

STATEMENT OF FINANCIAL INFORMATION

**FOR THE YEAR ENDED DECEMBER 31, 2019
(FINANCIAL INFORMATION ACT)**

DISTRICT OF
OAK  BAY

**STATEMENT OF FINANCIAL
INFORMATION APPROVAL**

For the year ended December 31, 2019

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2) approves all statements and schedules included in the Statement of financial Information, produced under the Financial Information Act



Christopher Paine, CPA, CGA
Director of Financial Services
June 30, 2020



Mayor Kevin Murdoch
June 30, 2020

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

The accompanying financial statements of The Corporation of the District of Oak Bay (the "District") are the responsibility of management and have been prepared in compliance with legislation, and in accordance with public sector accounting principles established by the Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in Note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The District's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

Mayor and Council meet with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by KPMG LLP, independent external auditors appointed by the District. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the District's financial statements.



Director of Financial Services

INDEPENDENT AUDITORS' REPORT

To the Mayor and Councillors of the Corporation of the District of Oak Bay

Opinion

We have audited the financial statements of the Corporation of the District of Oak Bay (the "District"), which comprise:

- the statement of financial position as at end of December 31, 2019
- the statement of operations and accumulated surplus for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(hereinafter referred to as the "financial statements").

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

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the District 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.

Emphasis of Matter – Comparative Information

We draw attention to Note 6 and Note 7 to the financial statements (“Note 6”, “Note 7”), which explains that certain comparative information presented for the year ended December 31, 2018 has been restated. Note 6 and Note 7 explains the reason for the restatement and also explains the adjustments that were applied to restate certain comparative information.

Our opinion is not modified in respect of this matter.

Other Matter – Comparative Information

As part of our audit of the financial statements for the year ended December 31, 2019, we also audited the adjustments that were applied to restate certain comparative information presented for the year ended December 31, 2018. In our opinion, such adjustments are appropriate and have been properly applied.

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

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

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

Those charged with governance are responsible for overseeing the District’s financial reporting process.

Auditors’ 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 auditors’ 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 the 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 District'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 Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' 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 auditors' report. However, future events or conditions may cause the Entity 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.
- 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.

Handwritten signature of KPMG LLP in black ink, with a horizontal line underneath.

Chartered Professional Accountants

Victoria, Canada
May 7, 2020

THE CORPORATION OF THE DISTRICT OF OAK BAY

Statement of Financial Position

December 31, 2019, with comparative information for 2018

	2019	2018
		(restated - note 6(b))
Financial assets:		
Cash and cash equivalents	\$ 2,650,854	\$ 2,652,819
Investments (note 2)	55,933,741	51,403,532
Taxes receivable	668,564	637,077
Other accounts receivable	3,102,135	3,078,580
	<u>62,355,294</u>	<u>57,772,008</u>
Financial liabilities:		
Accounts payable and accrued liabilities	2,819,608	3,090,837
Deposits	5,452,716	6,524,766
Prepaid property taxes	1,829,779	1,678,708
Deferred revenue (note 3)	8,601,254	8,655,804
Employee future benefit obligations (note 4)	1,647,900	1,691,000
Long-term debt (note 5)	1,321,427	1,743,524
	<u>21,672,684</u>	<u>23,384,639</u>
Net financial assets	40,682,610	34,387,369
Non-financial assets:		
Tangible capital assets (note 6)	62,383,009	61,021,528
Inventory of supplies	526,036	413,656
Prepaid expenses	522,282	344,156
	<u>63,431,327</u>	<u>61,779,340</u>
Accumulated surplus (note 7)	<u>\$ 104,113,937</u>	<u>\$ 96,166,709</u>

Commitments and contingent liabilities (note 9)

Contractual rights (note 10)

Subsequent event (note 14)

See accompanying notes to financial statements.



Director of Financial Services

THE CORPORATION OF THE DISTRICT OF OAK BAY

Statement of Operations and Accumulated Surplus

Year ended December 31, 2019, with comparative information for 2018

	Financial plan (note 12)	2019	2018
Revenue:			
Taxation, net (note 8)	\$ 26,812,150	\$ 26,882,573	\$ 24,839,998
Sales and services	8,558,416	8,987,012	8,694,983
Other revenues	1,393,450	1,274,089	1,433,026
Developer Contributions	-	240,000	-
Government transfers	1,568,324	2,353,192	3,055,808
Investment income	301,500	1,149,991	883,831
Sales of water and sewer charges	7,365,920	7,436,974	6,720,534
Total revenue	45,999,760	48,323,831	45,628,180
Expenses:			
General government	5,093,822	5,083,883	4,193,014
Protective services	10,543,788	10,722,018	9,689,062
Transportation services	3,014,586	3,529,147	3,420,380
Environmental health	1,381,679	1,456,634	1,331,146
Recreation services	13,583,260	13,877,817	13,101,202
Water utility	3,080,439	3,051,430	3,035,339
Sewer collection system	2,836,404	2,655,674	2,935,274
Total expenses	39,533,978	40,376,603	37,705,417
Annual surplus	6,465,782	7,947,228	7,922,763
Accumulated surplus, beginning of year (restated - note 6(b))	96,166,709	96,166,709	88,243,946
Accumulated surplus, end of year (restated - note 6(b))	\$ 102,632,491	\$ 104,113,937	\$ 96,166,709

See accompanying notes to financial statements.

THE CORPORATION OF THE DISTRICT OF OAK BAY

Statement of Change in Net Financial Assets

Year ended December 31, 2019, with comparative information for 2018

	Financial Plan (note 12)	2019	2018
Annual surplus	\$ 6,465,782	\$ 7,947,228	\$ 7,922,763
Acquisition of tangible capital assets	(6,968,559)	(3,498,001)	(4,736,422)
Developer contribution of tangible capital assets	-	(240,000)	-
Amortization of tangible capital assets	-	2,316,894	2,191,509
Loss on disposal of tangible capital assets	-	5,126	49,215
Proceeds on disposal of tangible capital assets	-	54,500	4,000
	(6,968,559)	(1,361,481)	(2,491,698)
(Acquisition) use of inventory of supplies	-	(112,380)	74,720
(Acquisition) use of prepaid expenses	-	(178,126)	136,254
	-	(290,506)	210,974
Change in net financial assets	(502,777)	6,295,241	5,642,039
Net financial assets, beginning of year	34,387,369	34,387,369	28,745,330
Net financial assets, end of year	\$ 33,884,592	\$ 40,682,610	\$ 34,387,369

See accompanying notes to financial statements.

THE CORPORATION OF THE DISTRICT OF OAK BAY

Statement of Cash Flows

Year ended December 31, 2019, with comparative information for 2018

	2019	2018
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 7,947,228	\$ 7,922,763
Items not involving cash:		
Amortization of tangible capital assets	2,316,894	2,191,509
Loss on disposal of tangible capital assets	5,126	49,215
Contributions of tangible capital assets	(240,000)	-
Actuarial adjustment on debt	(194,864)	(139,732)
Changes in non-cash operating assets and liabilities:		
Taxes receivable	(31,487)	(117,345)
Other accounts receivable	(23,555)	(1,420,791)
Accounts payable and accrued liabilities	(271,229)	(651,492)
Deposits	(1,072,050)	3,912,345
Prepaid property taxes	151,071	32,334
Deferred revenue	(54,550)	590,462
Employee future benefit obligations	(43,100)	(32,600)
Inventory of supplies	(112,380)	74,720
Prepaid expenses	(178,126)	136,254
	8,198,978	12,547,641
Capital activities:		
Acquisition of tangible capital assets	(3,498,001)	(4,736,422)
Proceeds on disposal of tangible capital assets	54,500	4,000
	(3,443,501)	(4,732,422)
Investing activities:		
Investments	(4,530,209)	(6,263,381)
Financing activities:		
Long-term debt repaid	(227,233)	(252,589)
(Decrease) increase in cash and cash equivalents	(1,965)	1,299,249
Cash and cash equivalents, beginning of year	2,652,819	1,353,569
Cash and cash equivalents, end of year	\$ 2,650,854	\$ 2,652,819

See accompanying notes to financial statements.

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2019

The Corporation of the District of Oak Bay (the "District") was incorporated on July 2, 1906 under the Municipal Act, a statute of the Province of British Columbia. Its principal activities are the provision of local government services to residents of the incorporated area. These include administrative, protective, transportation, environmental, recreational, water, sewer and fiscal services.

1. Significant accounting policies:

The financial statements of the District are prepared by management in accordance with Canadian public sector accounting standards for local governments as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the District are as follows:

(a) Reporting entity:

The financial statements include a combination of all the assets, liabilities, accumulated surplus, revenues and expenses of all of the District's activities and funds. Inter-departmental balances and organizational transactions have been eliminated.

(i) Consolidated entities:

The District does not control any significant external entities and accordingly no entities have been consolidated with the financial statements.

(ii) Funds held in trust:

The financial statements exclude trust assets that are administered for the benefit of external parties (note 11).

(b) Basis of accounting:

The District follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

(c) Cash and cash equivalents:

Cash and cash equivalents are defined as cash on hand, demand deposits, and short-term highly liquid investments with a maturity date of less than 3 months at acquisition that are readily converted to known amounts of cash and which are subject to an insignificant risk of change in value.

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2019

1. Significant accounting policies: (continued)

(d) Investments:

Investments are recorded at cost. Investments in the Municipal Finance Authority of British Columbia ("MFA") Bond, Intermediate and Money Market Funds are recorded at cost plus earnings reinvested in the funds.

(e) Government transfers:

Government transfers are recognized in the financial statements as revenue in the period the transfers are authorized and any eligibility criteria have been met, except when, and to the extent that, the transfer gives rise to an obligation that meets the definition of a liability for the recipient government. Transfers received which meet the definition of a liability are included in deferred revenue.

(f) Deferred revenue:

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

(g) Property tax revenue:

Property tax revenue is recognized on the accrual basis using the approved mill rates and the anticipated assessment related to the current year.

(h) Investment income:

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance. Investment income is allocated to various reserves and operating funds on a proportionate basis.

(i) Long-term debt:

Long-term debt is recorded net of related principal repayments and actuarial adjustments.

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2019

1. Significant accounting policies: (continued)

(j) Employee future benefits:

The District and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred.

Sick leave and other retirement benefits are also available to the District's employees. The costs of these benefits are actuarially determined based on service and best estimates of retirement ages and expected future salary and wage increases. The obligations under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

(k) Non-financial capital assets:

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

(i) Tangible capital assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives as follows:

Asset	Useful life - years
Land improvements	15 - 50
Building and building improvements	25 - 100
Machinery and equipment	3 - 30
IT equipment	5 - 8
Vehicles	10 - 20
Roads and drainage	25 - 100

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

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

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2019

1. Significant accounting policies: (continued)

(k) Non-financial capital assets: (continued)

(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) Works of art and cultural and historic assets:

Works of art and cultural and historic assets are not recorded as assets in these financial statements.

(iv) Interest capitalization:

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

(v) Leased tangible capital assets:

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

(vi) Inventories of supplies:

Inventories of supplies held for consumption are recorded at the lower of cost and replacement cost.

(l) Liability for contaminated sites:

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

- (i) an environmental standard exists
- (ii) contamination exceeds the environmental standard
- (iii) the District is directly responsible or accepts responsibility for the liability
- (iv) future economic benefits will be given up, and
- (v) a reasonable estimate of the liability can be made.

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2019

1. Significant accounting policies: (continued)

(m) Use of estimates:

The preparation of financial statements in conformity with public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant estimates include assumptions used in estimating historical cost and useful lives of tangible capital assets, estimating provisions for accrued liabilities and in performing actuarial valuations of employee future benefits. Actual results could differ from these estimates.

2. Investments:

	2019	2018
MFA Money Market Fund	\$ 45,570,910	\$ 41,274,976
MFA Bond Fund	235,814	228,624
MFA Intermediate Fund	10,127,017	9,899,932
	\$ 55,933,741	\$ 51,403,532

The fair value of the Funds approximates the recorded value.

3. Deferred revenue:

Deferred revenue, reported on the statement of financial position, is made up of the following:

	2019	2018
Gas Tax Agreement Funds balance	\$ 6,232,255	\$ 6,106,315
Unearned revenues	2,368,999	2,549,489
Total deferred revenue	\$ 8,601,254	\$ 8,655,804

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2019

3. Deferred revenue: (continued)

Gas Tax Agreement funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the local government and the Union of British Columbia Municipalities. Gas Tax Agreement funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements. Certain funds received under the Gas Tax Agreement have been publicly committed by Council for use towards a specific sewer infrastructure project, and as such, have met the definition of a liability. Amounts will be recognized in revenue as expenditures are incurred on the project.

Schedule of Gas Tax Agreement funds

	2019	2018
Opening balance of unspent funds	\$ 6,106,315	\$ 6,001,314
Add:		
Interest earned	125,940	105,001
Closing balance of unspent funds	\$ 6,232,255	\$ 6,106,315

4. Employee future benefit obligations:

The District provides sick leave and certain benefits to its employees. These amounts and other employee related liabilities will require funding in future periods and are set out below.

Accumulated sick leave represents the liability for sick leave banks accumulated for estimated draw downs at future dates. Retirement benefit payments represent the District's share of the cost to provide employees with various benefits upon retirement including lump sum retirement payments, death benefits, certain vacation entitlements in the year of retirement, and pension buyback arrangements for qualified employees. The accrued employee benefit obligations and the net periodic benefit cost were estimated by an actuarial valuation completed effective for December 31, 2019. Information about liabilities for employee benefit plans is as follows:

	2019	2018
Accrued benefit liability, beginning of year	\$ 1,691,000	\$ 1,723,600
Service cost	131,600	132,900
Interest cost	57,800	50,700
Long-term disability expense	(900)	(114,000)
Actuarial adjustment	3,700	900
Benefit payments	(235,300)	(103,100)
Accrued benefit liability, end of year	\$ 1,647,900	\$ 1,691,000

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2019

4. Employee future benefit obligations: (continued)

The difference between the actuarially accrued benefit obligation of \$1,862,700 (2018 \$1,734,000) and the accrued benefit liability of \$1,647,900 (2018 - \$1,691,000) is an actuarial net loss of \$214,800 (2018 - \$43,000). This actuarial loss is being amortized over a period equal to the employees' average remaining service period of 10 years.

The total expense recorded in the financial statements in respect of obligations under this plan amounts to \$192,200 (2018 - \$70,500).

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

	2019	2018
Discount rates	2.70%	3.30%
Expected future inflation rates	2.50%	2.50%
Expected wage and salary increases	2.58 to 4.50%	2.59 to 4.63%

Municipal Pension Plan

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

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

The most recent 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 District paid \$2,050,188 (2018- \$1,848,231) for employer contributions while employees contributed \$1,553,746 (2018 - \$1,461,054) to the plan in fiscal 2019

The next valuation for the Municipal Pension Plan will be December 31, 2021, with results available in 2022.

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2019

4. Employee future benefit obligations: (continued)

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.

GVLRA - CUPE Long-Term Disability Trust

The Trust was established January 1, 1987 as a result of negotiations between the Greater Victoria Labour Relations Association representing a number of employers and the Canadian Union of Public Employees representing a number of CUPE locals. The Trust's sole purpose is to provide a long-term disability income benefit plan. The District and its employees each contribute equal amounts into the Trust. The total plan provision for approved and unreported claims was actuarially determined at December 31, 2017. At December 31, 2018, the total plan provision for approved and unreported claims was \$18,160,100 with a net surplus of \$3,016,917. The actuary does not attribute portions of the unfunded liability to individual employers. The District paid \$86,679 (2018 - \$86,745) for employer contributions and District employees paid \$81,508 (2018 - \$91,893) for employee contributions to the plan in fiscal 2019.

5. Long-term debt:

	2019	2018
Debenture debt - MFA Issue 80 payable at \$142,594 annually; fixed interest payments 2.85% paid semi-annually (\$134,377). Final payment October 3, 2023.	\$ 1,300,573	\$ 1,638,031
Capital loans - MFA, payable monthly; payments include interest between 2.21% -3.04%; mature in 2020.	20,854	105,493
Total long-term debt	\$ 1,321,427	\$ 1,743,524

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2019

5. Long-term debt: (continued)

(a) Debenture debt:

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

The District issues its debentures through the MFA. Debentures are issued on a sinking fund basis, where the MFA invests the District's sinking fund payments so that the payments, plus investment income, will equal the original outstanding debt amount at the end of the repayment period. The gross value of debenture debt at December 31, 2019 is \$4,715,000.

(b) The aggregate amount of payments required on the District's long-term debt during each of the next four years is as follows:

	Minimum loan payments	Estimated principal payments	Total
2020	\$ 20,351	\$ 142,594	\$ 162,945
2021	-	142,594	142,594
2022	-	142,594	142,594
2023	-	142,594	142,594
	\$ 20,351	\$ 570,376	\$ 590,727

(c) Total interest expense on long-term debt for the year ending December 31, 2019 amounted to \$134,378 (2018 - \$117,084).

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2019

6. Tangible capital assets:

Cost	Balance December 31, 2018 (restated - note 6(b))	Additions	Disposals/ Transfers	Balance December 31, 2019
Land	\$ 2,852,877	\$ -	\$ -	\$ 2,852,877
Land improvements	1,713,062	18,726	-	1,731,788
Building and building improvements	25,985,225	392,697	-	26,377,922
Machinery and equipment	3,447,204	512,682	432,308	4,392,194
IT Equipment	1,330,333	75,620	90,513	1,496,466
Vehicles	6,148,394	367,425	(236,547)	6,279,272
Roads, drains, sewer and water	63,981,727	2,360,065	(402,942)	65,938,850
Assets under construction	1,218,358	10,786	(756,076)	473,068
Total	\$ 106,677,180	\$ 3,738,001	\$ (872,744)	\$ 109,542,437

Accumulated amortization	Balance December 31, 2018 (restated - note 6(b))	Amortization Expense	Disposals	Balance December 31, 2019
Land improvements	\$ 442,249	\$ 55,518	\$ -	\$ 497,767
Building and building improvements	9,355,006	461,899	-	9,816,905
Machinery and equipment	2,036,672	289,187	(231,382)	2,094,477
IT Equipment	930,049	212,612	-	1,142,661
Vehicles	3,322,504	282,594	(198,113)	3,406,985
Roads, drains, sewer and water	29,569,172	1,015,084	(383,623)	30,200,633
Total	\$ 45,655,652	\$ 2,316,894	\$ (813,118)	\$ 47,159,428

Net book value	December 31, 2018 (restated - note 6(b))	December 31, 2019
Land	\$ 2,852,877	\$ 2,852,877
Land improvements	1,270,813	1,234,021
Building and building improvements	16,630,219	16,561,017
Machinery and equipment	1,410,532	2,297,717
IT equipment	400,284	353,805
Vehicles	2,825,890	2,872,287
Roads, drains, sewer and water	34,412,555	35,738,217
Assets under construction	1,218,358	473,068
Total	\$ 61,021,528	\$ 62,383,009

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2019

6. Tangible capital assets: (continued)

(a) Assets under construction:

Assets under construction having a value of \$473,068 (2018 - \$1,218,358) have not been amortized. Amortization of these assets will commence when the asset is available for service.

(b) Contributed tangible capital assets:

Contributed assets having a value of \$240,000 (2018 - nil) were acquired from developers as part of subdivision installations, including drainage, and sewer and water infrastructure. These contributed assets were recognized at an estimate of fair value of the cost of the materials and installation.

Tangible capital assets received from developers are recorded at their fair values at the date of receipt and also recorded as revenue. The District had previously not recorded tangible capital assets received from developers during the period from 2011 to 2017. The 2018 opening cost, accumulated amortization and net book values of roads, drains, sewer and water assets have been restated to reflect the addition of these contributed assets accumulated during the period from 2011 to the end of 2017. The 2018 amounts above for cost increased by \$1,098,350, for accumulated amortization increased by \$126,002 and for net book value increased by \$972,348. The opening 2018 accumulated surplus has been restated by \$972,348 to recognize the receipt of these tangible capital assets. Within accumulated surplus, these amounts are reported as equity in tangible capital assets.

(c) Tangible capital assets disclosed at nominal values:

Where an estimate of fair value could not be made, tangible capital assets are recognized at a nominal value. Land is the only category where nominal values have been assigned.

(d) Works of art and historical treasures:

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

(e) Write-down of tangible capital assets:

There were no write-downs of assets during 2018 or 2019.

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2019

7. Accumulated surplus:

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

	2019	2018
		(restated - see note below)
Surplus:		
Equity in tangible capital assets (restated - note 6(b))	\$ 61,061,582	\$ 59,278,004
Operating Fund	13,697,469	12,879,513
Total surplus	74,759,051	72,157,517
Reserve Funds:		
Village Parking	949,787	929,921
Fire Equipment	1,501,473	1,289,037
Land Sale	38,029	37,378
Machinery and Equipment	2,230,717	2,233,674
Heritage	2,219,337	2,178,532
Tax Sale Property	1,815	1,789
Parks Acquisition	472,997	463,757
Capital Works	17,506,922	15,135,253
Alternative Transportation Infrastructure	14,404	14,197
Infrastructure Renewal	4,419,405	1,725,654
Total reserve funds	29,354,886	24,009,192
	\$ 104,113,937	\$ 96,166,709

The 2018 Capital Works reserve has been restated by a reduction of \$6,106,315 and correspondingly the Operating Fund 2018 surplus has been restated by an increase of \$6,106,315 to adjust for certain reserves which were misclassified in prior years. The reclassification of amounts corrected an error in the previously reported allocation of accumulated surplus.

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2019

8. Taxation:

As well as taxes for its own purposes, the District is required to collect taxes on behalf of, and transfer these amounts to, the government agencies noted below. Taxes levied over or under the amounts requisitioned are recorded as accounts payable or receivable.

	2019	2018
Taxes		
Property tax	\$ 45,301,410	\$ 41,887,116
Grants in lieu of taxes	188,255	186,999
Special assessments and local improvements	208,215	199,643
1% Utility tax	93,691	93,462
Waste disposal fees	1,543,095	1,541,770
Penalties and interest	198,510	151,684
	47,533,176	44,060,674
Less taxes levied on behalf of:		
Provincial government - school taxes	12,159,688	10,685,418
Capital Regional District	3,180,119	3,182,813
Telus (CREST) - CRD	65,000	64,219
Provincial Government - Non-residential school	945,914	1,003,429
Capital Regional Hospital District	2,047,009	2,089,714
Municipal Finance Authority	1,941	1,830
BC Assessment Authority	383,599	376,736
BC Transit Authority	1,789,335	1,736,519
Business Improvement Area	77,998	79,998
	20,650,603	19,220,676
Net taxes available for municipal purposes	\$ 26,882,573	\$ 24,839,998

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2019

9. Commitments and contingent liabilities:

In the normal course of business, the District enters into commitments for both capital and operational expenses. These commitments have been budgeted for within the appropriate annual financial plan and have been approved by Council.

(a) MFA debt reserve fund deposits:

Under borrowing arrangements with the MFA, the District is required to lodge security by means of demand notes and interest-bearing cash deposits based on the amount of the borrowing. As a condition of these borrowings, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. These deposits are included in the District's financial assets as cash and are held by the MFA as security against the possibility of debt repayment default. If the debt is repaid without default, the deposits are refunded to the District. At December 31, 2019 there were contingent demand notes of \$136,718 (2018 - \$136,718) which are not included in the financial statements of the District.

(b) Capital Regional District (CRD) debt, under the provision of the Local Government Act, is a direct, joint and several liability of the CRD and each member municipality within the CRD, including the District.

(c) The District is a shareholder and member of the Capital Regional Emergency Service Telecommunications (CREST) Incorporated whose services provide centralized emergency communications, and related public safety information services to municipalities, regional districts, the provincial and federal governments and their agencies, and emergency service organizations throughout the Greater Victoria region and the Gulf Islands. Members' obligations to share in funding ongoing operations and any additional costs relating to capital assets are to be contributed pursuant to a Members' Agreement.

(d) In the normal course of business, the District is a defendant in various lawsuits for which no liability is reasonably determinable at this time. Should the claims be successful as a result of litigation, amounts will be recorded when a liability is likely and determinable.

The District is self-insured for general liability claims through membership in the Municipal Insurance Association of British Columbia, a reciprocal insurance exchange. Under this program, member municipalities jointly share claims against any member in excess of their deductible. Should the Association pay out claims in excess of premiums received, it is possible that the District, along with the other participants, would be required to contribute towards the deficit. The District's deductible is \$10,000.

(e) During 2008 the Province of BC gave its share (50%) of the heritage property known as Tod House to the District. The value of this transaction was recorded as \$395,000. Concurrently the Province registered a "Possibility of Reverter" against the property. This states that the Province has granted its interest to the District "for so long as the land is used for the specific purpose of managing the Tod House Heritage Site". Previous correspondence with the Province suggests that if the property use is changed the District will pay to the Province 50% of the market value of the property at the time that its use changed. The District has no plans to change the use of Tod House.

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2019

9. Commitments and contingent liabilities: (continued)

- (f) During 2015, the District entered into a lease agreement with the Board of Education of School District No. 61 (Greater Victoria) to lease the Neighbourhood Learning Centre, located in the Oak Bay High School. The lease commenced on September 1, 2015 and requires annual lease payments of \$89,984 for a term of 25 years

10. Contractual rights:

The District of Oak Bay's contractual rights arise from rights to receive payments from lease agreements. The District leases real estate property to commercial, affordable housing and non-profit organizations with terms ranging from 1 to 30 years. The District has contractual rights to receive the following amounts of lease revenue in the next 5 years.

Year	Lease Revenue
2020	\$ 394,040
2021	394,040
2022	394,040
2023	394,040
2024	394,040
	\$ 1,970,200

11. Trust funds:

Trust funds administered by the District have not been included in the statement of financial position nor have their operations been included in the statement of operations.

	Heritage House Trust	Legacy Trusts	2019	2018
Financial assets:				
Cash	\$ 686	\$ 77,710	\$ 78,396	\$ 77,268
Investments	342,636	332,094	674,730	655,858
Due from operating fund	-	36,975	36,975	28,508
	\$ 343,322	\$ 446,779	\$ 790,101	\$ 761,634

Since the use of Trust Funds is restricted, their assets and liabilities are not recorded in the financial statements.

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2019

11. Trust funds: (continued)

The District has received bequests that are to be used for various purposes. These are maintained in the Legacy Trusts, with authorized expenditures being funded from it, and earnings on investments being added to the Trust.

12. Financial plan data:

The financial plan data presented in these financial statements is based upon the 2019 operating and capital financial plans approved by Council on May 14, 2019. Amortization was not contemplated in the development of the financial plan and, as such, has not been included. The following reconciles the approved financial plan to the financial plan figures reported in these financial statements.

	Financial plan amount
Revenues:	
Financial plan	\$ 49,773,197
Less:	
Transfers from reserves	3,773,437
Total revenue	45,999,760
Expenses:	
Financial plan	49,773,197
Less:	
Capital expenses	6,968,559
Transfers to reserves	3,128,066
Debt principal payments	142,594
Total expenses	39,533,978
Annual surplus	\$ 6,465,782

The annual surplus above represents the planned results of operations prior to the budgeted transfers between reserve funds, debt repayments and capital expenditures.

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2019

13. Segmented information:

The Corporation of the District of Oak Bay is a diversified municipal organization that provides a wide range of services to its citizens. For management reporting purposes, the District's operations and activities are organized and reported by service areas. Municipal services are provided by departments and their activities are reported in these service areas. Service areas that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

(a) General Government

The departments within General Government are Corporate Administration, Finance, and Information Technology. These departments are responsible for adopting bylaws, adopting administrative policy, levying taxes, ensuring effective financial management, monitoring performance and ensuring that high quality municipal service standards are met.

(b) Protective Services:

Protective Services is made up of Police, Fire, Building and Planning and Animal Control. The Police Department ensures the safety of the lives and property of Oak Bay citizens through the enforcement of municipal bylaws and criminal law, the maintenance of law and order, and the prevention of crime. The Fire Department is responsible for providing critical, life-saving services in preventing or minimizing the loss of life and property from fire emergencies. The Fire Department also coordinates the District's emergency program. The Building and Planning department provides a full range of building services related to permits and current regulatory issues and through its Bylaw Enforcement division promotes, facilitates and enforces general compliance with bylaws. Animal Control services enforce the animal control bylaws and operate the pound and adoption centre for animals.

(c) Transportation Services:

Transportation Services is responsible for the construction and maintenance of roads and sidewalks throughout Oak Bay. Other duties include street cleaning, leaf pickup, snow removal and street lighting. This department is also responsible for the construction and maintenance of the storm drain collection systems.

(d) Environmental Health Services:

The Environmental Health Services is responsible for the collection and disposal of household garbage.

(e) Recreation Services:

Recreation Services is responsible for providing, facilitating the development of, and maintaining the high quality of parks, recreation facilities, and cultural services.

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2019

13. Segmented information: (continued)

(f) Water Utilities and Sewer Collection System:

The Water Utilities and Sewer Collection System Departments operate and distribute the water and sewer networks. They are responsible for the construction and maintenance of the water and sewer distribution systems, including mains and pump stations.

Certain allocation methodologies have been employed in the preparation of the segmented financial information. Taxation and payments-in-lieu of taxes are apportioned to General Government, Protective, Transportation, and Recreation Services based on current year expenditures less revenue from other sources. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in note 1.

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2019

13. Segmented information: (continued)

2019	General Government	Protective Services	Transportation Services	Environmental Health	Recreation Services	Water Utility	Sewer Collection System	Total
Revenue:								
Taxation, net	\$ 1,414,090	\$ 12,837,345	\$ 4,589,092	\$ 1,543,095	\$ 6,498,951	\$ -	\$ -	\$ 26,882,573
Sales and service	111,628	-	-	-	8,875,384	4,020,008	3,416,966	16,423,986
Government transfers	2,148,118	202,568	-	-	2,506	-	-	2,353,192
Other revenues	487,735	720,745	26,309	-	39,300	-	-	1,274,089
Developer contributions	133,000	-	-	-	-	23,000	84,000	240,000
Investment income	1,149,991	-	-	-	-	-	-	1,149,991
Total revenue	5,444,562	13,760,658	4,615,401	1,543,095	15,416,141	4,043,008	3,500,966	48,323,831
Expenses:								
Salaries and wages	2,214,303	9,101,801	2,069,304	391,148	9,248,184	558,342	497,438	24,080,520
Materials, supplies and services	2,689,312	1,448,690	775,523	925,338	3,777,918	2,188,525	2,037,873	13,843,179
Interest and other	-	307	428	-	135,278	-	-	136,013
Amortization of tangible capital assets	180,269	171,220	683,893	140,147	716,438	304,564	120,363	2,316,894
Total expenses	5,083,883	10,722,018	3,529,147	1,456,634	13,877,817	3,051,430	2,655,674	40,376,603
Annual surplus	\$ 360,678	\$ 3,038,640	\$ 1,086,253	\$ 86,462	\$ 1,538,323	\$ 991,578	\$ 845,292	\$ 7,947,228

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2019

13. Segmented information: (continued)

2018	General Government	Protective Services	Transportation Services	Environmental Health	Recreation Services	Water Utility	Sewer Collection System	Total
Revenue:								
Taxation, net	\$ 1,685,617	\$ 11,863,745	\$ 4,688,222	\$ 1,541,770	\$ 5,060,644	\$ -	\$ -	\$ 24,839,998
Sales and service	120,441	-	-	6,914	8,567,628	3,628,235	3,092,299	15,415,517
Other revenues	464,232	929,576	39,218	-	-	-	-	1,433,026
Government transfers	1,508,839	203,312	-	-	665,563	678,094	-	3,055,808
Investment income	883,831	-	-	-	-	-	-	883,831
Total revenue	4,662,960	12,996,633	4,727,440	1,548,684	14,293,835	4,306,329	3,092,299	45,628,180
Expenses:								
Salaries and wages	1,542,284	8,416,484	1,864,067	369,551	8,726,688	526,864	462,463	21,908,401
Materials, supplies and services	2,494,994	1,109,346	909,353	826,896	3,572,189	2,217,036	2,357,360	13,487,174
Interest and other	-	-	-	-	118,334	-	-	118,334
Amortization of tangible capital assets	155,736	163,232	646,960	134,699	683,991	291,439	115,451	2,191,508
Total expenses	4,193,014	9,689,062	3,420,380	1,331,146	13,101,202	3,035,339	2,935,274	37,705,417
Annual surplus	\$ 469,946	\$ 3,307,571	\$ 1,307,060	\$ 217,538	\$ 1,192,633	\$ 1,270,991	\$ 157,025	\$ 7,922,763

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2019

14. Subsequent event:

Subsequent to December 31, 2019, the COVID-19 outbreak was declared a pandemic by the World Health Organization. This situation presents uncertainty over the District's future cash flows, and may have a significant impact on the District's future operations. Potential impacts on the District's business could include future decreases in revenue, future increases in expenses, impairment of receivables, impairment of investments or reduction in investment income, and delays in completing capital project work. As the situation is dynamic and the ultimate duration and magnitude of the impact on the economy are not known, an estimate of the financial effect on the District is not practicable at this time.

15. Comparative information:

Certain 2018 comparative information has been reclassified to conform with the financial statement presentation adopted for the current year.

SCHEDULE OF DEBTS

For the year ended December 31, 2019

A Schedule of Debts has not been prepared because information on the District's long-term debt is shown in Note 5 of the Financial Statements.

As shown in Note 5 and 9(a) to the Financial Statements, long term debt of \$4,715,000 has been borrowed through the Municipal Finance Authority. These debentures are issued on a sinking fund basis. At December 31, 2019, the outstanding debt was \$1,321,427.

Prepared under the Financial Information Regulation, Schedule 1, section 4.

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

For the year ended December 31, 2019

A Schedule of Guarantees and Indemnity payments has not been prepared because the District of Oak Bay has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

Prepared under the Financial Information Regulation, Schedule 1, section 5.

SCHEDULE OF REMUNERATION AND EXPENSES

For the year ended December 31, 2019

Regulations require the District of Oak Bay to report the total amount of remuneration for each employee that exceeds \$75,000 and the total amount of expenses paid to or on behalf of that employee in that year. It also requires that the total amount of remuneration and the total amount of expenses paid to or on behalf of each elected office to be reported.

Prepared under the *Financial Information Regulation*, Section 1, subsection 6(2)

Note for the readers

Employee expenses defined in the *Financial Information Regulation* as including travel expenses, memberships, tuition, relocation, vehicle leases, extraordinary hiring expenses, and registration fees and similar amounts which has not been included in the definition of remuneration.

Remuneration all forms of salary, wages, and taxable benefits paid to an employee during the year. Remuneration can differ from total salary because while an employee may earn wages, those wages may not be paid until a different financial period.

Police Remuneration: The Schedule does not include remuneration paid to employees of the Oak Bay Police Department.

(Schedule begins on the following page)

SCHEDULE OF REMUNERATION AND EXPENSES

MAYOR AND COUNCIL

For the year ended December 31, 2019

Name	Remuneration	Expenses	Total
Appleton, Andrew	\$14,604.46	\$1,032.17	\$15,636.63
Braithwaite, Hazel	14,604.48	2,959.15	17,563.63
Green, Carine	14,604.48	2,760.65	17,365.13
Murdoch, Kevin	34,415.26	2,858.72	37,273.98
Ney, Tara	14,604.48	4,340.70	18,945.18
Paterson, Esther	14,604.46	1,999.88	16,604.34
Zhelka, Eric	14,604.48	3,590.68	18,195.16
	\$122,042.10	\$19,541.95	\$141,584.05

SCHEDULE OF REMUNERATION AND EXPENSES EMPLOYEES

For the year ended December 31, 2019

Last Name	First Name	Department	Remuneration	Expenses
Adam	Daniel	Fire	\$ 122,566	\$ 729
Adsett	Duane	Fire	132,003	-
Ahokas	Jason	Fire	137,477	1,166
Anderson	Bruce	Building & Planning	141,807	3,626
Ballantyne	John	Fire	144,524	582
Banfield	Ian	Fire	83,893	-
Beaumont	Kyle	Fire	119,439	729
Brown	Cody	Fire	116,715	424
Brozuk	David	Public Works	118,793	315
Buser	Rene	Building & Planning	79,886	901
Carlson	Caitlin	Recreation	77,444	636
Carter	Debbie	Finance	77,176	2,535
Cobus	Leslie	Recreation	78,039	90
Costin	Donna	Finance	124,793	2,702
Currie	John	Public Works	81,621	75
D'Antonio	Gianfranco	Public Works	76,624	-
Ding	K. Richard	Engineering	99,218	16
Donnelly	Bonnie	Human Resources	113,807	476
Frenkel	Trent	Fire	120,817	75
Herman	Ray	Recreation	149,348	1,050
Hodge	Jason	Fire	122,444	405
Hopkins	Debra	Corporate Services	103,603	290
Horan	Daniel	Engineering	145,093	6,704
Hughes	Darren	Fire	154,379	6,188
Hyde-lay	Christopher	Parks	104,463	-
Ireland	Riley	Fire	110,731	687
Jensen	Deborah	Building & Planning	101,770	3,717
Johnson	Terry	Public Works	106,767	285
Jones	Warren	Administration	81,583	
Josephson	Michael	Fire	113,300	-
Joynson	Jason	Fire	128,689	115
Kivell	Robert	Fire	125,598	159
Kreiger	Xanthe "Mandi"	Recreation	81,959	-
Lawrence	Caroline	Recreation	77,678	
Lee	Darren	Fire	148,700	7,931
Malinosky	Kris	Fire	137,036	\$ 1,586

Last Name	First Name	Department	Remuneration	Expenses
Marshall	R. Gordon	Fire	\$ 146,013	\$ -
Matthews	Garrett	Public Works	84,287	490
Mcfarlane	Todd	Public Works	76,114	-
McKinnon	Kurt	Public Works	76,585	-
Meikle	Steven	Recreation	117,001	-
Paul	Christopher	Parks	75,877	593
Popham	Jonathan	Fire	140,591	-
Roberts	Tim	Parks	80,736	-
Rushton	Eric	Fire	113,173	75
Scott	Brad	Fire	138,186	2,633
Smith	Patrick	Public Works	82,604	75
Stewart	C. Roger	Fire	145,661	533
Stoffer	Ryan	Fire	75,616	-
Swan	Gregory	Fire	124,953	2,072
Thomson	Cameron	Fire	145,750	410
Thorneloe	Adam	Fire	115,155	-
Trenholm	Bradley	Fire	122,084	2,875
Trumble	Douglas	Fire	129,435	950
Varela	Louelyn	Administration	159,074	6,897
Welham	Janet	Recreation	77,114	959
Wetselaar	Jurrien	Public Works	82,453	-
2019 Number of Employees				
	57	>\$75,000	\$ 6,348,239	
	687	≤\$75,000	\$ 10,644,752	
Total	744		\$ 16,992,991	

Reconciliation of Schedule of Remuneration and Expenses to Financial Statements

The Schedule of Remuneration and Expenses has been prepared on a cash basis whereas the financial statements have been prepared on an accrual accounting basis, and include payroll related obligations. Therefore no reconciliation of this schedule with the financial statements has been prepared.

SCHEDULE OF REMUNERATION AND EXPENSES

SCHEDULE OF SEVERANCE AGREEMENTS

For the year ended December 31, 2019

Prepared under the Financial Information Regulation, Schedule 1, subsection 6(7).

Number of Agreements	Equivalent Number of Month's Salary & Benefits
2	6-7

SCHEDULE OF SUPPLIERS OF GOOD AND SERVICES

For the year ended December 31, 2019

Regulations require the District of Oak Bay to report the total amount paid to each supplier for goods and services that exceeds \$25,000 in the year reported

Prepared under the Financial Information Regulation Schedule 1, subsection 7(1)

Vendor Name	Payment Amount
Accent Refrigeration Systems Ltd	\$ 74,550
Acklands - Grainger Inc	30,286
Acme Supplies Ltd	83,613
Adam Szekely Trucking	67,980
All-Parts Trailer Sales	36,886
Aon Reed Stenhouse	163,653
Aquashine Building Services	43,552
B.C. Hydro And Power Authority	411,131
B.C. Life & Casualty Company	85,471
0950119 BC Ltd	40,880
0869926 BC Ltd	39,295
Beacon Ridge Productions	45,368
Black Press Group Ltd	73,640
Bloom Yoga	49,460
Butler Concrete & Aggregate Ltd	94,755
C3 Mainline Inspections Inc	32,217
Canadian Linen & Uniform Service	28,060
Canadian Red Cross	30,281
Capital Regional District (Water)	2,046,710
Capital Regional District	494,124
City Of Victoria	122,099
Clarke Engineering & Welding Ltd	26,034
Commissionaires The	39,833
Corix Water Products Limited Partnership	112,658
Crest	84,051
Digital Postage On Call	26,880
Dupuis Nicole	28,334

Vendor Name	Payment Amount
E-Comm Emergency Communications	284,907
Edgar & Miner	32,676
Eli Pasquale Group Inc	27,959
Elisco Enterprises Inc	42,502
Ells Kathryn	57,134
Emco Corporation	71,281
Emterra Environmental	488,262
Finning (Canada)	163,153
Fitness Town Commercial	224,312
Fortis BC Natural Gas	52,822
Gotraffic Management Inc	42,162
Greater Victoria Labour Relations Association	47,068
Greater Victoria School Board	72,717
Great-West Life Assurance Co.	86,497
Gr. Victoria Public Library	1,386,919
GVLRA - Cupe Ltd Trust	167,388
Heritageworks Ltd	72,153
Hot House Marketing	124,288
H2X Contracting Ltd	108,783
Iconix Waterworks Lp	120,750
LGI Resources Inc.	70,619
Insurance Corporation Of Bc	119,764
Island Asphalt Company	834,114
Kerr Wood Leidal Associates Ltd	47,527
KPMG LLP T4348	36,330
Lafarge Asphalt Technologies A Division	26,242
Lehigh Materials V8261	246,977
Liesch Interiors Ltd	25,707
Lordco Parts Ltd	29,240
Macdonald Cayle	28,703
Manson John	31,900
Mar-Tech Underground Services Ltd.	247,157
Mertin Chevrolet Cadillac Buick Gmc Ltd.	75,224
Michell Brothers Farm Composting	135,492
Minister Of Finance	68,223
Monk Office Supply Ltd	47,574
Municipal Insurance Association Of Bc	156,782

Vendor Name	Payment Amount	Vendor Name	Payment Amount
Music Together Victoria	67,383	Sysco Victoria Inc.	104,733
Northridge Excavating Ltd	122,284	Telus Communications (BC) Inc	41,437
Pacific Blue Cross	658,801	Telus Mobility	62,655
Parkland Refining (B.C.) Ltd.	258,264	Tri City Finishing	49,942
Perfectmind Inc	60,500	Urban Wildlife Stewardship Society	64,995
Primecorp	28,347	Urban Systems Ltd.	36,845
Radioworks	34,652	Urban Matters CCC Ltd	26,059
Receiver General (Employer's EI & CPP Contributions only)	999,568	Valley Traffic Systems Inc.	42,034
Receiver General For Canada - Rcmp E Division	62,185	Victoria Landscape Gravel Mart Ltd	34,716
Ricoh Canada Inc.	73,614	Victoria Animal Control Services	73,359
Rollins Machinery Ltd	36,751	Victoria Nissan Ltd	37,324
		White Knight Painting	31,566
Royal Rooter Plumbing & Drain Cleaning Ltd	88,926	Wilson & Proctor Ltd.	28,054
Ryzuk Geotechnical	27,756	Wilson'S Transportation Ltd	29,069
Saanich The Corporation Of The District Of	336,644	Workers Compensation Board Of BC	408,020
Scho'S Line Painting Ltd	111,542		
Sea To Sky Network Solutions Inc.	305,631	Total Suppliers Equal and Over \$25,000	14,848,683
South Island Prosperity Project	44,331	Other Suppliers Less Than \$25,000	4,222,315
Stewart Mcdannold Stuart Barristers & Solicitors	48,524		
Suburban Motors	99,063		<u>\$ 19,070,998</u>

Reconciliation of Schedule of Suppliers of Goods and Services to Financial Statements

The Schedule of Suppliers of Goods and Services has been prepared on a cash basis whereas the financial statements have been prepared on an accrual accounting basis, therefore no reconciliation of this schedule with the financial statements has been prepared.

Other Notes

- The Schedule above does not include property taxes collected on behalf of and remitted to other taxing authorities.
- The Schedule above does not include payments made for the refunding of security and other deposit as these are not a provision of good or serve.

SCHEDULE OF GRANTS OR CONTRIBUTIONS

For the year ended December 31, 2019

Regulations require the District of Oak Bay to report a statement of payments for the purpose of grants or contributions.

Prepared under the Financial Information Regulation, Schedule 1, subsection 7(2)(b).

Organization	Total \$
Oak Bay Volunteer Services	\$ 35,000
Greater Victoria Sport Tourism Commission	5,000
South Island Prosperity Project	44,331
Oak Bay Heritage Foundation	5,275
JexFC Victoria (Canadian Francophone Games)	12,290
Chinese Consolidated Benevolent Association	3,000
City of Victoria	1,650
Community Association of Oak Bay	1,430
Friends of Uplands Park	2,330
Greater Victoria Bike to Work Society	1,650
Green Teams of Canada	3,790
Kiwanis Club of Oak Bay	500
Maritime Museum of BC	1,500
North Oak Bay Community Association	560
Oak Bay United Church	3,500
Oak Bay Rescue Society	5,210
Oak Bay Lawn Bowling	3,280
Oak Bay Figure Skating Club	2,620
Vancouver Island South Film and Media Commission	10,000
Victoria Sexual Assault Centre	5,580
Victoria Women's Transition House	1,220
Saanich Geronimo Canoe Club	500
Total	\$ 150,216