASSETS, beginning of year</u>	<u>7,472,566</u>	<u>7,472,566</u>	<u>7,607,459</u>
<b><u>NET FINANCIAL ASSETS, end of year</u></b>	<b><u>\$ 4,463,365</u></b>	<b><u>\$ 7,352,470</u></b>	<b><u>\$ 7,472,566</u></b>

See accompanying notes to the Consolidated Financial Statements

## Notes to the Consolidated Financial Statements

For the year Ended December 31, 2019

The Town of Lake Cowichan was incorporated under the provisions of the British Columbia Municipal Act in 1944. Its principal activities are the provision of local government services to the Town, as governed by the Community Charter and the Local Government Act.

The notes to the consolidated financial statements are an integral part of these financial statements. They provide detailed information and explain the significant accounting and reporting policies and principles that form the basis for these statements. They also provide relevant supplementary information and explanations which cannot be expressed in the consolidated financial statements.

### 1. Significant Accounting Policies

The consolidated financial statements are prepared by management in accordance with Public Sector Accounting Standards, as recommended by the CPA Canada Public Sector Accounting Board. The following is a summary of the Town's significant policies:

#### a) Basis of Presentation

The consolidated financial statements reflect the assets, liabilities, reserves, surpluses or deficits, revenues and expenses and financial position of the Town. These consolidated financial statements include the operations of the General, Water, Sewer, Capital and Reserve Funds.

#### b) Basis of Accounting

##### Revenue Recognition

Revenue is recorded on the accrual basis and is recorded in the period in which the transaction or event occurred that gave rise to the revenue. Expenses are recorded in the period the goods and services are acquired and a liability is incurred.

Property tax and parcel taxes are recognized in the year levied. User fees including water, sewer and garbage are recognized as revenue in the period to which they relate or when the commodity or service has been received by the user.

Receipts that are restricted by legislation or by an agreement with external parties are recorded as deferred revenues until the qualifying expenses are incurred, at which time revenue is recognized.

The Town recognizes a government transfer as revenue when the transfer is authorized and all eligibility criteria, if any, have been met. A government transfer with stipulations giving rise to an obligation that meets the definition of a liability is recognized as a liability. In such circumstances, the Town recognizes revenue as the liability is settled. Transfers of non-depreciable assets are recognized when received.

## Notes to the Consolidated Financial Statements

For the year Ended December 31, 2019

### 1. Significant Accounting Policies (continued)

Interest and penalties are recognized when earned. Allocations of interest are made to the reserve funds.

#### Short-term deposits

Short-term deposits are held with the Municipal Finance Authority in the Money Market fund and are carried at cost, which approximates market value.

#### Non-Financial Assets

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

#### Inventory

Inventory is valued at the lower of cost and net realizable value, determined on a first-in-first-out basis.

#### Tangible Capital Assets

Tangible capital assets are recorded at cost in the year of acquisition or construction. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

<u>Tangible Capital Asset</u>	<u>Useful Life - Years</u>
Land improvements	15 to 25
Buildings	20 to 50
Equipment and vehicles	5 to 25
Engineering structures	30 to 60
Roads and footbridges	20 to 80
Underground services	20 to 80

Amortization is charged commencing on the date the asset is acquired or available for use. Assets under construction are not amortized until the assets are available for use.

Donated or contributed tangible capital assets are recorded as revenue at the fair market value at the date of receipt.

#### Financial Instruments

The Town's financial instruments consist of cash and short-term deposits, accounts receivable, accounts payable, deposits, MFA loans and wages payable. The carrying amount of these financial instruments approximates their fair value because they are short term in nature or bear interest at market rates. Unless otherwise noted, it is management's opinion that the Town is not exposed to significant interest, currency or credit risks arising from these financial instruments.

## Notes to the Consolidated Financial Statements

For the year Ended December 31, 2019

### 1. Significant Accounting Policies (continued)

#### Future Payroll Obligations

The Town has adopted PS 3255 of the CPA Canada handbook which requires municipalities to recognize estimated sick leave benefits.

The Town provides sick leave to employees based on their banked sick time and to a maximum of six months of sick leave benefits for non-unionized staff.

The estimated sick leave liability has been calculated by management based on the following assumptions:

- annual inflation rate is 2% (2018 – 2%)
- discount rate is 3.45% (2018 – 3.45%)
- probability of compensated sick leave being used is 50% for management staff and 100% for public works and administration employees.

#### Use of Estimates

The preparation of financial statements in conformity with Canadian Public Sector Accounting Standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Significant areas requiring the use of management estimates relate to the determination of accrued sick benefits, collectability of accounts receivable, provisions and contingencies. Amortization is calculated using estimated useful life of the tangible capital asset. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

#### Liability for Contaminated Sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the Town of Lake Cowichan is either directly responsible or accepts the responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2019.

At each financial reporting date, the Town reviews the carrying amount of the liability. Any revisions required to the amount previously recognized is accounted for in the period revisions are made. The Town continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made. As at December 31, 2019, the Town has not recorded any liability for contaminated sites as no such sites exist.

## Notes to the Consolidated Financial Statements

For the year Ended December 31, 2019

### 2. Cash and Short-Term Deposits

The restricted statutory reserve funds include, but are not limited to, reserves that can only be used for expenses as permitted by the Development Cost Charges Bylaw and the relevant sections of the *Local Government Act or Community Charter*.

	2019	2018
General cash and short-term deposits	\$ 8,361,713	\$ 6,997,330
Restricted revenues	1,595,542	1,510,683
Capital reserves	2,007,669	2,614,143
	<u>\$11,964,924</u>	<u>\$11,122,156</u>

### 3. Accounts Receivable

	2019	2018
Property taxes	\$ 296,768	\$ 351,594
Water trade receivables	56,916	59,211
Sewer trade receivables	47,365	50,303
UBCM Water Treatment Plant grant	-	750,000
UBCM Clean Water and Wastewater grant	-	343,792
Other	151,758	187,149
	<u>\$ 552,807</u>	<u>\$1,742,049</u>

### 4. Accounts Payable

	2019	2018
Trade accounts and accrued liabilities	\$ 302,188	\$1,141,283
Regional and local governments	9,055	3,013
	<u>\$ 311,243</u>	<u>\$1,144,296</u>

## Notes to the Consolidated Financial Statements

For the year Ended December 31, 2019

### 5. Future Payroll Obligations

	<b>2019</b>	<b>2018</b>
Vacation leave accrual	\$248,834	\$230,374
Sick leave payable	85,435	83,769
	<b>\$334,269</b>	<b>\$314,143</b>

Total sick leave paid out during the year amounted to \$37,832 (2018 - \$29,758).

### 6. Deferred Revenues and Deposits

	<b>2019</b>	<b>2018</b>
Prepaid property taxes and utilities	\$ 57,948	\$ 45,231
Developers' deposits	141,798	161,798
Other deposits and unearned revenues	63,296	42,341
	<b>\$263,042</b>	<b>\$249,370</b>

### 7. Community Works Fund

	<b>2019</b>	<b>2018</b>
Balance, beginning of year	\$1,493,147	\$1,284,733
Funds received	377,451	186,534
Funds spent	(4,325)	-
Interest earned	30,455	21,880
Balance, end of year	<b>\$1,896,728</b>	<b>\$1,493,147</b>

Transfer of Federal Gas Tax Revenues is provided by the Government of Canada. Gas tax funds received may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the Community Works Fund agreement administered by the Union of British Columbia Municipalities.

## Notes to the Consolidated Financial Statements

For the year Ended December 31, 2019

### 8. Restricted Revenues

	<b>2019</b>	<b>2018</b>
Land acquisition	\$ 102,151	\$ 53,068
Parkland dedication	54,986	53,992
Road development charge	387,549	377,965
Sewer development charge	219,503	214,271
Water development charge	831,353	811,387
	<b>\$1,595,542</b>	<b>\$1,510,683</b>

### 9. Municipal Finance Authority Loans

	Monthly Payment	Expiry Date	<b>2019</b>	<b>2018</b>
Fire hall	\$10,706	March 31, 2020	\$ 459,020	\$ 569,560
Fire truck #6	\$ 3,998	Sept. 30, 2023	214,414	-
Fire truck #10	\$ 3,118	Dec. 31, 2021	54,583	90,152
			<b>\$ 728,017</b>	<b>\$ 659,712</b>

Principal payments:	2020	\$198,825	
	2021	185,796	
	2022	170,950	
	2023	136,709	
	2024	35,737	
		<b>\$728,017</b>	

Interest on loans is charged at a variable rate that is based on the CDOR rate (Canadian dollar offered rate). The variable rate is set periodically by MFA and at December 31, 2019 was 2.5%. Interest paid on the loans during the year amounted to \$16,342 (2018 - \$16,925).

## Notes to the Consolidated Financial Statements

For the year Ended December 31, 2019

### 10. Tangible Capital Assets

	Opening Balance	Additions	Transfers Disposals	Closing Balance	Opening Accumulated Amortization	Amortization	Transfers Disposals	Closing Accumulated Amortization	2019 Net Book Value	2018 Net Book Value
Land	\$ 5,354,950	-	(11,396)	\$ 5,343,554	\$ -	\$ -	-	\$ -	\$ 5,343,554	\$ 5,354,950
Land improvements	1,989,610	-	-	1,989,610	96,366	85,256	-	181,622	1,807,988	1,893,244
Buildings	5,101,570	-	-	5,101,570	2,888,784	152,663	-	3,041,447	2,060,123	2,212,786
Equipment and vehicles	3,382,941	1,186,381	(95,211)	4,474,111	1,777,482	232,444	(57,928)	1,951,998	2,522,113	1,605,459
Engineering structures	3,821,760	585,071	6,652,874	11,059,705	848,014	202,637	-	1,050,651	10,009,054	2,973,746
Roads and services	7,651,243	-	-	7,651,243	2,712,807	169,336	-	2,882,143	4,769,100	4,938,436
Underground services	7,174,333	316,698	45,692	7,536,723	2,622,958	160,071	-	2,783,029	4,753,694	4,551,375
Construction in Progress	7,089,468	344,266	(6,698,566)	735,168	-	-	-	-	735,168	7,089,468
	<b>\$41,565,875</b>	<b>\$2,432,416</b>	<b>(106,607)</b>	<b>\$43,891,684</b>	<b>\$10,946,411</b>	<b>\$1,002,407</b>	<b>(57,928)</b>	<b>\$11,890,890</b>	<b>\$32,000,794</b>	<b>\$30,619,464</b>

## Notes to the Consolidated Financial Statements

For the year Ended December 31, 2019

### 11. Accumulated Surplus

The accumulated surplus consists of surpluses and reserves as shown below:

<b>Surpluses</b>	<b>2019</b>	<b>2018</b>
Invested in capital assets	\$31,272,777	\$29,959,752
Operating surplus	6,245,246	5,626,924
	<u>37,518,023</u>	<u>35,586,676</u>
<b>Reserves</b>		
Capital equipment	3,835	3,766
Fire equipment	12,980	423,171
Fire Hall	195,512	191,979
Municipal Hall	951,393	885,101
Public Works equipment	790,224	1,059,808
Parks Capital Improvement	26,257	23,346
Transportation - Roads	17,176	16,866
Sewer General	1,739	1,707
Water General	8,553	8,399
	<u>2,007,669</u>	<u>2,614,143</u>
	<u>\$39,525,692</u>	<u>\$38,200,819</u>

### 12. Commitments and Contingencies

#### a.) Pension Liability

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 the assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2018, the plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local governments.

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

## Notes to the Consolidated Financial Statements

For the year Ended December 31, 2019

### 12. Commitments and Contingencies (continued)

The most recent valuation for the Municipal Pension Plan as at December 31, 2018 indicated a \$2.866 million funding surplus for the basic pension benefits on a going concern basis.

The Town of Lake Cowichan paid \$99,746 (2018 - \$100,821) for employer contributions while employees contributed \$88,070 (2018 - \$83,766) to the Plan in fiscal 2019.

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.

#### b.) Commitments

In 2003, the Town received from the Province of B.C. title to lands on which the Cowichan Lake Education Centre and the Lakeview Park campground are located. In exchange for the land, the Town agreed to extend and provide municipal services to the adjacent lands at the Town's cost. These future costs cannot be determined until subdivision applications are made at which point engineered estimates shall be required.

In October 2019 the Town entered into a contract with Archie Johnstone Plumbing and Heating for installation of the soda ash system at the water treatment plant at a cost of \$115,614 plus applicable taxes.

#### c.) Contingent Liability

Two claims are outstanding against the Town as at December 31, 2019. In the opinion of management and legal counsel, the outcome of the claim, now pending, is not determinable. As the outcome is not determinable at this time, no amount has been accrued in the financial statements. Should any loss result from the resolution of these claims, such losses will be charged to the operations in the year of resolution.

## Notes to the Consolidated Financial Statements

For the year Ended December 31, 2019

### 12. Commitments and Contingencies (continued)

#### d.) Reciprocal Insurance Exchange Agreement

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 into by the Exchange on behalf of its subscribers in connection with the Exchange are in every case several, and not joint and several. The Municipality irrevocably and unconditionally undertakes and agrees to indemnify and save harmless the other Subscribers against liability losses and costs which the other Subscribers may suffer.

### 13. Funds Held in Trust

These funds account for assets that must be administered as directed by statute and are for the columbaria constructed in 2018. In accordance with PSAB recommendations on financial statement presentation for local governments, trust funds are not included in the Town's Consolidated Financial Statements. A summary of these assets are shown below:

	<b>2019</b>	<b>2018</b>
Cash held in trust	\$ 2,690	\$ 1,171
Care Fund equity	2,690	1,171

### 14. Budget Amounts

Financial Plan Bylaw 1020-2019 was adopted by Council on May 14, 2019. The Financial Plan is prepared on a cash basis with anticipated capital expenditures rather than amortization. Transfers to and from reserves and surplus are treated as revenue or expense. The financial plan is the basis for the budget figures presented in these financial statements. Below is a reconciliation of the surplus on the financial plan to the surplus on the consolidated financial statements as presented:

	<b>General Fund</b>	<b>Sewer Utility</b>	<b>Water Utility</b>	<b>Consolidated Funds</b>
Financial Plan Bylaw surplus	\$ -	\$ -	\$ -	\$ -
Transfers to (from) surplus	46,004	(1,053,000)	(503,005)	(1,510,001)
Add: Capital expenditures	6,414,774	3,435,000	820,000	10,669,774
Add: Principal debt repayments	175,800	-	-	175,800
Less: Proceeds from debt	-	-	-	(300,000)
Less: Transfers from reserve funds	(1,375,000)	-	-	(1,375,000)
<b>Adjusted Annual Surplus</b>	<b>\$ 5,261,578</b>	<b>\$2,382,000</b>	<b>\$ 316,995</b>	<b>\$ 7,660,573</b>

## Notes to the Consolidated Financial Statements

For the year Ended December 31, 2019

### 15. Consolidated Segment Reporting

The Town of Lake Cowichan provides a variety of services to its residents. The segment disclosures reported on Schedules V and VI, are grouped and reported under services areas/departments that are responsible for the provision of services. They are as follows:

**General Government** – comprises of all administrative services including corporate administration, planning and zoning, property tax and utility levies and all aspects of financial services and reporting.

**Protective Services** – includes fire and rescue, building inspection, bylaw enforcement and emergency and public health services.

**Public Works/Transportation** – comprises of general public works, roads and construction, storm drainage, facility management, fleet operations and engineering planning.

**Garbage and Recycling** – provision of residential curbside garbage collection and recycling services.

**Parks and Recreation** – includes the planning, management and maintenance of parks, trails and green spaces and includes the operations of Lakeview Park Campground and the Cowichan Lake Education Centre.

**Sewer/Water Services** – comprises of planning, design, construction, operations and maintenance of the Town's infrastructure of water distribution and sewer collection systems.

**Reserve Funds** – reports interest income on reserve funds.

### 16. Subsequent Event

Subsequent to year-end, there was a global outbreak of COVID-19 (coronavirus), which has had a significant impact on businesses through the restrictions put in place by the Canadian and provincial governments regarding travel, business operations and isolation/quarantine orders. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the Town of Lake Cowichan 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, business 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 Cowichan Lake Education Centre and the Lakeview Park Campground operations have been closed. While the extent of the impact is unknown, we anticipate this outbreak may cause supply chain disruptions, staff shortages, and increased government regulations, all of which will negatively impact the Town's business and financial condition.

### 17. Comparative Amounts

The prior years' figures have been restated, where applicable, to conform to the current presentation.

**For the Year Ended December 31, 2019**

**Schedule I**

**Taxation and Grants-in-Lieu of Taxes**

	<b>Budget</b>		
	<b>2019</b>	<b>2019</b>	<b>2018</b>
Property taxes	\$ 2,144,601	\$ 2,146,518	\$ 2,071,964
Utilities	50,380	49,637	48,184
Federal Grants-in-lieu	6,900	5,471	6,832
	<u>2,201,881</u>	<u>2,201,626</u>	<u>2,126,980</u>

**Collections for other Governments**

British Columbia Assessment Authority	24,758	24,779	22,362
Cowichan Valley Regional District	1,104,880	1,104,880	998,847
Municipal Finance Authority	122	122	104
Police Tax Levy	166,480	166,630	156,542
Regional Hospital District	309,247	309,247	270,655
School Tax Levy	1,037,434	1,036,859	959,462
Vancouver Island Regional Library	133,729	133,728	134,872
	<u>2,776,650</u>	<u>2,776,245</u>	<u>2,542,844</u>
Total Property Taxes and Collections	4,978,531	4,977,871	4,669,824
Less: transfers to other Governments	2,776,650	2,776,245	2,542,844
<b>Net Taxation Revenue</b>	<b>\$ 2,201,881</b>	<b>\$ 2,201,626</b>	<b>\$ 2,126,980</b>

**For the Year Ended December 31, 2019**

**Schedule II**

**Government Grants and Transfers**

	<b>Budget 2019</b>	<b>2019</b>	<b>2018</b>
Small Community Protection Grant	\$ 450,000	\$ 492,220	\$ 475,256
Other	1,900	1,937	1,937
	<b>451,900</b>	<b>494,157</b>	<b>477,193</b>

**Grants and Other**

BC Hydro	-	500	-
Community Works Funds	400,000	4,325	-
Community Connections	1,323,000	-	-
Fire smart Grant	50,000	3,200	500
MIABC Grant	-	-	6,755
Municipal Hall Upgrade	2,000,000	-	-
Other	5,000	9,000	4,125
Summer Student grants	-	7,762	4,500
Sewer Treatment Facility	2,200,000	-	-
UBCM - Water Treatment Plant	-	-	3,248,687
Water and Wastewater grants	182,075	239,583	343,792
Western Economic Diversification	-	-	80,856
	<b>\$ 6,160,075</b>	<b>\$ 264,370</b>	<b>\$ 3,689,215</b>

**For the Year Ended December 31, 2019**

**Schedule III**

**Sales of services**

	<b>Budget 2019</b>	<b>2019</b>	<b>2018</b>
<b>GENERAL REVENUE FUND</b>			
Garbage fees	\$ 383,500	\$ 386,875	\$ 380,404
Cowichan Lake Education Centre	417,000	346,880	388,483
Lakeview Park fees	191,000	205,460	200,035
CVRD fire protection	321,847	312,469	272,682
Fire service	-	39,973	49,272
Administration recoveries	3,120	3,204	3,118
Public Works revenues	-	6,393	3,060
Lease revenues	61,700	64,526	61,446
Penalties and interest on taxes	60,000	63,177	63,046
	1,438,167	1,428,957	1,421,546
<b>Licences and Permits</b>			
Business licences	18,000	18,275	21,800
Building permit and fees	24,000	61,072	68,028
Dog licences and fines	3,200	3,855	3,590
Other	7,130	31,722	24,352
	52,330	114,924	117,770
<b>WATERWORKS UTILITY REVENUE FUND</b>			
User fees	575,000	589,747	576,804
Parcel tax	238,420	238,420	236,880
Penalties and interest	5,400	5,829	5,410
Connection and service charges	5,000	12,850	43,534
	823,820	846,846	862,628
<b>SEWER UTILITY REVENUE FUND</b>			
User fees	470,000	485,005	476,292
Parcel tax	166,500	166,700	165,800
Penalties and interest	4,500	4,857	4,538
Connection and service charges	2,000	14,391	13,773
	643,000	670,953	660,403
	\$2,957,317	\$3,061,680	\$3,062,347

For the Year Ended December 31, 2019

Schedule IV

Parks and Recreational Services Expenses

	Budget 2019	2019	2018
<b>GENERAL REVENUE FUND</b>			
Cowichan Lake Education Centre	\$ 485,000	\$ 501,523	\$ 583,845
Information Centre	22,000	18,415	19,049
Lakeview Park	178,300	192,250	185,110
Parks and playgrounds	222,600	318,041	304,684
Buildings and other	31,500	26,458	24,730
	<b>\$ 939,400</b>	<b>\$1,056,687</b>	<b>\$ 1,117,418</b>

**For the Year Ended December 31, 2019**  
**Schedule V**

**Consolidated Segment Disclosures**

	General Government	Protective Services	Public Works Transportation	Garbage & Recycling	Parks and Recreation	Sewer Services	Water Services	Reserve	2019 Consolidated	2019 Budget
<b>REVENUE</b>										
Taxation & grants in lieu of taxes	\$ 2,201,626	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,201,626	\$ 2,201,881
Government grants and transfers	494,157	-	-	-	-	-	-	-	494,157	451,900
Utility charges and parcel taxes	-	-	-	386,875	-	666,096	841,017	-	1,893,988	1,840,420
Sales of services and fees	245,831	312,469	6,393	-	552,340	-	-	-	1,117,033	1,116,897
Interest and penalties	109,498	-	-	-	-	4,857	5,829	48,080	168,264	30,000
Grants	13,825	3,200	-	-	7,762	-	239,583	-	264,370	6,160,075
Other	7,815	39,973	-	-	-	-	-	-	47,788	-
	<b>3,072,752</b>	<b>355,642</b>	<b>6,393</b>	<b>386,875</b>	<b>560,102</b>	<b>670,953</b>	<b>1,086,429</b>	<b>48,080</b>	<b>6,187,226</b>	<b>11,801,173</b>
<b>EXPENSES</b>										
Administration	(268,700)	13,000	(194,500)	43,100	43,100	157,000	207,000	-	-	-
Audit and legal	41,248	-	-	-	-	-	-	-	41,248	56,000
Advertising, promotion and rebates	6,538	751	685	-	350	-	-	-	8,324	15,100
Conferences, travel and memberships	38,495	32,968	491	-	-	1,684	1,103	-	74,741	86,200
Contracted services	68,939	100,242	47,993	110,221	80,357	71,390	31,323	-	510,465	585,200
Discounts	-	-	-	24,101	-	35,635	43,405	-	103,141	103,500
Fuel	-	8,072	44,199	-	-	-	-	-	52,271	12,100
Insurance	40,371	11,548	31,801	-	116	-	-	-	83,836	111,900
Interest	3,928	16,342	-	-	-	-	-	-	20,270	25,300
Materials	28,659	246,557	87,870	5,165	123,095	29,213	56,500	-	577,059	434,550
Telephone	10,336	5,526	6,528	-	10,516	-	3,083	-	35,989	34,600
Utilities	10,595	24,115	87,308	-	58,336	36,337	80,735	-	297,426	311,700
Wages, benefits and equipment charges	615,665	180,631	165,071	207,688	550,523	96,027	239,571	-	2,055,176	2,364,450
Amortization	596,074	639,752	277,446	390,275	866,393	427,286	662,720	-	3,859,946	4,140,600
	-	150,784	316,013	-	190,294	97,287	248,029	-	1,002,407	-
<b>TOTAL EXPENSES</b>	<b>596,074</b>	<b>790,536</b>	<b>593,459</b>	<b>390,275</b>	<b>1,056,687</b>	<b>524,573</b>	<b>910,749</b>	<b>-</b>	<b>4,862,353</b>	<b>4,140,600</b>
<b>SURPLUS</b>	<b>\$ 2,476,678</b>	<b>\$ (434,894)</b>	<b>\$ (587,066)</b>	<b>\$ (3,400)</b>	<b>\$ (496,585)</b>	<b>\$ 146,380</b>	<b>\$ 175,680</b>	<b>\$ 48,080</b>	<b>\$ 1,324,873</b>	<b>\$ 7,660,573</b>

**For the Year Ended December 31, 2018**  
**Schedule VI**

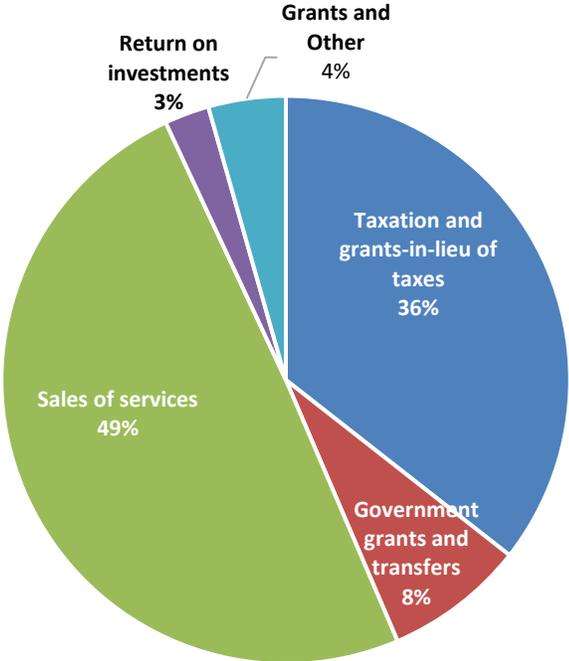
**Consolidated Segment Disclosures**

	General Government	Protective Services	Public Works Transportation	Garbage & Recycling	Parks and Recreation	Sewer Services	Water Services	Reserve	2018 Consolidated	2018 Budget
<b>REVENUE</b>										
Taxation & grants in lieu of taxes	\$ 2,126,980	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,126,980	\$ 2,126,663
Government grants and transfers	477,193	-	-	-	-	-	-	-	477,193	436,900
Utility charges and parcel taxes	-	-	-	380,404	-	655,865	857,218	-	1,893,487	1,816,880
Services and fees	182,336	272,682	3,060	-	588,518	-	-	-	1,046,596	986,181
Interest and penalties	155,424	-	-	-	-	4,538	5,410	38,621	203,993	105,100
Grants	10,880	-	1,519	-	84,337	-	3,592,479	-	3,689,215	7,204,916
Other	-	49,272	-	-	-	-	-	-	49,272	7,130
	2,952,813	321,954	4,579	380,404	672,855	660,403	4,455,107	38,621	9,486,736	12,683,770
<b>EXPENSES</b>										
Administration	(241,700)	13,000	(168,400)	42,200	41,900	140,900	172,100	-	-	-
Audit and legal	42,774	-	-	-	-	-	-	-	42,774	41,000
Advertising, promotion and rebates	4,726	-	971	-	1,137	100	100	-	7,034	15,200
Conferences, travel and memberships	42,151	27,860	639	-	-	322	169	-	71,141	83,200
Contracted services	67,066	82,972	55,507	104,303	123,527	36,836	53,453	-	523,664	520,200
Discounts	-	-	-	24,540	-	35,451	42,938	-	102,929	102,300
Fuel	-	8,478	44,925	-	-	-	-	-	53,403	11,700
Insurance	91,284	10,602	25,660	-	213	-	-	-	127,759	86,600
Interest	3,190	16,925	-	-	-	-	-	-	20,115	17,300
Materials	28,038	117,082	67,100	7,199	139,102	29,213	35,491	-	423,225	407,510
Telephone	10,536	5,166	5,884	-	10,405	-	764	-	32,755	34,200
Utilities	9,606	24,712	86,259	-	64,291	36,181	44,128	-	265,177	280,700
Wages, benefits and equipment charges	540,951	182,408	107,660	217,163	582,682	89,083	172,048	-	1,891,995	2,320,250
Amortization	598,622	489,205	226,205	395,405	963,257	368,086	521,191	-	3,561,971	3,920,160
	814	126,782	311,711	-	154,161	93,654	111,692	-	798,814	-
<b>TOTAL EXPENSES</b>	599,436	615,987	537,916	395,405	1,117,418	461,740	632,883	-	4,360,785	3,920,160
<b>SURPLUS</b>	\$ 2,353,377	\$ (294,033)	\$ (533,337)	\$ (15,001)	\$ (444,563)	\$ 198,663	\$ 3,822,224	\$ 38,621	\$ 5,125,951	\$ 8,763,610

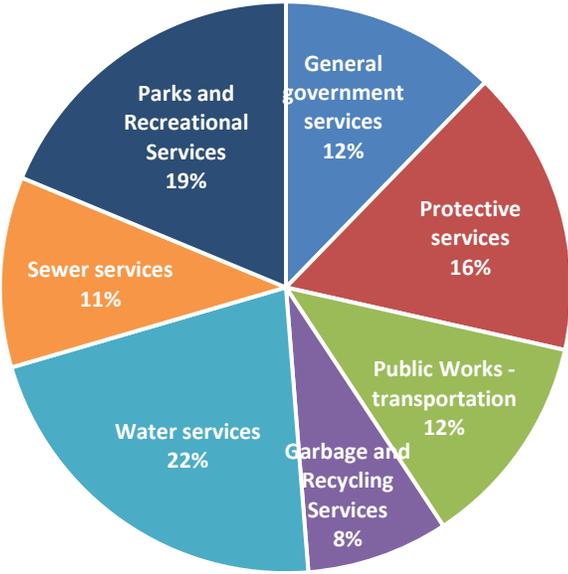
# Other Financial Information



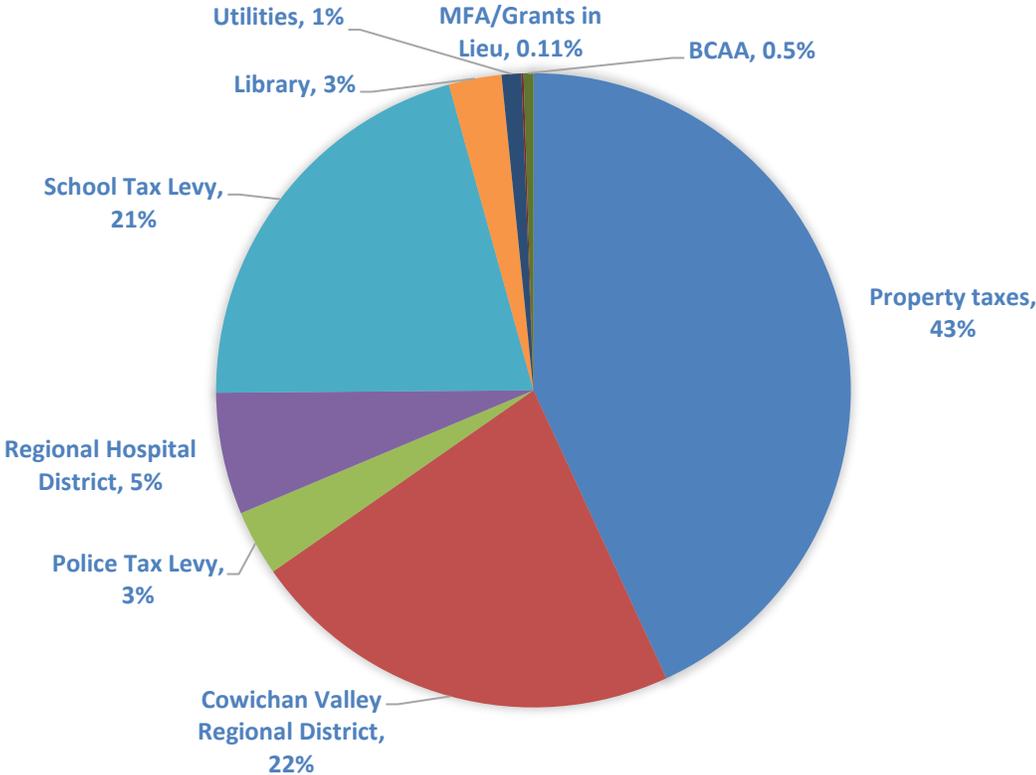
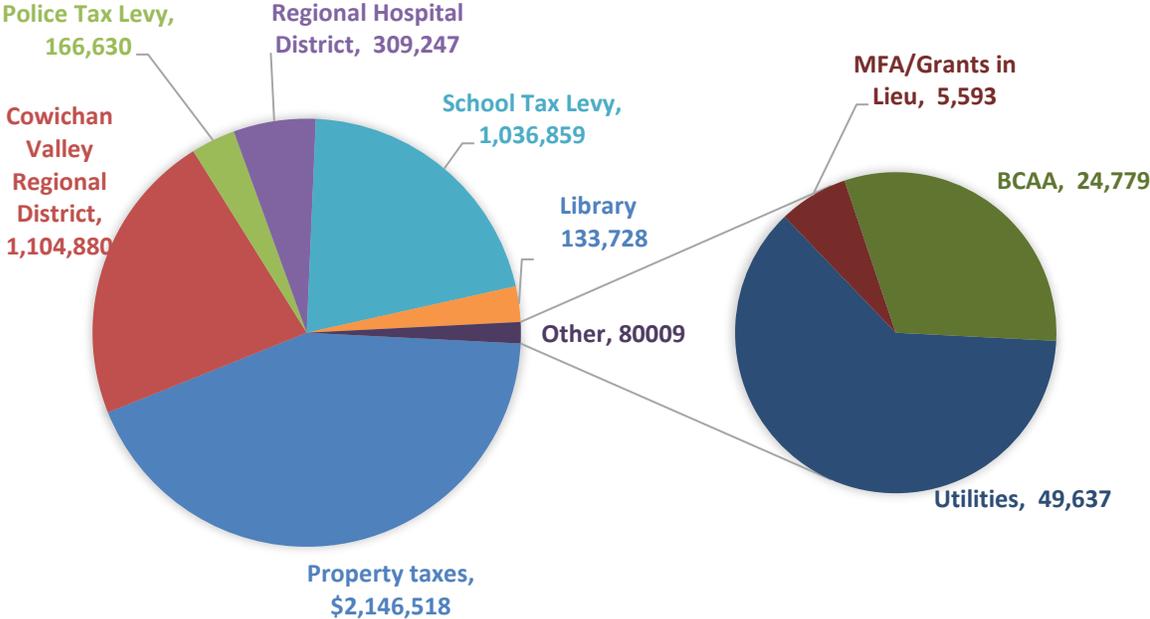
# Revenues by Percentage



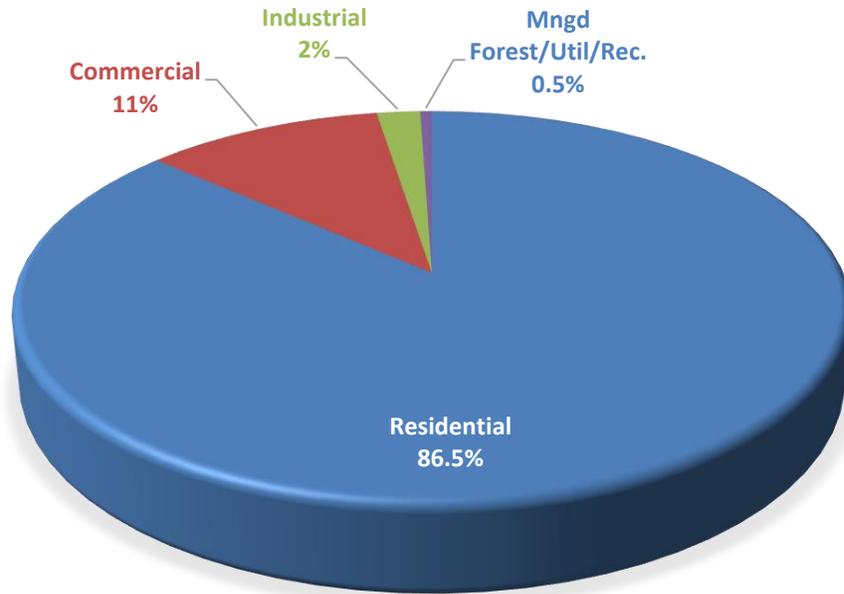
# Expenses by Percentage



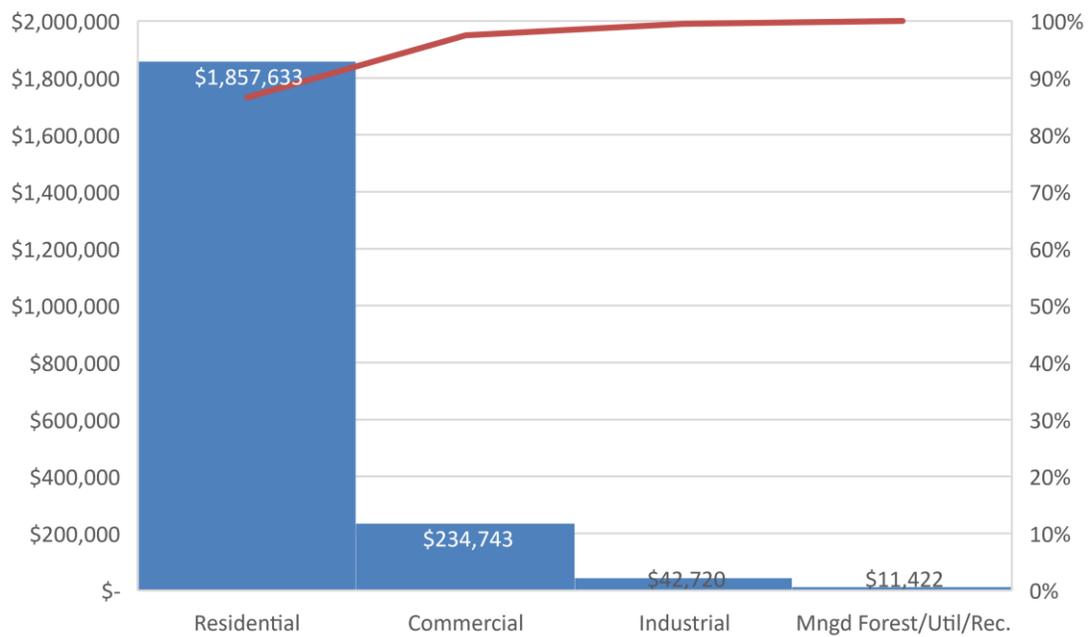
# Taxation Revenue



# Property Tax Revenue by Class



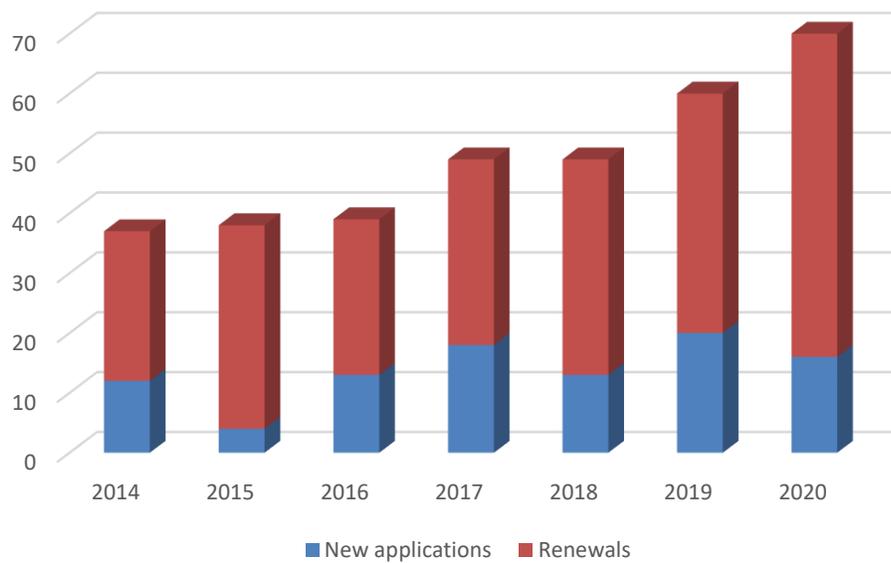
## Property Tax Revenue by Class



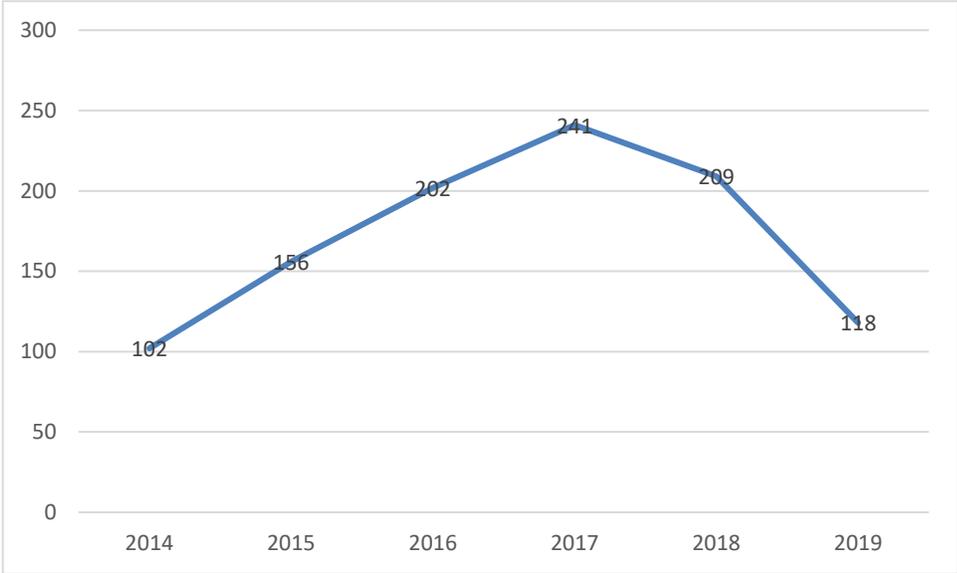
# Homeowner Grant Claims



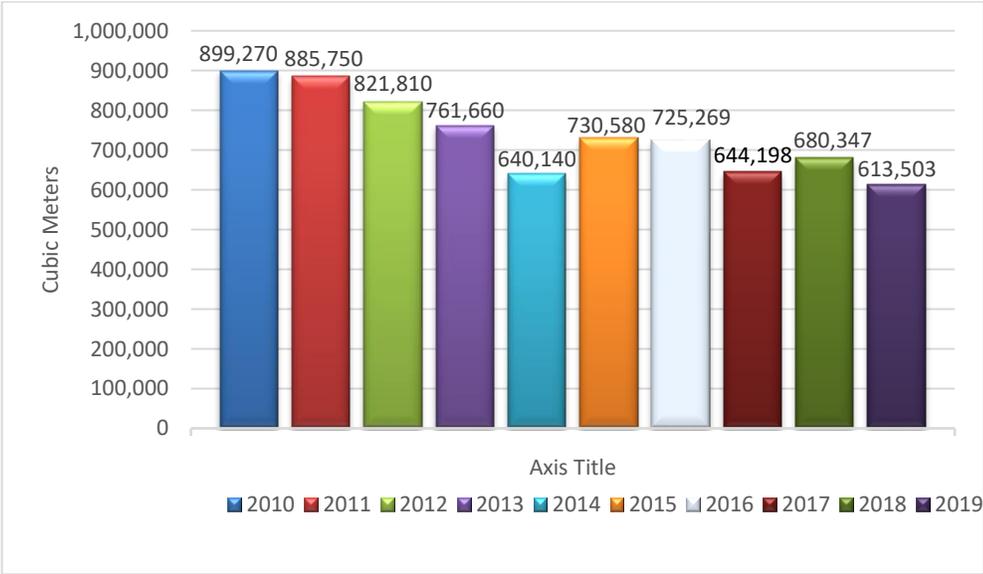
# Property Tax Deferments



# Land Title Changes



# Water Consumption Data



# Permissive Property Tax Exemptions

In accordance with Section 98(2)(b) of the Community Charter, the following is disclosure of properties exempted from municipal property tax for 2019:

Anglican Church	70 Cowichan Avenue	2,213
Bishop of Victoria	60 Fern Road	2,805
Catalyst Paper Corporation	North Shore Road (Boat Launch)	10,872
Congregation of Jehovah's Witnesses	149 Neva Road	1,552
Cowichan Lake District Senior Assoc.	55 Coronation Street	12,045
Cowichan Lake Lions Club	131 Oak Lane	1,534
Island Corridor Foundation	Trails	1,279
Kaatza Historical Society	125 South Shore Road	5,781
Lake Cowichan Khalsa Diwan Society	9 Boundary Road	3,828
Pentecostal Assemblies of Canada	10 King George Street	8,896
Proline Properties Ltd. Gillespie Park	33 South Shore Road	1,114
Royal Canadian Legion Lake Cowichan	5 North Shore Road	1,309

## 50% exempted

King George Seniors Affordable Housing	20 South Shore Road	2,461
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<b>Total Property Tax Exemptions</b>		<b>\$55,689</b>
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# Development Cost Charges and Other Reserves

Parks Dedication Reserve	54,986
DCC Roads	387,549
DCC Water	831,353
DCC Sewer	219,503
Land Acquisition Reserve	102,151
	<b>\$1,595,542</b>

## Payments for Goods and Services Exceeding \$25,000

Name	Amount
Aon Reed Stenhouse Inc.	58,246
Archie Johnstone Plumbing	102,825
BC Aquifer	49,323
BC Hydro & Power Authority	308,975
BJK Architecture Inc.	28,161
Cowichan Valley Regional District	1,488,606
Cummins Canada ULC	30,727
Drager Safety Canada Ltd	41,468
Fort Garry Fire Trucks Ltd.	764,412
Guillevin International	59,488
Herold Engineering Limited	30,134
I.C.B.C	44,145
Island Tractor & Supply (1999) Ltd	26,919
Jaykar Holdings Ltd.	54,807
KTI Limited	29,232
MNP	27,232
Municipal Pension Plan	187,653
North Island Pumps	87,136
Parmar, Sanjeet	45,388
Receiver General for Canada Payroll	419,527
Royal Bank Visa	44,837
Shur Power Electric	33,848
Stantec Consulting Ltd.	37,956
TGK Irrigation Ltd.	308,484
Triosh Cont. Ltd	25,720
Tritech Group Ltd.	1,341,512
Vancouver Island Regional Library	133,728
Vatcher, Steve	74,007
Velodyne	136,702
Victoria Ford Alliance Ltd.	39,110
Vimar Equipment	346,910
W.E. Consultants & Benefit Services Ltd.	33,395
Waste Connections of Canada Inc.	40,535
Workers Compensation Board	40,423
Payments Made (Vendors Over \$25000)	6,521,569
Payments to Vendors (\$25,000 and under)	1,301,522
Total Payments	7,823,091

### NOTE

This schedule has been prepared on a cash basis and includes payments to vendors made in 2019.

The financial statements have been prepared on an accrual basis. As a result of timing differences and due to the inclusion of payments for capital improvements and payments to other taxing jurisdictions, this schedule will not agree to the financial statements.

