

2019

ANNUAL REPORT

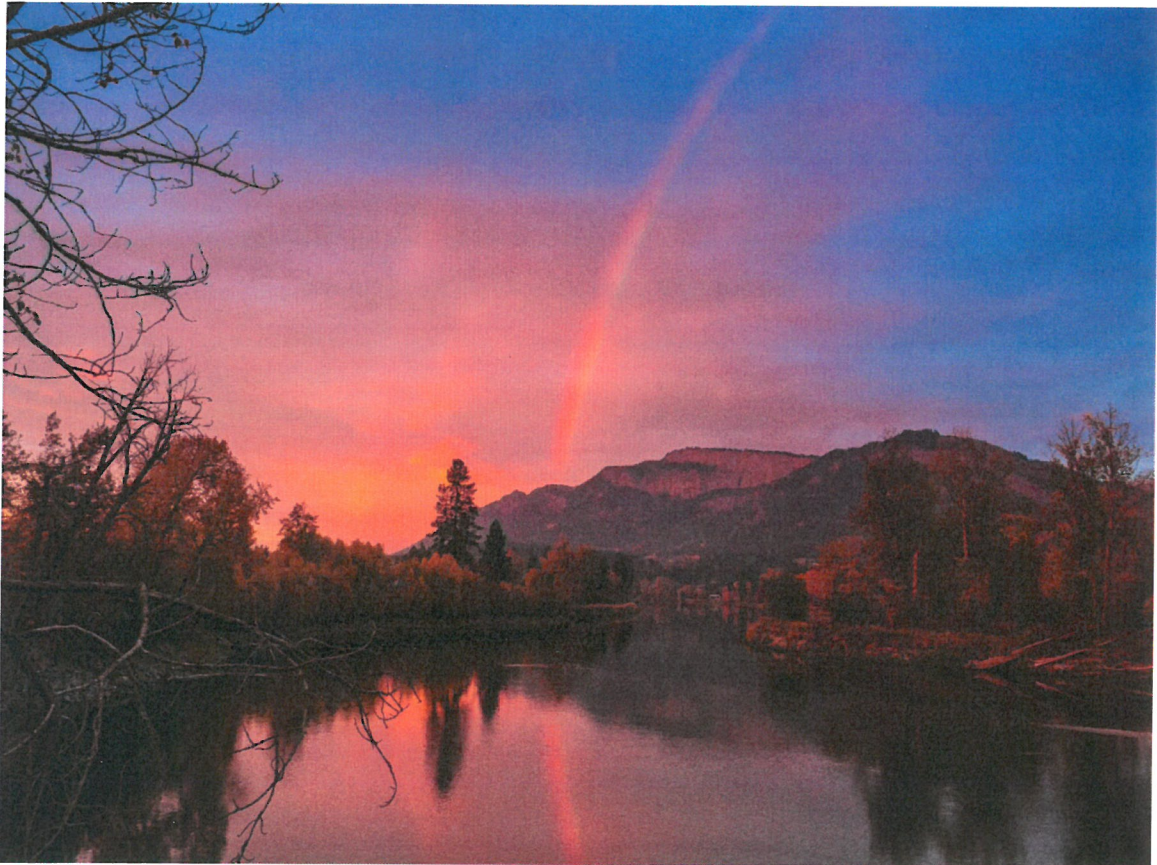


photo by Takeshi Bansho

ANNUAL REPORT FOR THE CITY OF ENDERBY
FOR THE YEAR 2019

1. Audited Financial Statements

The 2019 Audited Financial Statements were presented and approved by Council on April 20, 2020, which are attached at the end of this report.

2. Statement of Permissive Property Tax Exemptions

The following properties in the City of Enderby were provided permissive tax exemptions by Council in 2019:

Name	Civic Address	Amount
Pioneer Place Society	1104 Belvedere Street	\$ 11,484
Enderby & District Senior Citizen's Complex	606 Stanley Avenue	\$ 2,084
Enderby & District Senior Citizen's Complex	1011 George Street	\$ 3,630
Enderby Seniors Housing Society (Phase 2)	708 Granville Avenue	\$ 17,477
Enderby Fraternal Hall Society	507 Mill Avenue	\$ 1,206
Royal Canadian Legion Branch # 98	909 Belvedere Street	\$ 1,410
St. Andrew's United Church	606 Regent Avenue	\$ 1,004
St. Andrew's United Church	1110 Belvedere Street	\$ 688
Enderby Evangelical Chapel	706 Mill Avenue	\$ 855
Synod Diocese Kootenay (St. George Anglican Church)	602 Knight Avenue	\$ 1,066
Synod Diocese Kootenay (St. George Anglican Church)	608 Knight Avenue	\$ 520
Enderby Congregation of Jehovah's Witnesses	115 George Street	\$ 3,097
Roman Catholic Bishop of Kamloops	1406 George Street	\$ 1,075
Imperial Oil Ltd. (City Hall parking lot)	907 George Street	\$ 2,252
City of Enderby (Enderby Drill Hall Committee)	208 George Street	\$ 5,112
City of Enderby (Enderby Drill Hall Committee)	206 George Street	\$ 897
City of Enderby (Enderby Drill Hall Committee)	204 George Street	\$ 1,455
City of Enderby (Enderby & District Museum Society)	903 George Street	\$ 4,942
City of Enderby (Enderby & District Chamber of Commerce)	700 Railway Street	\$ 1,561
Seventh-Day Adventist Church	703 Old Vernon Street	\$ 2,696
Total Tax Exemptions for 2019		\$ 64,511

3. Report Respecting Municipal Services, Operations, and Progress Measures

This section reports on municipal services, operations, and progress in achieving 2019 objectives.

Conservation and Green Energy

- Continued to reduce emissions by operating a biomass heating system at the City's public works yard, which services the public works shop, sewer treatment plant, and dog pound.

Infrastructure and Asset Management

- Completed upgrades to the road and drainage system on Reservoir Road and Revel Crescent.
- Separated the storm and sanitary sewer collection system on Revel Crescent. Sewer separation on Red Rock Crescent will proceed subject to obtaining grant funding.
- Deferred the repaving of rear splashpad of Fire Hall truck bay to 2020 due to contractor scheduling.
- Completed the installation of the aeration blower to enhance wastewater treatment.
- Completed the decommissioning of the Princess Street lift station.
- Continued to invest 1% new taxation in asset management.
- Installed a new built-in back-up power system for the Brickyard sewer lift station to enhance emergency response and operational efficiency.
- Began preliminary design for water treatment plant expansion.

Recreation, Public Spaces and Programs

- Organized the 7th Annual Our Enderby Clean-Up Challenge.
- Supported Enderby & District Recreation Services in their 2019 ParticipACTION Community Better Challenge victory that resulted in a \$150,000 prize to fund local physical activity initiatives.
- Continued to fund and implement new facility amenities and parks programs to promote fitness and health.
- Reviewed ball diamond usage and need for a fifth ball diamond at Riverside Park.
- Extended the backstop on Riverside Park Diamond #1 to reduce instances of foul balls landing near the playground.
- Initiated the first phase of the Cemetery Land Use Plan, which included improving the existing cremation area and installing a columbarium in the upper cremation garden.
- Commenced the development of a preliminary design for a new pool at Barnes Park.
- Repainted Arena.
- Replaced flooring at the Arena.

Social Health, Food Security, Housing, and Public Safety

- Commenced a child care planning process to develop a child care space inventory, a child care needs assessment and an action plan for improving access to child care in the community.
- Developed a FireSmart Action Plan in order to address wildfire risk within the City and direct education and implementation of FireSmart principles.
- Initiated an Evacuation Route Planning process for the community.
- Commenced an Emergency Support Services Resiliency Planning Process.
- Continued to provide space and support to the Harvest Hut.
- Continued to host interagency meetings of social support providers.
- Continued to support construction of Phase 2 of the Memorial Terrace seniors' housing development.
- Provided funding support to the Young Agrarians for Okanagan Land Matching Program Pilot.

4. Declaration and Identification of Disqualified Council Members

None.

5. Annual Development Cost Charges Report

	Balance Dec 31/18	Received in 2019	Interest Earned in 2019	Expended in 2019	Balance Dec 31/2019
Sewer	113,044	3,861	2,971		119,876
Water	352,703	3,610	9,197		365,510
Storm Sewer	0	0	0		0
Roads/Curbs	146,581	0	3,809		150,390
Total	612,328	7,471	15,977	0	635,776

6. Off-Street Parking Reserve Fund for 2019

There are currently no funds in this reserve.

7. Objectives and Progress Measures for 2020

This section describes objectives and progress measures for 2020.

Strategic Planning

- Facilitate a workshop and complete a strategic plan for Council.

Conservation and Green Energy

- Continue to reduce emissions by operating a biomass heating system at the City's public works yard, which services the public works shop, sewer treatment plant, and dog pound.

Infrastructure and Asset Management

- Rehabilitate 3rd Avenue and Hubert Avenue, including utilities.
- Complete replacement of the watermain crossing the Shuswap River.
- Replace the failed culvert at the intersection of Northern Avenue and West Enderby Road.
- Repave rear splashpad of Fire Hall truck bay.
- Undertake a Flood Mapping and Risk Assessment planning process, subject to grant funding.
- Undertake an Asset Register refinement process, subject to grant funding.
- Renew the electrical and pumps for the McGowan and Riverdale sewer lift stations.
- Conduct condition assessments on all sewer lift stations to enhance asset management data and determine lifecycle replacement dates.
- Continue to invest 1% new taxation in asset management.
- Continue preliminary design for water treatment plant expansion.
- Support the coordination of the Highway 97A and Rail-Trail planning processes.

Recreation, Public Spaces and Programs

- Complete safe operations plans for City facilities that are being reopened to the public as part of the pandemic recovery.
- Continue to fund and implement new facility amenities and parks programs to promote fitness and health.
- Complete the detailed design for Diamond #5.
- Retreat the wood structure of the Lions Gazebo.
- Complete the improvements to the existing cremation area and install a columbarium in the upper cremation garden.
- Complete the preliminary design for a new pool at Barnes Park.
- Retain a part-time events coordinator.
- Encourage interactive murals on appropriate public infrastructure.

Social Health, Food Security, Housing, and Public Safety

- Perform emergency management duties with respect to the pandemic, flooding, and other hazards.
- Complete a child care planning process to develop a child care space inventory, a child care needs assessment and an action plan for improving access to child care in the community.
- Implement the City of Enderby FireSmart Action Plan.
- Complete an Evacuation Route Plan for the community.
- Complete an Emergency Social Services Resiliency Planning Process.
- Purchase critical Emergency Operations Centre equipment to enhance emergency operations through grant funding from the Community Emergency Preparedness Fund.
- Continue to provide space and support to the Harvest Hut.
- Continue to host interagency meetings of social support providers.
- Complete a regular update to the City's Zoning Bylaw framework.
- Complete a Housing Needs Assessment in conjunction the Regional District of North Okanagan.
- Develop a Housing Strategy based on the Housing Needs Assessment.

**THE CORPORATION OF THE CITY
OF ENDERBY**

FINANCIAL STATEMENTS

For the year ended December 31, 2019

THE CORPORATION OF THE CITY OF ENDERBY
December 31, 2019

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Management's Responsibility for Financial Reporting

These financial statements and accompanying schedules of the City of Enderby are the responsibility of management and have been prepared in accordance with generally accepted accounting principles for local governments as established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

Management is responsible for implementing and maintaining a system of internal controls that are designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are regularly monitored and evaluated by management.

These financial statements have been audited by BDO Canada LLP, independent external auditors appointed by the City of Enderby. The following Independent Auditor's Report describes their responsibilities, scope of examination and opinion on the City's financial statements. The auditors have full and free access to the accounting records and Council.



Chief Financial Officer
April 20, 2020



Tel: 250 545 2136
Fax: 250 545 3364
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BDO Canada LLP
2706 - 30th Avenue, Suite 202
Vernon BC V1T 2B6 Canada

Independent Auditor's Report

To the Mayor and Council of the City of Enderby

Opinion

We have audited the financial statements of the City of Enderby (the City), which comprise the statement of financial position as at December 31, 2019, and the statements of operations, change 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 City as at December 31, 2019, and the statements of operations, change in net financial assets, and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

Management is responsible for the preparation and fair presentation of these 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 City'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 City or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City'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 City'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 City'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 City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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

BDO Canada LLP

Chartered Professional Accountants

Vernon, British Columbia
April 20, 2020

THE CORPORATION OF THE CITY OF ENDERBY

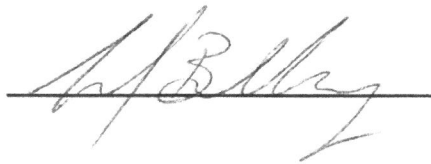
Statement of Financial Position

As at December 31, 2019

	2019	2018
Financial assets		
Cash	\$ 1,142,828	\$ 314,131
Portfolio investments (Note 3)	5,151,961	5,442,327
Accounts receivable (Note 4)	939,721	981,926
Deposit - Municipal Finance Authority (Note 5)	42,098	47,648
	<u>7,276,608</u>	<u>6,786,032</u>
Liabilities		
Accounts payable and accrued liabilities (Note 6)	508,127	372,586
Deferred revenue (Note 7)	1,186,446	1,021,126
Reserve - Municipal Finance Authority (Note 5)	42,098	47,648
Long-term debt (Note 8)	2,903,145	3,056,149
	<u>4,639,816</u>	<u>4,497,509</u>
Net financial assets	<u>2,636,792</u>	<u>2,288,523</u>
Non-financial assets		
Prepaid expenses	49,161	55,523
Tangible capital assets (Note 9)	29,940,829	29,511,541
Accumulated surplus (Note 10)	<u>\$ 32,626,782</u>	<u>\$ 31,855,587</u>

Contingent Liabilities (Note 12)

Chief Financial Officer



THE CORPORATION OF THE CITY OF ENDERBY
Statement of Operations

For the year ended December 31, 2019

	2019 Budget	2019 Actual	2018 Actual
	(Note 18)		
Revenue			
Taxation - net (Note 13)	\$ 2,141,720	\$ 2,115,848	\$ 1,979,791
Grants and subsidies (Note 14)	1,831,072	1,748,810	1,589,384
Sale of services (Note 15)	1,502,648	1,599,223	1,549,103
Other revenue from own sources	48,729	54,095	75,833
Interest and penalties	125,030	180,959	152,709
	5,649,199	5,698,935	5,346,820
Expenses (Note 16)			
General government services	753,566	837,841	921,322
Protective services	323,250	296,930	305,408
Transportation services	544,631	1,028,008	1,144,646
Environmental health services	105,690	104,560	101,181
Community development services	22,800	18,884	18,979
Recreational and cultural services	87,090	76,481	73,710
Enderby / Area F services	963,463	966,774	937,807
Water supply	593,447	793,721	841,479
Sewer services	564,297	691,834	660,971
	3,958,234	4,815,033	5,005,503
Excess revenue over expenses	1,690,965	883,902	341,317
Loss on disposal of tangible capital assets		(112,707)	(64,262)
Annual surplus	\$ 1,690,965	\$ 771,195	\$ 277,055
Accumulated surplus, beginning of year	31,855,587	31,855,587	31,578,532
Accumulated surplus, end of year	\$ 33,546,552	\$ 32,626,782	\$ 31,855,587

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

THE CORPORATION OF THE CITY OF ENDERBY

Statement of Change in Net Financial Assets

For the year ended December 31, 2019

	2019	2018
Annual surplus	\$ 771,195	\$ 277,055
Amortization of tangible capital assets	1,297,795	1,321,388
Change in prepaid expenses	6,363	(21,839)
Loss on disposal of tangible capital assets	119,797	141,761
Acquisition of tangible capital assets	(1,846,881)	(2,370,376)
Increase (decrease) in net financial assets	348,269	(652,011)
Net financial assets, beginning of year	2,288,523	2,940,534
Net financial assets, end of year	\$ 2,636,792	\$ 2,288,523

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

THE CORPORATION OF THE CITY OF ENDERBY

Statement of Cash Flows

For the year ended December 31, 2019

	2019	2018
Cash flows from operating activities		
Cash received from:		
Taxation	\$ 2,107,666	\$ 2,035,821
Grants and subsidies	1,886,338	1,639,670
Sale of services and other revenues	1,731,496	1,531,652
Interest received	180,959	152,709
Cash paid for:		
Cash payments to suppliers and employees	(3,258,064)	(4,132,837)
Interest paid	(117,271)	(115,385)
	<u>2,531,124</u>	<u>1,111,630</u>
Financing activities		
Debt repayment	<u>(153,003)</u>	<u>(147,259)</u>
Capital activities		
Purchase of tangible capital assets	(1,846,881)	(2,370,375)
Proceeds on disposition of tangible capital assets	<u>7,091</u>	<u>77,500</u>
	<u>(1,839,790)</u>	<u>(2,292,875)</u>
Investing activities		
Increase in portfolio investments	<u>290,366</u>	<u>1,086,823</u>
Increase (decrease) in cash	828,697	(241,681)
Cash, beginning of year	<u>314,131</u>	<u>555,812</u>
Cash, end of year	<u>\$ 1,142,828</u>	<u>\$ 314,131</u>

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

THE CORPORATION OF THE CITY OF ENDERBY

Summary of Significant Accounting Policies

For the year ended December 31, 2019

1. Status of the City of Enderby

The City of Enderby ("the City") is a municipality that was created on March 1, 1905 under the laws of British Columbia. The City provides municipal services such as public works, sewer, water, urban planning, fire protection services, and recreational and cultural services and other general government operations.

2. Significant Accounting policies

a. Basis of accounting

These financial statements have been prepared by management in accordance with Canadian generally accepted accounting principles for governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. The financial statements include the accounts of all funds of the City. All interfund transfers have been eliminated. The significant policies are summarized as follows:

b. School taxes

The City is required by *The School Act* to bill, collect and remit provincial education support levies in respect of residential and other properties on behalf of the Province, and school division special levies on behalf of school divisions. The City has no jurisdiction or control over the school division's operations or their mill rate increases. Therefore, the taxation, other revenues, expenses, assets and liabilities with respect to the operations of school boards are not reflected in these financial statements.

c. Portfolio investments

Portfolio investments consist of term deposits in Canadian Chartered Banks and deposits with the Municipal Finance Authority pooled investment money market fund and are recorded at cost plus earnings reinvested in the funds, which approximates their quoted market value. These investments are redeemable on demand and have an effective average interest rate of 2.4% (2018 - 1.9%).

d. Deferred revenue

Grants, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or tangible capital assets acquired or constructed.

e. Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses provides the Change in Net Financial Assets for the year.

i. Tangible capital assets

Capital assets consist of land, buildings, engineering structures, water and sewer infrastructure, roads, and machinery and equipment. Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to the cost, 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 life as follows:

Buildings	20 to 50 years
Engineering structures	15 to 65 years
Machinery and equipment	6 to 30 years

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

THE CORPORATION OF THE CITY OF ENDERBY

Summary of Significant Accounting Policies

For the year ended December 31, 2019

Hydrants	40 years
Planters	15 to 25 years
Roads	15 to 75 years
Storm system	25 to 80 years
Water mains	50 to 80 years
Water system	25 to 50 years
Sanitary sewer system	5 to 30 years
Sewer mains and lift stations	30 to 80 years

Assets under construction are not amortized until the asset is available for productive use.

ii. Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

iii. Leases

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. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

f. Revenue recognition

Taxation is recognized as revenue in the year it is levied. Sale of services and user fees are recognized when the service or product is provided by the City. Interest and penalties and all other revenue is recognized as it is earned and when it is measurable.

Government grants and transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made. Transfers received for expenditures not yet incurred are included in deferred revenue.

g. Debt charges

Debt charges, including principal, interest and foreign exchange are charged to current operations. Interest charges are accrued for the period from the date of the latest interest payment to the end of the year.

h. Capitalization of Interest

The City capitalizes interest on temporary borrowing until the completion of the project which is to be financed by debenture debt.

i. Reserves

Reserves for future expenditures are included in accumulated surplus and represent amounts set aside for future operating and capital expenditures.

j. Retirement Benefits

The City participates in a multiemployer defined benefit pension plan, however, sufficient information is not available to use defined benefit accounting. Therefore, the City accounts for the plan as if it were a defined contribution plan. As such, no pension liability is included in the City's financial statements and contributions are recognized as an expense in the year to which they relate. All full-time employees are eligible to participate in the plan. Contributions are defined amounts based upon a set percentage of salary.

k. Liability for Contaminated Sites

A contaminated site is a site at which substances occur in concentrations that exceed maximum acceptable amounts under

THE CORPORATION OF THE CITY OF ENDERBY

Summary of Significant Accounting Policies

For the year ended December 31, 2019

an environmental standard. Sites that are currently in productive use are only considered a contaminated site if an unexpected event results in contamination. A liability for remediation of contaminated sites is recognized when the City is directly responsible or accepts responsibility, it is expected that future economic benefits will be given up and a reasonable estimate of the amount can be made. The liability includes all costs directly attributable to remediation activities including post remediation operations, maintenance and monitoring. The liability is recorded net of any expected recoveries.

l. Government Transfers

When the City is the recipient, government transfers are recognized as revenue in the financial statements 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. 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.

m. Budget Figures

The budget figures are from the Financial Plan Bylaw No. 1674, 2019 adopted May 6, 2019. They have been reallocated to conform to PSAB financial statement presentation. Subsequent amendments, if any, have been made by Council to reflect changes in the budget as required by law.

n. Use of estimates

The financial statements of the City have been prepared by management in accordance with Canadian generally accepted accounting principles as prescribed by the Public Sector Accounting Board. As such, management is required to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. These estimates and assumptions are based on the City's best information and judgment and may differ significantly from actual results. The financial statements have, in the opinion of management been prepared using careful judgment within the reasonable limits of materiality and within the framework of the accounting policies identified.

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2019

3. Portfolio Investments

	2019	2018
Municipal Finance Authority - Money market fund	\$ 641,161	\$ 626,736
Credit Union - Term deposits	3,010,800	4,815,591
Canaccord Genuity - Term deposits	1,500,000	
	<u>\$ 5,151,961</u>	<u>\$ 5,442,327</u>

The term deposits mature between August 4, 2020 and March 22, 2022 with interest rates varying from 2.5% to 2.75%.

4. Accounts receivable

	2019	2018
Federal Government	\$ 66,304	\$ 62,432
Trade receivables	716,827	756,196
Taxes receivable - current	117,122	109,063
arrears	39,468	54,235
	<u>\$ 939,721</u>	<u>\$ 981,926</u>

5. Reserve - Municipal Finance Authority

The City issues its debt instruments through the Municipal Finance Authority. As a condition of these borrowings, a portion of the debenture proceeds are withheld by the Municipal Finance Authority as a debt reserve fund. The City also executes demand notes in connection with each debenture whereby the City may be required to loan certain amounts to the Municipal Finance Authority. These demand notes are contingent in nature and are not reflected in the accounts. The details of the cash deposits and demand notes at the year end are as follows:

	Demand note	Cash deposits	2019	2018
General fund	\$ 57,010	\$ 34,517	\$ 91,527	\$ 90,741
Sewer fund	13,825	7,581	21,406	38,824
	<u>\$ 70,835</u>	<u>\$ 42,098</u>	<u>\$ 112,933</u>	<u>\$ 129,565</u>

6. Accounts payable and accrued liabilities

	2019	2018
Trade payables	\$ 336,074	\$ 241,856
Wages payable	172,053	130,730
	<u>\$ 508,127</u>	<u>\$ 372,586</u>

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2019

7. Deferred revenue

Deferred revenue consists primarily of Development Cost Charges (DCCs), refundable deposits for building permits, conditional grants and prepaid revenues. DCCs are restricted by bylaw in their use for road, drainage, sewer and water expenses and the revenue is deferred until expenses are incurred. Refundable deposits include security deposits and building inspection surcharges that are refundable to the applicant if all conditions of the building permit are completed within 24 months of issuance. Conditional grants are recognized as revenue when all criteria have been met. Prepaid revenues are recognized in the year that the associated fee is levied.

	December 31, 2018	Inflow (Outflow)	Interest	December 31, 2019
Development cost charges	\$ 612,328	\$ 7,471	\$ 15,977	\$ 635,776
Refundable deposits	127,573	8,888	2,935	139,396
Conditional grants	87,485	150,118		237,603
Prepaid revenues	193,740	(22,387)	2,318	173,671
	<u>\$ 1,021,126</u>	<u>\$ 144,090</u>	<u>\$ 21,230</u>	<u>\$ 1,186,446</u>

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2019

8. Long-term debt

Bylaw number	Purpose	Term remaining	% rate	2019	2018
General fund					
1590	Road upgrades	18	2.100	\$ 413,281	\$ 431,719
1544	Road upgrades	17	2.200	382,930	400,572
1525	Road upgrades	16	3.300	255,250	267,508
1494	Storm system upgrade	25	3.150	749,473	767,912
1502	Road upgrades	15	3.150	528,532	556,315
1503	Road upgrades	15	3.150	159,337	167,713
				2,488,803	2,591,739
Sewer fund					
1259	Sewage treatment plant	1	2.100	-	23,553
1474	System upgrade	13	3.250	276,228	293,905
1475	System upgrade	13	3.250	138,114	146,952
				414,342	464,410
Total long-term debt - all funds				\$ 2,903,145	\$ 3,056,149

The municipality is committed to principal requirements, including sinking fund additions, over the next 5 years as follows:

	General fund	Sewer fund
2020	\$ 106,780	\$ 27,575
2021	110,770	28,678
2022	114,911	29,826
2023	119,208	31,019
2024	123,668	32,259
2025 and subsequent periods	1,913,466	264,985
	\$ 2,488,803	\$ 414,342

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2019

9. Tangible capital assets

	Cost	Accumulated amortization	2019	2018
General fund				
Land	\$ 1,659,517	\$ -	\$ 1,659,517	\$ 1,659,517
Building sites and parks	2,677,013	(1,635,731)	1,041,282	1,090,262
Engineering structures	916,869	(294,060)	622,809	644,983
Furniture & equipment	211,197	(103,044)	108,153	139,767
Hydrants	186,643	(149,929)	36,714	39,409
Mobile equipment	2,373,925	(1,443,160)	930,765	965,909
Planters	118,329	(92,913)	25,416	29,946
Roads	16,773,242	(6,889,457)	9,883,785	9,467,814
Storm system	8,959,532	(4,165,581)	4,793,951	4,459,515
Assets under construction	24,731	-	24,731	
	33,900,998	(14,773,875)	19,127,123	18,497,122
Water fund				
Buildings	966,257	(650,763)	315,494	337,758
Water mains	10,070,144	(6,286,390)	3,783,754	3,880,690
Water system	3,986,848	(2,761,604)	1,225,244	1,288,489
Assets under construction	428,192	-	428,192	292,182
	15,451,441	(9,698,757)	5,752,684	5,799,119
Sewer fund				
Buildings	133,966	(53,586)	80,380	83,729
Sanitary sewer system	4,900,991	(2,575,300)	2,325,691	2,360,880
Sewer mains and lift stations	5,327,970	(2,681,404)	2,646,566	2,735,300
Assets under construction	8,385	-	8,385	35,391
	10,371,312	(5,310,290)	5,061,022	5,215,300
	\$ 59,723,751	\$ (29,782,922)	\$ 29,940,829	\$ 29,511,541

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2019

10. Accumulated Surplus

The accumulated surplus consists of individual fund balances and reserves as follows:

Surplus	2019	2018
Invested in tangible capital assets	\$ 27,037,682	\$ 26,455,391
General surplus	1,802,606	1,831,827
Enderby / Area F Joint Services surplus	379,628	334,916
Sewer surplus	999,190	953,125
Water surplus	452,160	619,181
	<hr/>	<hr/>
	30,671,266	30,194,440
Reserve Funds		
Animal Control	26,325	25,659
Asset Management	6,466	6,303
Cemetery	53,324	48,123
Computer equipment	37,065	32,228
Community Works Fund (Gas Tax)	194,410	53,401
Equipment	353,637	282,788
Fire department	352,859	300,060
Fortune Parks	248,216	187,273
Parks	9,394	9,156
Roads	3,022	2,946
Sewer system	211,661	468,825
Water system	459,137	244,385
	<hr/>	<hr/>
	1,955,516	1,661,147
	<hr/>	<hr/>
	\$ 32,626,782	\$ 31,855,587

11. Commitments and subsequent events

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

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2019

12. Contingent liabilities

- (a) Regional District of North Okanagan: The City is a member of the Regional District of North Okanagan and is liable for its portion of any operating deficits or long-term debt related to functions in which it participates.
- (b) Municipal Insurance Association of BC: Commencing December 31, 1987, the City of Enderby entered into a self insurance scheme with British Columbia municipalities and regional districts. The City is obliged under the scheme to pay a percentage of its fellow insured's losses. The City pays an annual premium, which is anticipated to be adequate to cover any losses incurred.
- (c) Pension Liabilities: 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 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 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 Corporation for the City of Enderby paid \$84,196 (2018 - \$77,621) for employer contributions 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 individual employers participating in the plan.

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2019

13. Taxation

Taxation revenue comprises the following amounts raised less transfers:

	Budget	2019	2018
Taxation			
General municipal purposes	\$ 1,557,228	\$ 1,531,209	\$ 1,413,728
1% utility taxes	69,660	69,655	62,476
Water parcel	271,622	272,629	267,023
Sewer parcel	243,210	242,065	236,999
Collections for other governments			
School District	962,013	971,806	955,422
Policing	152,327	154,092	149,970
Regional District	391,202	395,936	391,960
Regional Hospital District	145,290	147,050	118,925
Municipal Finance Authority	102	103	96
B.C. Assessment Authority	21,262	21,503	21,278
Okanagan Regional Library	99,955	101,093	103,619
	3,913,871	3,907,141	3,721,496
Transfers			
School District	962,013	971,806	955,872
Policing	152,327	154,092	149,970
Regional District	391,202	395,738	391,959
Regional Hospital District	145,290	146,975	118,912
Municipal Finance Authority	102	103	95
B.C. Assessment Authority	21,262	21,497	21,278
Okanagan Regional Library	99,955	101,082	103,619
	1,772,151	1,791,293	1,741,705
	\$ 2,141,720	\$ 2,115,848	\$ 1,979,791

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2019

14. Government grants and transfers

	Budget	2019	2018
Federal			
Community works fund - Gas tax	\$ 176,185	\$ 364,567	\$ 184,678
Provincial			
Conditional	86,950	60,090	81,493
Fortune Parks - conditional	1,000	3,950	11,824
Sewer - conditional	-	-	4,045
Small communities protection	458,000	473,806	458,692
Street lighting	1,100	1,123	1,468
Water - conditional	304,791	15,647	23,773
	851,841	554,616	581,295
Other			
Animal control	5,257	16,784	19,556
Cemetery	25,631	40,685	40,091
Fortune Parks	772,158	772,158	763,764
	803,046	829,627	823,411
	\$ 1,831,072	\$ 1,748,810	\$ 1,589,384

15. Sales of Service

	Budget	2019	2018
Animal control	\$ 10,300	\$ 10,450	\$ 6,683
Building permits	21,000	34,523	72,039
Business licenses	13,985	15,984	15,195
Cemetery	15,000	10,748	13,053
Fire protection	125,810	158,615	101,090
Fortune Parks	193,100	208,906	197,855
Garbage collection and disposal	105,689	105,942	103,341
Sewer user fees	534,845	565,983	547,328
Water user fees	482,919	488,072	492,519
	\$ 1,502,648	\$ 1,599,223	\$ 1,549,103

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2019

16. Expenses by object

	Budget	2019	2018
Advertising and publications	\$ 12,600	\$ 6,279	\$ 9,704
Amortization		1,297,796	1,321,388
Contracted services	479,930	390,768	401,834
Council grants	146,753	139,875	113,074
Insurance	72,000	72,339	77,652
Interest and bank charges	115,180	117,271	115,385
Maintenance	1,274,857	1,069,020	1,178,995
Materials and supplies	356,323	231,444	327,893
Professional fees	36,600	19,716	21,392
Salaries and benefits	1,379,641	1,397,111	1,371,592
Training, travel and conferences	84,350	76,504	66,594
Transfers		(3,090)	
	<u>\$ 3,958,234</u>	<u>\$ 4,815,033</u>	<u>\$ 5,005,503</u>

17. Funds Held in Trust

The City operates and maintains the Cliffside Cemetery. As required under Provincial legislation, the City holds in trust a Cemetery Perpetual Care Fund for the future maintenance of the cemetery. The City has excluded the trust fund and associated cash from the Statement of Financial Position and related interest earnings and transactions from the Statement of Operations and Accumulated Surplus:

Cemetery Perpetual Care Fund:

	2019	2018
Balance, beginning of year	\$ 219,826	\$ 213,989
Care fund contributions	1,466	1,307
Interest earned	5,849	4,530
	<u>\$ 227,141</u>	<u>\$ 219,826</u>

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2019

18. Financial Plan

The Financial Plan anticipated use of surpluses accumulated in previous years to balance against current year expenses in excess of current year revenues. The following shows how these amounts were combined:

	<u>2019</u>	<u>2018</u>
Budget surplus per Statement of Operations	1,690,965	1,538,961
Less:		
Capital expenditures	(2,488,183)	(3,457,880)
Debt principal payments	(119,203)	(119,203)
Transfers to reserve funds	(1,194,107)	(1,232,348)
Add back:		
Transfers from accumulated surplus and reserve funds	2,110,528	3,270,470
	<hr/>	<hr/>
Budget surplus per Financial Plan Bylaw	\$ -	\$ -

19. Financial instruments

The City's financial instruments consist of cash, portfolio investments, accounts receivable, accounts payable, deferred revenue, deposits and long term debt. The fair values of these financial instruments approximate their carrying values. It is management's opinion that the City is not exposed to significant interest, currency or credit risks arising from these financial instruments.

20. Comparative figures

Certain comparative figures have been reclassified to conform to the financial presentation adopted for the current year.

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2019

21. Segmented information

The City of Enderby is a municipal government that provides a range of services to its citizens. For management reporting purposes the City's operations and activities are organized and reported by Fund. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations.

City services are provided by departments and their activities are reported in these funds. Certain departments have been separately disclosed in the segmented information, along with the services they provide, as follows:

General government services - Legislative, administration and finance

The function of the legislative department includes mayor and council is to set bylaws and policies for the governance of the City in accordance with the Community Charter. The function of the Administration Department is to coordinate the operation of the municipality in accordance with policies set by Council. The Administration Department is responsible for functions such as personnel, organizational changes, employee review and training, manpower planning, strategic planning, information systems, GIS and records management. The mandate of the Finance Department is to achieve excellence in customer service through the efficient and effective use of technology and personal service. Also, to provide operational efficiency, financial planning and accountability through the application of sound accounting practices and internal control. The Finance Department is responsible for functions such as financial records reporting and safekeeping; investment of municipal funds; advice and guidance to Council and Administration on financial matters; financial planning and budget development and analysis; property tax and utility user fee notification and collection; accounts payable and receivable; payroll, pension and benefits administration; records maintenance of tickets, fines and other municipal business.

Protective services

The mandate of the Fire Department is to provide fire suppression service; fire prevention programs; training and education related to prevention, detection or extinguishment of fires.

Transportation services

The Public Works Department is responsible for the delivery of municipal public works services related to the planning, development and maintenance of roadway systems, and street lighting.

Environmental health services

The mandate of environmental health services is to provide for the collection and disposal of solid waste.

Community development services

Community development provides services to manage urban development for business interests, environmental concerns, heritage matters, local neighbourhoods and downtown, through City planning, community development, parks and riverbank planning. It ensures an acceptable quality of building construction and maintenance of properties through enforcement of construction codes, building standards and bylaws for the protection of occupants. It facilitates economic development by providing services for the approval of all land development plans, the application and enforcement of zoning bylaws, and the processing of building permit applications.

Recreational and cultural services

The recreational and cultural services mandate is to provide for the maintenance of City green space.

Enderby / Area F Services

The City administers Fortune Parks, Animal Control & Cemetery services for the citizens of Enderby and Area F.

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2019

21. Segmented Information (cont'd)

Water supply and services

The Water Department provides for the delivery of safe drinking water to the citizens of Enderby.

Sewer services

The Sewer Department provides for the collection and treatment of wastewater.

Certain allocation methodologies are employed in the preparation of segmented financial information. The General Revenue Fund reports on municipal services that are funded primarily by taxation such as property and business tax revenues. Taxation and payments-in-lieu of taxes are apportioned to General Revenue Fund services based on the Fund's net surplus. Certain government grants, transfers from and to other funds, and other revenues have been apportioned based on a percentage of budgeted expenses.

The accounting policies used in these segments are consistent with those followed in preparation of the financial statements as disclosed in Note 2. For additional information see the Schedule of Segment Disclosure - Service (Schedule 1).

THE CORPORATION OF THE CITY OF ENDERBY
 Schedule of Segment Disclosure - Service

For the year ended December 31, 2019

Schedule I

General revenue fund									
	General government	Protective services	Transportation services	Environmental health services	Enderby / Arca F services	Other general services*	Water supply	Sewer services	2019
Revenues									
Taxation	\$ 1,601,154						\$ 272,629	\$ 242,065	\$ 2,115,848
Grants and subsidies	424,657		474,929		833,577		15,647		1,748,810
Sales of services	50,507	158,615		105,942	230,104		488,072	565,983	1,599,223
Other revenue from own sources	54,095								54,095
Interest and penalties	152,417				9,032			19,510	180,959
	<u>2,282,830</u>	<u>158,615</u>	<u>474,929</u>	<u>105,942</u>	<u>1,072,713</u>		<u>776,348</u>	<u>827,558</u>	<u>5,698,935</u>
Expenses									
Advertising and publications	2,258				4,021				6,279
Amortization	101,362	66,280	532,550		55,266		319,139	223,199	1,297,796
Contracted services	48,488	56,155		100,561	90,736	93,259	1,569		390,768
Council grants	30,787				109,088				139,875
Insurance	59,094				13,245				72,339
Interest and bank charges	91,719								117,271
Maintenance	46,850	67,358	331,881		202,660		195,056	225,215	1,069,020
Material and supplies	51,504	1,845	1,482	520	113,291		32,407	30,395	231,444
Professional fees	19,390				326				19,716
Salaries and benefits	488,563	78,916	223,533	3,479	322,572	2,106	152,918	125,024	1,397,111
Training, travel and conferences	44,974	26,376	46		1,484		1,684	1,940	76,504
Transfers	(147,148)		(61,484)		54,085		90,948	60,509	(3,090)
	<u>837,841</u>	<u>296,930</u>	<u>1,028,008</u>	<u>104,560</u>	<u>966,774</u>	<u>95,365</u>	<u>793,721</u>	<u>691,834</u>	<u>4,815,033</u>
Excess (deficiency) of revenue over expenses	1,444,989	(138,315)	(553,079)	1,382	105,939	(95,365)	(17,373)	135,724	883,902
Loss on disposal of tangible capital assets	(112,707)								(112,707)
Annual surplus (deficit)	<u>\$ 1,332,282</u>	<u>\$ (138,315)</u>	<u>\$ (553,079)</u>	<u>\$ 1,382</u>	<u>\$ 105,939</u>	<u>\$ (95,365)</u>	<u>\$ (17,373)</u>	<u>\$ 135,724</u>	<u>\$ 771,195</u>

*Includes Community development and recreational and cultural services.

THE CORPORATION OF THE CITY OF ENDERBY

Schedule of Segment Disclosure - Service

For the year ended December 30, 2018

Schedule I (cont'd)

	General revenue fund								2018
	General government	Protective Services	Transportation Services	Environmental health services	Enderby / Area F services	Other general services*	Water supply	Sewer services	
Revenues									
Taxation	\$ 1,475,769	\$	\$	\$	\$	\$	\$ 267,023	\$ 236,999	\$ 1,979,791
Grants and subsidies	266,171		460,160		835,235		23,773	4,045	1,589,384
Sales of services	87,234	101,090		103,341	217,591		492,519	547,328	1,549,103
Other revenue from own sources	75,833								75,833
Interest and penalties	129,489				5,750			17,470	152,709
	2,034,496	101,090	460,160	103,341	1,058,576		783,315	805,842	5,346,820
Expenses									
Advertising and publications	4,560				5,144				9,704
Amortization	100,883	64,120	560,448		54,325		319,612	222,000	1,321,388
Contracted services	61,962	31,321		97,806	83,344	90,481	33,469	3,451	401,834
Council grants	11,519				101,555				113,074
Insurance	54,989				22,663				77,652
Interest and bank charges	89,291							26,094	115,385
Maintenance	50,292	100,557	405,331		198,626		195,574	228,615	1,178,995
Material and supplies	143,799	4,387	4,610	613	110,822		53,782	9,880	327,893
Professional fees	21,392								21,392
Salaries and benefits	491,063	74,098	218,152	2,762	309,815	2,208	155,237	118,257	1,371,592
Training, travel and conferences	31,279	30,925	105		1,966		1,728	591	66,594
Transfers	(139,707)		(44,000)		49,547		82,077	52,083	-
	921,322	305,408	1,144,646	101,181	937,807	92,689	841,479	660,971	5,005,503
Excess (deficiency) of revenue over expenses	1,113,174	(204,318)	(684,486)	2,160	120,769	(92,689)	(58,164)	144,871	341,317
Gain on disposal of tangible capital assets	(64,262)								(64,262)
Annual surplus (deficit)	\$ 1,048,912	\$ (204,318)	\$ (684,486)	\$ 2,160	\$ 120,769	\$ (92,689)	\$ (58,164)	\$ 144,871	\$ 277,055

*Includes Community development and recreational and cultural services.

THE CORPORATION OF THE CITY OF ENDERBY

Enderby/Area F Services

For the year ended December 31, 2019

Schedule II

	Fortune Parks	Animal control	Cemetery	2019	2018
Revenue					
Grants and subsidies	\$ 776,108	\$ 16,784	\$ 40,685	\$ 833,577	\$ 835,235
Sale of services	208,906	10,450	10,748	230,104	217,591
Interest and penalties	4,042	1,208	3,782	9,032	5,750
	989,056	28,442	55,215	1,072,713	1,058,576
Expenses					
Advertising	4,021			4,021	5,144
Amortization	55,266			55,266	54,325
Contracted services	78,191	12,545		90,736	83,344
Grants	105,888		3,200	109,088	101,555
Insurance	13,245			13,245	22,663
Maintenance	176,045	6,861	19,754	202,660	198,626
Materials and supplies	113,291			113,291	110,822
Professional fees	326			326	
Salaries and benefits	311,432	1,197	9,943	322,572	309,815
Training, travel and conferences	1,484			1,484	1,966
	859,189	20,603	32,897	912,689	888,260
Annual surplus (deficit)	\$ 129,867	\$ 7,839	\$ 22,318	\$ 160,024	\$ 170,316
Transfer to/from general fund					
Computer support	\$ 8,693	\$	\$	\$ 8,693	\$ 8,464
Finance overhead charges	23,550	2,577	5,658	31,785	30,884
Insurance allocation	3,207		782	3,989	3,360
Public works equipment allocation			5,507	5,507	2,836
Lease		4,111		4,111	4,003
	35,450	6,688	11,947	54,085	49,547
Net change in financial assets	94,417	1,151	10,371	105,939	120,769
Opening surplus	150,490	44,973	139,452	334,915	311,535
Capital expenditures	(56,465)			(56,465)	(44,950)
Transfer to reserves	(56,077)		(3,950)	(60,027)	(131,765)
Transfer to/from capital	55,266			55,266	79,325
Enderby / Area F accumulated surplus	\$ 187,631	\$ 46,124	\$ 145,873	\$ 379,628	\$ 334,914

