

The Corporation of the Village of Burns Lake

2020 Statement of Financial Information



The Corporation of the Village of Burns Lake

2020 Statement of Financial Information

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The Corporation of the Village of Burns Lake

MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

Mayor and Council is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through the Council directly. Council meets with management monthly and the external auditors at least once a year.

The corporation's management has the responsibility for assessing the management systems and practices of the corporation.

The external auditors, Beswick Hildebrant Lund CPA, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Audit Committee of the Board and meet with it on a regular basis.

On behalf of the Corporation of the Village of Burns Lake


(signature)

Name: Sheryl Worthing

Title: Chief Administrative Officer

Date: Nov 2, 2021

Prepared pursuant to Financial Information Regulation, Schedule 1, section 9

Schedule of Guarantee and Indemnity Agreements

FIR, Schedule 1, section 5

The Village of Burns Lake has not given any guarantees or indemnities und the *Guarantees and Indemnities Regulation*.

THE CORPORATION OF THE VILLAGE OF BURNS LAKE - 2020 STATEMENT OF FINANCIAL INFORMATION

Schedule of Remuneration and Expenses

FIR, Schedule 1, section 6

Elected Officials:

ELECTED OFFICIAL	POSITION	REMUNERATION	EXPENSES
Funk, Dolores	Mayor	\$ 20,549	\$ 2,004
Hill, Darrell	Councillor	7,270	502
Rensby, Charles	Councillor	10,352	1,887
White, Kevin	Councillor	9,452	
Wiebe, Henry	Councillor	9,452	86
Total Council Remuneration and Expenses		\$ 57,074	\$ 4,479

Other Employees:

EMPLOYEE	POSITION	REMUNERATION	EXPENSES
Harms, Chris	Working Foreman / Utility Worker Level II	\$ 153,135	\$ 250
Hiebert, Richard	Equipment Operator Level 1	116,392	534
Krause, Robert	Director of Protective Services	98,831	1,173
Meeds, Susan	Director of Finance	80,126	1,459
Miller, Nolan	Truck Driver	81,492	205
Ross, Dale	Director of Public Works	94,178	
Worthing, Sheryl	Chief Administrative Officer	128,480	840
Remuneration over \$75,000 and expenses		\$ 752,633	\$ 4,459
Remuneration under \$75,000 and expenses		939,987	25,228
Total Employee Remuneration and Expenses		\$ 1,692,620	\$ 29,687

Reconciliation to the Financial Statements:

Total Council and Employee Remuneration	\$ 1,749,694
Other non-taxable benefits	63,746
Employer's Contributions to CPP, EI, Pension and WCB	237,926
Total Wages, employee benefits and Council stipends per FS Note 12	\$ 2,051,367

Statement of Severance Agreements

FIR, Schedule 1, section 6(7)

There were no severance agreements under which payment commenced between the Village of Burns Lake and its non-unionized employees during the fiscal year 2020.

THE CORPORATION OF THE VILLAGE OF BURNS LAKE - 2020 STATEMENT OF FINANCIAL INFORMATION

Schedule of Suppliers of Goods and Services

FIR, Schedule 1, section 7

Alphabetical list of suppliers who received aggregate payments exceeding \$25,000

SUPPLIER	AMOUNT
AUTOMOTIVE	\$ 51,174
BC HYDRO	255,935
BC PENSION CORPORATION	220,699
BESWICK HILDEBRANDT LUND CPA	25,284
COMMERCE	60,495
507726	28,274
BURNS LAKE FIREFIGHTERS ASSOCIATION	37,973
CANADIAN WESTERN MECHANICAL LTD.	2,512,246
CENTRAL SQUARE CANADA SOFTWARE INC.	34,922
CURT MORBEN CONSTRUCTION LTD	757,180
DEAN WILSON TRUCKING	36,598
DECHAMPLAIN CLAUDE	80,992
ESOLUTIONS GROUP LTD.	84,210
EXCEED ELECTRICAL ENGINEERING LTD.	51,470
GRANITE EXCAVATING	489,782
HONEYSUCKLE GARDEN CENTRE	30,796
COLUMBIA	41,124
JET CONTROLS	44,855
KARL STRIMBOLD LAW	203,893
KENDRICK EQUIPMENT LTD.	319,540
LAFARGE CANADA INC.	547,348
MINISTER OF FINANCE	34,858
MOBY CONCRETE LTD.	43,685
NORTHERN LITES TECHNOLOGY	36,309
PACIFIC NORTHERN GAS LTD.	67,039
PARKLAND CORPORATION	89,023
PLAYSPACE ADVENTURES LIMITED	324,901
PROCESCO INC.	395,709
RADLEY CONTRACTING INC.	65,997
RANDY WILSON TRUCKING	118,115
RECEIVER GENERAL OF CANADA	482,201

THE CORPORATION OF THE VILLAGE OF BURNS LAKE - 2020 STATEMENT OF FINANCIAL INFORMATION

Schedule of Suppliers of Goods and Services continued

Alphabetical list of suppliers who received aggregate payments exceeding \$25,000		
ROCKET STEEL BUILDINGS		38,010
SCHOOL DISTRICT NO. 91 - NECHAKO LAKES		30,015
SEALTEC INDUSTRIES LTD.		44,551
TECH NORTH SOLUTIONS INC		99,516
TERUS CONSTRUCTION LTD. DBA LB PAVING		60,968
TRUE CONSULTING GROUP		168,463
WORKERS'S COMPENSATION BOARD		33,425
YETI REFRIGERATION INC.		54,574
SUPPLIER PAYMENTS EXCEEDING \$25,000	\$	8,102,150

Total of payments to suppliers for grants and contributions exceeding \$25,000

Consolidated total of grants exceeding \$25,000	\$	-
Consolidated total of contributions exceeding \$25,000	\$	-
Consolidated total of all grants and contributions exceeding \$25,000	\$	-

Reconciliation

Total of aggregate payments exceeding \$25,000 to suppliers	\$	8,102,150
Consolidated total of payments of \$25,000 or less paid to suppliers		1,001,536
Consolidated total of all grants and contributions exceeding \$25,000		-
TOTAL	\$	9,103,686
Deduct:		
Acquisition of TCA	(\$6,191,431)	
GST rebated	(\$370,297)	
Payroll related expenses	(\$714,176)	(\$7,275,904)
Add:		
Wages	1,692,620	
Council Remuneration	57,074	
Employer Payroll costs	204,501	
Amortization	803,888	2,758,083
Change in accounts payable		207,652
Change in prepaid expenses		(\$24,075)
Change in inventory		5,541
Total Expenses per Statement of Operations	\$	4,774,983

Approval of Financial Information

FIR, Schedule 1, section 9

VILLAGE OF BURNS LAKE

STATEMENT OF FINANCIAL INFORMATION APPROVAL


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


(signature)

NAME: SHERYL WORTHIN

Chief Administrative Officer

DATE: NOV 9, 2021


(signature)

NAME: DORCAS FUNK

Council Member on behalf of Council

DATE: NOV 9, 2021

Access to the Financial Information

FIR, Schedule 1, section 10, Minister of Finance Directive, section 3.6

Reasonable Accommodation

Reasonable accommodation must be provided to any individual who makes a request to examine the SOFI. Corporations must keep copies of the financial information for three years following the fiscal year reported on. Corporations are also authorized to provide public access to their SOFIs by posting them on an appropriate internet website or by other electronic means.

Members of the public are not required to pay the fee if they are willing to view the SOFI on the premises of the corporation. If the individual requests copies by mail, corporations should mail SOFIs on payment of the fee.

Severing Information

FIR, Schedule 1, subsection 10(3)

Under this section, the corporation may supply only the part of the SOFI that the member of the public desires, if that person is satisfied with this. The charge for a part of the SOFI is determined, in part, by the duplication fees as stated in the Freedom of Information and Protection of Privacy Regulation (excerpt included below). The fee cannot exceed \$5, which is the current fee under the FIR.

For instance, a common request is for the remuneration and expenses of a particular person. A photocopied page is less expensive for the member of the public. Corporations may be able to anticipate which parts will be in demand and duplicate them ahead of time. Excerpts should be accompanied by the approval page from the SOFI

APPENDIX 1

Corporation of the Village of Burns Lake

Audited Financial Statements

December 31, 2020

THE CORPORATION OF THE VILLAGE OF BURNS LAKE

FINANCIAL STATEMENTS

December 31, 2020

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RESPONSIBILITY FOR FINANCIAL REPORTING

The Financial Statements of the Corporation of the Village of Burns Lake (the "Village") have been prepared by management in accordance with generally accepted accounting standards for local governments established by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants.

Management is responsible for the preparation and presentation of the financial statements, including responsibility for significant accounting judgements and estimates, and the choice of accounting principles and methods that are appropriate to the Village.

The Village'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 produced.

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

The financial statements have been audited by Beswick Hildebrandt Lund, Chartered Professional Accountants, independent auditors appointed by the Village. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Village's financial statements.

A handwritten signature in blue ink, appearing to read "Sheryl Worthing".

Sheryl Worthing
Acting Director of Finance

October 26, 2021



CHARTERED PROFESSIONAL ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

To the Mayor and Council of The Corporation of the Village of Burns Lake

Opinion

We have audited the financial statements of The Corporation of the Village of Burns Lake (the Entity), which comprise the statement of financial position as at December 31, 2020, and the statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2020, and the results of its operations and cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standard.

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 Entity 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 the financial statements in accordance with PSAS, 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 Entity'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 Entity or to cease operations, or has no realistic alternative but to do so.

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

Partners

Allison Beswick CPA, CA
Norm Hildebrandt CPA, CA
Robin Lund CPA, CGA

Dane Soares CPA
Taylor Turkington CPA

Beswick Hildebrandt Lund CPA
556 North Nechako Road, Suite 10,
Prince George BC, Canada V2K 1A1
T: +1 250 564 2515, F: +1 250 562 8722

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 Entity'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 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 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.



CHARTERED PROFESSIONAL ACCOUNTANTS

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.

Beswick Hildebrandt Lund

Chartered Professional Accountants

Prince George, British Columbia

October 26, 2021

THE CORPORATION OF THE VILLAGE OF BURNS LAKE

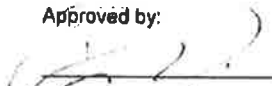
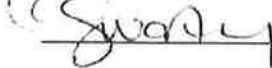
STATEMENT OF FINANCIAL POSITION

December 31, 2020

	<u>2020</u>	<u>2019</u>
FINANCIAL ASSETS		
Cash (Note 2)	\$ 2,273,272	\$ 2,410,430
Investments (Note 3)	6,220,087	6,070,706
Accounts receivable (Note 4)	2,082,528	1,373,945
Investment in Comfor (Note 5)	8,319,860	9,084,042
	<u>18,895,545</u>	<u>18,939,123</u>
LIABILITIES		
Accounts payable and accrued liabilities (Note 6)	886,602	478,950
Deferred revenue (Note 7)	913,334	149,584
Short term borrowing (Note 9)	513,947	279,592
	<u>2,113,883</u>	<u>908,126</u>
NET FINANCIAL ASSETS	<u>16,781,662</u>	<u>18,030,997</u>
NON-FINANCIAL ASSETS		
Prepaid expenses (Note 8)	40,790	16,715
Inventories of supplies	81,021	56,562
Tangible capital assets (Note 10)	25,907,140	20,519,597
	<u>25,998,951</u>	<u>20,592,874</u>
ACCUMULATED SURPLUS (Note 11)	<u>\$ 42,780,613</u>	<u>\$ 38,623,871</u>

CONTINGENT LIABILITIES (Note 14)

Approved by:

 Mayor
 Chief Financial Officer

See notes to the financial statements

THE CORPORATION OF THE VILLAGE OF BURNS LAKE

STATEMENT OF OPERATIONS

For the year ended December 31, 2020

	2020		2019
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
	(Note 17)		
REVENUE (Schedule 1)			
Taxation	\$ 1,946,103	\$ 1,945,386	\$ 1,906,886
Fees, rates and service charges	1,319,215	1,278,386	1,162,765
Government transfer	5,617,575	5,835,707	5,545,996
Investment income	164,379	168,696	200,395
Other	96,080	467,932	1,172,773
Wildfire response	-	-	-
Income from investment in Comfor (Note 5)	-	(522,268)	169,598
	<u>9,143,352</u>	<u>9,173,839</u>	<u>10,158,413</u>
EXPENSES (Note 12)			
General government	759,037	650,665	698,291
Protective services	461,426	473,755	488,326
Wildfire response	-	-	-
Transportation	900,871	1,294,828	1,238,215
Solid waste	51,984	82,282	125,908
Planning and development	478,410	327,913	218,528
Parks, recreation and culture	918,943	1,100,800	1,020,471
Cemeteries	14,630	16,686	16,941
Water utility	428,959	486,634	464,004
Sewer utility	413,851	341,420	474,201
	<u>4,428,111</u>	<u>4,774,983</u>	<u>4,744,885</u>
ANNUAL SURPLUS	4,715,241	4,398,856	5,413,528
Other comprehensive income from Comfor (Note 5)	-	(242,114)	(7,088)
ACCUMULATED SURPLUS - BEGINNING OF YEAR	<u>38,623,871</u>	<u>38,623,871</u>	<u>33,217,431</u>
ACCUMULATED SURPLUS - END OF YEAR (Note 11)	<u>\$ 43,339,112</u>	<u>\$ 42,780,613</u>	<u>\$ 38,623,871</u>

See notes to the financial statements

THE CORPORATION OF THE VILLAGE OF BURNS LAKE
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS

For the year ended December 31, 2020

	2020		2019
	<u>Budget</u> (Note 17)	<u>Actual</u>	<u>Actual</u>
ANNUAL SURPLUS	\$ 4,715,241	\$ 4,398,856	\$ 5,413,528
Other Comprehensive Income from Comfor	-	(242,114)	(7,088)
	<u>4,715,241</u>	<u>4,156,742</u>	<u>5,406,440</u>
Acquisition of tangible capital assets	(7,832,988)	(6,191,431)	(2,735,621)
Amortization of tangible capital assets	-	803,888	940,730
Loss on sale of tangible capital assets	-	-	(191,151)
Proceeds on sale of tangible capital assets	-	-	354,530
	<u>(7,832,988)</u>	<u>(5,387,543)</u>	<u>(1,631,512)</u>
Acquisition of Supplies Inventories	-	5,541	(29,482)
Acquisition of Prepaid Expense	-	(41,610)	(16,715)
Use of Prepaid Expense	-	17,535	220,301
	<u>-</u>	<u>(18,534)</u>	<u>174,104</u>
CHANGE IN NET FINANCIAL ASSETS	(3,117,747)	(1,249,335)	3,949,032
NET FINANCIAL ASSETS AT BEGINNING OF THE YEAR	<u>18,030,997</u>	<u>18,030,997</u>	<u>14,081,965</u>
NET FINANCIAL ASSETS AT END OF THE YEAR	<u>\$ 14,913,250</u>	<u>\$ 16,781,662</u>	<u>\$ 18,030,997</u>

See notes to the financial statements

THE CORPORATION OF THE VILLAGE OF BURNS LAKE

STATEMENT OF CASH FLOWS

For the year ended December 31, 2020

	<u>2020</u>	<u>2019</u>
OPERATING ACTIVITIES		
Annual surplus	\$ 4,398,856	\$ 5,413,528
Add: Non-cash items		
Amortization	803,888	940,730
Income from investment in Comfor	522,268	(169,598)
(Gain)/Loss on Disposal of Tangible Capital Assets	-	(191,151)
Actuarial Adjustment on Long Term Debt	-	(15,230)
	<u>5,725,012</u>	<u>5,978,279</u>
Changes in non-cash working capital:		
Accounts receivable	(708,581)	(562,561)
Accounts payable and accrued liabilities	207,652	(39,125)
Deferred revenue	763,750	78,206
Inventories of Supplies	5,541	(29,482)
Prepaid expenses	(24,075)	203,586
	<u>5,969,299</u>	<u>5,628,903</u>
Net change in cash from operating activities		
CAPITAL ACTIVITIES		
Acquisition of Tangible Capital Assets	(6,191,431)	(2,735,621)
Proceeds on sale of tangible capital assets	-	354,530
	<u>(6,191,431)</u>	<u>(2,381,091)</u>
Net change in cash from capital activities		
INVESTING ACTIVITIES		
(Purchase) disposition of investments	(149,381)	(3,044,915)
	<u>(149,381)</u>	<u>(3,044,915)</u>
Net change in cash from investing activities		
FINANCING ACTIVITIES		
Principal payments on long term debt	-	(12,061)
Principal payments on short term borrowing	(62,808)	(86,700)
Borrowing proceeds	297,163	187,261
	<u>234,355</u>	<u>88,500</u>
Net change in cash from financing activities		
NET CHANGE IN CASH	<u>(137,158)</u>	<u>291,397</u>
CASH AT BEGINNING OF THE YEAR	<u>2,410,430</u>	<u>2,119,033</u>
CASH AT END OF THE YEAR	<u>\$ 2,273,272</u>	<u>\$ 2,410,430</u>

See notes to the financial statements

THE CORPORATION OF THE VILLAGE OF BURNS LAKE

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2020

OPERATIONS

The Corporation of the Village of Burns Lake (the Village) was incorporated as a municipality in 1923 and operates under the provisions of the Local Government Act and the Community Charter of British Columbia. The Village's principal activities include the provision of local government services to residents of the incorporated area. These services include administrative, protective, transportation, environmental, economic development, recreation, water and sewer.

1. SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The financial statements of the Village are prepared by management in accordance with accounting standards established by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Professional Accountants. The financial statements reflect the combined results and activities of the Corporation of the Village of Burns Lake. The Village's wholly owned subsidiary, Comfor Management Services Ltd., has been reported on a modified equity basis. The statements exclude trust assets that are administered by the Village for the benefit of external parties. Interfund transactions and balances have been eliminated. The Village's classification of funds and the purposes of those funds are as follows:

Operating Funds	These funds report the General, Water and Sewer operations of the Village, and are used to report the costs associated with providing Village services. They also include reserve accounts established for general operating purposes.
Capital Funds	These funds include the General, Water and Sewer capital funds, and are used to report the acquisition, disposal, and financing of property, infrastructure and equipment. They also include reserve accounts established for capital purposes.
Reserve Funds	Under the Community Charter of British Columbia, Council may, by bylaw establish reserve funds for particular purposes. Money in the reserve fund, and interest earned thereon, must be expended only for the purpose for which the fund was established.
Trust Funds	These funds have been created to hold cash assets that must be used for specific purposes and/or beneficiaries and according to certain agreements. In accordance with Canadian Public Sector Accounting Standards, trust funds administered by the Village are not included in the Village's Financial Statements. Trust funds administered by the Village are presented in Note 15.

THE CORPORATION OF THE VILLAGE OF BURNS LAKE

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2020

1. SIGNIFICANT ACCOUNTING POLICIES, continued

Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported revenue and expenditures during the reporting period. These estimates and assumptions are based on management's judgement and the best information available at the time of preparation and may differ significantly from actual results. Estimates are reviewed periodically or as new information becomes available, by management, and as adjustments become necessary, they are reported in earnings in the period in which they become known. Items requiring the use of estimates include the collectability of accounts receivable, accrued liabilities, useful lives of tangible capital assets, rates for amortization, employee benefits and provision for contingencies.

Measurement uncertainty exists in these financial statements. Actual results could differ from these estimates.

Revenue Recognition

Revenues are recognized in the period in which the transactions or events occurred that gave rise to the revenues. All revenues are recorded on an accrual basis

Government transfers are recognized as revenues when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. 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.

Contributions from other sources are deferred when restrictions are placed on their use by the contributor and are recognized as revenue when used for the specific purpose. Restricted contributions that must be maintained in perpetuity are recorded as revenue when received or receivable and are presented as non-financial assets in the statement of financial position.

Revenue related to fees or services received in advance of the fee being earned or the service is performed is deferred and recognized when the fee is earned or service performed.

Taxation revenues are recognized in the year in which they are levied.

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 CORPORATION OF THE VILLAGE OF BURNS LAKE

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2020

1. **SIGNIFICANT ACCOUNTING POLICIES, continued**

Financial Instruments

The Village initially measures its financial assets and financial liabilities at fair value. The Village subsequently measures all its financial assets and financial liabilities at cost.

Financial assets measured at cost include cash, investments and accounts receivable.

Financial liabilities measured at cost include accounts payable and accrued liabilities and short term borrowing.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

Transaction costs

The Village recognizes its transaction costs in net income in the period incurred. However, the carrying amount of the financial instruments that will not be subsequently measured at fair value is reflected in the transaction costs that are directly attributable to their origination, issuance or assumption.

Expense Recognition

Expenses are reported on an accrual basis. The cost of all goods consumed and services received during the year is expensed.

Accumulated Surplus

Accumulated surplus is the amount by which all financial and non-financial assets exceed all liabilities and indicates the net economic resources available to provide future services. Accumulated surplus is represented by various fund balances and equity in capital assets.

Cash and Investments

Cash consists of cash and accounts held at financial institutions. Investments consist of Municipal Financial Authority money market investments and term deposits. Interest is accrued at the invested rate.

THE CORPORATION OF THE VILLAGE OF BURNS LAKE

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2020

1. SIGNIFICANT ACCOUNTING POLICIES, continued

Tangible Capital Assets and Amortization

Tangible capital assets have useful lives extending past the current year. They are recorded at cost, net of disposals, write-downs and amortization. Cost includes amounts that are directly attributable to acquisition, construction, development or betterment of the assets. The cost, less residual value, is amortized on a straight-line basis over the estimated useful life of the asset, commencing the year the asset is put into service.

Estimated useful lives are as follows:

	<u>YEARS</u>
Land	Not amortized
Buildings	15-50
Vehicles, machinery and equipment	5-20
Office equipment and computers	5-10
Other equipment	5-15
Engineering Structures (road and parks)	10-75
Utility systems (water, sewer, drainage)	20-100

Investment in Government Business Enterprises

The Village records its business enterprise, Comfor Management Services Ltd. (Comfor) (note 5), using the modified equity method.

Under the modified equity method of accounting, only the Village's investment in the Comfor and the Comfor's net income and other changes in equity are recorded. No adjustment is made for accounting policies of Comfor that are different from those of the Village. Other comprehensive income of the Comfor is presented separately from operating surplus (note 11). Inter-organizational transactions and balances are not eliminated, except for any profit or loss on the sale between entities of assets that remain within the reporting entity. Any dividends, if any, received by the Village is reflected as a reduction in the investment asset account. As of December 31, 2020 the Village has not received any dividends from Comfor (2019 – nil).

THE CORPORATION OF THE VILLAGE OF BURNS LAKE

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2020

2. CASH

	<u>2020</u>	<u>2019</u>
Cash on hand	\$ 500	\$ 500
Demand deposits - unrestricted	870,646	443,462
Demand deposits - statutory reserves	359,800	434,035
Municipal Finance Authority Pooled High Interest Savings	1,042,326	1,532,433
Municipal Finance Authority Money Market Fund	-	-
	<u>\$ 2,273,272</u>	<u>\$ 2,410,430</u>

3. INVESTMENTS

	<u>2020</u>	<u>2019</u>
Term Deposits	\$ 5,715,341	\$ 6,069,961
MFA Money Market Fund	504,001	-
Shares in Chinook Comfor Limited	656	656
Credit Union Equity Shares	89	89
	<u>\$ 6,220,087</u>	<u>\$ 6,070,706</u>

4. ACCOUNTS RECEIVABLE

	<u>2020</u>	<u>2019</u>
Property Taxes	\$ 362,076	\$ 259,168
Utilities	12,006	25,065
Other Governments	788,808	583,409
Co-ordinated Works Agreement	239,001	115,850
Trade and other	680,635	390,453
	<u>\$ 2,082,526</u>	<u>\$ 1,373,945</u>

During August 2019, the Village of Burns Lake entered into a mutually beneficial Co-ordinated Works Agreement to share costs of parking lot improvements with an arm's length corporate business. Under the terms of the Co-ordinated Works Agreement, upon completion of the work, the Village will invoice the corporate business for the work performed on the corporate business' share of the project. The corporate business will then commence making non-interest bearing, unsecured monthly payments of \$6,000 until the accounts receivable is paid in full. As of December 31, 2020, the work was still in progress and no amounts were invoiced or paid during the year.

THE CORPORATION OF THE VILLAGE OF BURNS LAKE

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2020

5. INVESTMENT IN COMFOR

Comfor Management Services Ltd. (Comfor) is a wholly owned subsidiary whose purpose is to operate Community Forest License K1A under a Community Forest Agreement with the Province of BC. The corporation was incorporated October 5, 2001, under the Business Corporations Act of British Columbia. The registered address for the corporation is 117 Highway 16, Burns Lake, BC.

Comfor owns the shares of Burns Lake Community Forest Ltd., which holds the forest license and undertakes the timber harvesting. The original Community Forest Agreement has been replaced with an agreement commencing April 12, 2015, for a period of 25 years. All operations are conducted within the Burns Lake, BC area.

The Village accounts for its investment in this government enterprise using the modified equity method. Comfor's fiscal year end is October 31. Management uses Comfor's audited statements to record the Village's investment in Comfor. The condensed financial information of this investment for the year ending October 31, 2020, with comparative figures for October 31, 2019 are as follows:

	<u>2020</u>	<u>2019</u>
Assets:		
Current assets	\$ 2,131,206	\$ 3,445,988
Long-term investments	8,950,451	9,560,402
Property, plant and equipment	<u>706,693</u>	<u>497,975</u>
	<u>11,788,350</u>	<u>13,504,365</u>
Liabilities:		
Current liabilities	1,830,803	2,350,327
Accrued re-forestation costs	732,580	1,157,583
Deferred revenue	866,793	912,413
Right-of-use lease liability	<u>38,514</u>	<u>-</u>
	<u>3,468,690</u>	<u>4,420,323</u>
	<u>\$ 8,319,660</u>	<u>\$ 9,084,042</u>
Net (loss) income for the year	\$ (522,268)	\$ 169,598
Other comprehensive income (loss)	<u>(242,114)</u>	<u>(7,088)</u>
Total net income and comprehensive income for the year	<u>\$ (764,382)</u>	<u>\$ 162,510</u>

During 2020, the Village received a cash contribution from Comfor in the amount of \$358,446 (2019 - \$577,005).

The investment in Comfor (decreased)increased by \$(764,382) (2019 - \$162,510) which is equal to Comfor's net income and comprehensive income for the year ended October 31, 2020.

THE CORPORATION OF THE VILLAGE OF BURNS LAKE

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2020

6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	<u>2020</u>	<u>2019</u>
Trade accounts payable and accruals	\$ 461,512	\$ 254,514
Payroll and related costs	220,427	219,773
Funds held for community groups	<u>4,663</u>	<u>4,663</u>
	<u><u>\$ 686,602</u></u>	<u><u>\$ 478,950</u></u>

7. DEFERRED REVENUE

	<u>2020</u>	<u>2019</u>
Regional District Funding	\$ 52,680	\$ 79,451
Province of BC - Covid Restart Grant	732,000	-
Province of BC - Rural Dividend Fund	104,173	70,133
Multiplex and Visitors Centre	<u>24,481</u>	<u>-</u>
	<u><u>\$ 913,334</u></u>	<u><u>\$ 149,584</u></u>

COVID Restart Grant

COVID Restart funding is provided by the Government of Canada. COVID Restart funding may be used towards qualifying expenditures.

	<u>2020</u>	<u>2019</u>
Opening balance	\$ -	\$ -
Add: Amounts received in the year	732,000	-
Interest earned	<u>-</u>	<u>-</u>
	<u>732,000</u>	<u>-</u>
Less: Amounts spent in the year	<u>-</u>	<u>-</u>
Closing balance	<u><u>\$ 732,000</u></u>	<u><u>\$ -</u></u>

THE CORPORATION OF THE VILLAGE OF BURNS LAKE

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2020

8. PREPAID EXPENSES

	<u>2020</u>	<u>2019</u>
Membership dues and conference registrations	\$ 2,910	\$ 4,957
Other prepaid expenses	<u>37,880</u>	<u>11,758</u>
	<u><u>\$ 40,790</u></u>	<u><u>\$ 16,715</u></u>

9. SHORT TERM BORROWING

	Interest Rate	Monthly Payment	Maturity Date	2020 Balance Owing	2019 Balance Owing
MFA loan, garbage truck	1.2%	\$ 4,027	Dec-21	\$ 51,671	\$ 98,620
MFA loan, rescue truck	1.2%	\$ 1,418	Jul-24	57,851	73,710
Temporary Borrowing Bylaw 1007	1.2%			<u>404,425</u>	<u>107,262</u>
				<u><u>\$ 513,947</u></u>	<u><u>\$ 279,592</u></u>

Future principal payments on existing debt are as follows:

2021	\$ 472,645
2022	16,700
2023	16,858
2024	7,744
2025	<u>-</u>
Total	<u><u>\$ 513,947</u></u>

THE CORPORATION OF THE VILLAGE OF BURNS LAKE

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2020

10. TANGIBLE CAPITAL ASSETS

Cost	2019	Additions	Disposals	Adjustments	2020
Land	\$ 505,211	\$ 200,000	\$ -	\$ -	\$ 705,211
Work in Progress	1,071,091	3,107,520	-	(36,347)	4,142,264
Buildings	10,718,989	478,624	-	-	11,197,613
Machinery	4,082,957	400,845	-	(45,500)	4,438,302
Engineered Structures	7,910,944	1,800,673	-	3,535	9,715,152
Utilities	10,889,778	203,769	-	51,286	11,144,833
Office Equipment	71,172	-	-	-	71,172
	<u>\$ 35,250,142</u>	<u>\$ 6,191,431</u>	<u>\$ -</u>	<u>\$ (27,026)</u>	<u>\$ 41,414,547</u>

Accumulated Amortization	2019	Additions	Disposals	Adjustments	2020
Land	\$ -	\$ -	\$ -	\$ -	\$ -
Work in Progress	-	-	-	-	-
Buildings	3,478,282	245,000	-	-	3,723,282
Machinery	2,290,565	261,263	-	-	2,551,828
Engineered Structures	4,559,102	189,502	-	-	4,748,604
Utilities	4,334,143	107,177	-	(27,026)	4,414,294
Office Equipment	68,453	946	-	-	69,399
	<u>\$ 14,730,545</u>	<u>\$ 803,888</u>	<u>\$ -</u>	<u>\$ (27,026)</u>	<u>\$ 15,507,407</u>

Net Book Value	2019	2020
Land	\$ 505,211	\$ 705,211
Work in Progress	1,071,091	4,142,264
Buildings	7,240,707	7,474,331
Machinery	1,792,392	1,886,474
Engineered Structures	3,351,842	4,966,548
Utilities	6,555,635	6,730,539
Office Equipment	2,719	1,773
	<u>\$ 20,519,597</u>	<u>\$ 25,907,140</u>

THE CORPORATION OF THE VILLAGE OF BURNS LAKE

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2020

11. ACCUMULATED SURPLUS

	2020	2019
Unappropriated Surplus		
General Operating Fund	\$ 1,138,591	\$ 675,300
Water Operating Fund	91,178	38,045
Sewer Operating Fund	183,626	63,388
	<u>1,413,395</u>	<u>776,733</u>
Reserve Accounts		
General Operating Fund	2,697,471	3,011,553
General Capital Fund	269,225	815,961
Water Operating Fund	739,760	603,748
Sewer Operating Fund	728,870	632,270
	<u>4,435,326</u>	<u>5,063,532</u>
Statutory Reserve Fund	<u>3,219,039</u>	<u>3,459,559</u>
Equity in Comfor Management Services Ltd.	<u>8,319,660</u>	<u>9,084,042</u>
Equity in Tangible Capital Assets		
General Capital Fund	15,572,419	13,410,527
Water Capital Fund	7,998,417	4,812,138
Sewer Capital	1,822,357	2,017,340
	<u>25,393,193</u>	<u>20,240,005</u>
Total Accumulated Surplus	<u>\$ 42,780,613</u>	<u>\$ 38,623,871</u>
Accumulated Surplus before other comprehensive income	<u>\$ 42,603,550</u>	<u>\$ 38,204,694</u>
Accumulated Surplus from other comprehensive income from Comfor	<u>177,063</u>	<u>419,177</u>
Total Accumulated Surplus	<u>\$ 42,780,613</u>	<u>\$ 38,623,871</u>

THE CORPORATION OF THE VILLAGE OF BURNS LAKE

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2020

12. EXPENDITURES BY OBJECT:

	2020	2019
Wages, employee benefits, Council stipends	\$ 2,051,367	\$ 1,939,707
Utilities (hydro, gas, telephone, internet)	316,699	324,110
Insurance	80,908	92,728
Goods and services	1,522,121	1,355,115
Loss on disposal of capital assets	-	92,495
Amortization of capital assets	803,888	940,730
	<u>\$ 4,774,983</u>	<u>\$ 4,744,885</u>

13. PENSION LIABILITY:

The Village of Burns Lake and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members 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, 2019, the plan has about 213,000 active members and approximately 106,000 retired members. Active members include approximately 41,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of an 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 Village of Burns Lake paid \$116,610 (2019 - \$103,035) for employer contributions while employees contributed \$103,303 (2019 - \$91,934) to the plan in fiscal 2020.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

THE CORPORATION OF THE VILLAGE OF BURNS LAKE

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2020

14. CONTINGENT LIABILITIES

The Village is responsible, as a member of the Regional District of Bulkley-Nechako, for its portion of any operating deficits of capital debt related to functions in which participates.

The Municipal Insurance Association is a self-liability insurance plan formed by local governments including the Village. The Village is obligated under the plan, to pay a percentage of its fellow insured's losses incurred.

The loan agreements with the Municipal Finance Authority provide that if the Authority does not have sufficient funds to meet payments on its obligations, it shall make payment from the Debt Reserve Fund which is established by a similar Debt Reserve Fund in the municipality and all other borrowing participants. If the Debt Reserve Fund is deficient, the Authority's obligations become a liability of the Regional District and may become a liability of the participating municipalities.

15. CEMETERY CARE TRUST FUND

The Village owns and maintains the Burns Lake Municipal Cemetery. Pursuant to provincial legislation, a Cemetery Care Trust Fund was established to ensure continuity of cemetery maintenance. A portion of all plot sales and memorial setting fees is credited to this fund. Although the fund balance is not included in the financial statements, all investment earning during the year are transferred into general revenue as permitted by law.

	<u>2020</u>	<u>2019</u>
Assets		
Bank account	\$ 275	\$ 2,213
Short term investments	<u>42,682</u>	<u>40,568</u>
Fund	<u>\$ 42,957</u>	<u>\$ 42,781</u>
Operations		
Contributions	\$ 829	\$ 1,669
Interest income	121	859
Transfers to general operating fund	<u>-</u>	<u>-</u>
Change in fund balance	<u>\$ 950</u>	<u>\$ 2,528</u>

The Cemetery Care Trust Fund is not included in the financial statements.

THE CORPORATION OF THE VILLAGE OF BURNS LAKE

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2020

16. SEGMENTED INFORMATION:

The Corporation of the Village of Burns is a diversified municipal government institution that provides a wide range of services to its citizens. Distinguishable functional segments have been separately disclosed. The nature of the segments and the activities they encompass are as follows, and quantitative data on these segments can be found in Schedule 4.

General Government: This segment includes the revenue and expenses associated with legislative, administrative, finance, information technology and municipal building services.

Protective Services: The segment includes the revenue and expenses associated with fire protection, bylaw enforcement, animal control, victim services and building inspection services.

Transportation: This segment includes the revenue and expenses associated with the public works yard, drainage, streets and sidewalks.

Solid Waste: This segment includes the revenue and expenses associated with garbage collection.

Planning and Development: This segment includes the revenue and expenses associated with planning and zoning, economic development and tourism services.

Parks, recreation and culture: This segment includes the revenue and expenses associated with the recreation complex, parks and playgrounds, recreation programs and cultural facilities.

Cemeteries: This segment includes the revenue and expenses associated with interments and maintenance at the Burns Lake Municipal Cemetery.

Water: This segment includes the revenue and expenses associated with providing water services.

Sewer: This segment includes the revenue and expenses associated with providing sewer services

THE CORPORATION OF THE VILLAGE OF BURNS LAKE

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2020

17. COMPLIANCE WITH LEGISLATIVE FINANCIAL PLAN REQUIREMENTS

In accordance with legislative requirements, the Financial Plan, adopted by Council on May 5, 2020, was prepared on a modified accrual basis. These financial statements, in accordance with Canadian Public Sector Accounting Standards, were prepared on a full accrual basis. The following reconciles the approved amended Financial Plan from January 19, 2021 to budgeted amounts reported in these Financial Statements. The amended Financial Plan was used in order to more accurately reflect the operations in the period.

	<u>2020</u>
Budgeted surplus per Statement of Operations	\$ 4,715,241
Less:	
Capital expenditures	(7,832,988)
Debt principal payments	(65,343)
Contributions to reserves/surplus	<u>(849,443)</u>
Add:	
Transfers from surplus and reserves	3,491,314
Borrowing proceeds	<u>541,219</u>
Balanced financial plan	<u>\$ -</u>

18. COMPARATIVE FIGURES

Certain prior year figures, presented for comparative purposes, have been reclassified to conform to the current year's financial statement presentation.

THE CORPORATION OF THE VILLAGE OF BURNS LAKE

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2020

19. NORTHERN CAPITAL PLANNING GRANT

Northern Capital and Planning funding is provided by the Province of British Columbia. The Northern Capital and Planning funding may be used towards infrastructure and eligible projects include engineering, infrastructure planning, pipes, wells, treatment facilities, building, roads, machinery, equipment, vehicles, and other associated capital that are owned and controlled by the Village. This can also include the cost of land associated with developing the above capital investment.

	<u>2020</u>	<u>2019</u>
Opening balance	\$ 2,962,711	\$ -
Add: Amounts received in the year	<u>1,267,000</u>	3,439,000
Interest earned	<u>50,070</u>	<u>48,232</u>
	<u>1,317,070</u>	<u>3,487,232</u>
Less: Paved road resurfacing	<u>240,000</u>	400,000
Public parking lot improvements	<u>154,381</u>	121,922
Design and construct a splash park	<u>370,259</u>	2,599
Sewer and water	<u>19,151</u>	-
Sidewalk improvements	<u>189,020</u>	-
Land purchase	<u>200,000</u>	-
	<u>1,172,811</u>	<u>524,521</u>
Closing balance	<u>\$ 3,106,970</u>	<u>\$ 2,962,711</u>

20. FEDERAL GAS TAX RESERVE

Gas Tax funding is provided by the Government of Canada. The use of the funding is established by funding agreement between The Village and the Union of British Columbia Municipalities. Gas Tax funding may be used towards qualifying expenditures as specified in the funding agreement. The Village maintains the amounts in a statutory reserve.

	<u>2020</u>	<u>2019</u>
Opening balance	\$ 358,708	\$ 276,828
Add: Amounts received in the year	<u>130,042</u>	274,787
Interest earned	<u>6,407</u>	<u>5,177</u>
	<u>136,449</u>	<u>279,964</u>
Less: Amounts spent in the year	<u>200,000</u>	<u>198,084</u>
Closing balance	<u>\$ 295,157</u>	<u>\$ 358,708</u>

THE CORPORATION OF THE VILLAGE OF BURNS LAKE

REVENUES

For the year ended December 31, 2020

	2020		2019
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
	(Note 17)		
TAXATION			
Real Property Taxes - Municipal	\$ 1,477,659	\$ 1,477,046	\$ 1,427,820
Frontage Taxes	237,872	237,548	237,873
Penalties and Interest on Taxes	36,000	32,503	38,176
1% Utility Taxes	163,702	164,531	173,328
Grants in Lieu of Taxes	30,870	33,758	29,689
Total municipal tax revenue	1,946,103	1,945,386	1,906,886
Taxes levied on behalf of other taxing authorities	1,142,713	1,182,588	1,283,259
Total taxes levied	3,088,816	3,127,974	3,190,145
Less: levies remitted to other taxing authorities			
Province of BC - School Taxes	432,783	439,931	514,678
Province of BC - Police Taxes	63,154	86,548	79,955
Regional District Bulkley Nechako	382,043	388,434	429,337
Regional Hospital District	257,839	258,509	250,822
BC Assessment Authority	6,866	9,128	8,431
Municipal Finance Authority	28	38	36
	1,142,713	1,182,588	1,283,259
	\$ 1,946,103	\$ 1,945,386	\$ 1,906,886
FEES, RATES AND SERVICES CHARGES			
Solid Waste - Refuse Collection and Bin Sales	\$ 121,384	\$ 119,411	\$ 114,825
Cemeteries - Burials and Plot Sales	8,000	12,112	13,867
Permits and Licenses	39,000	43,884	64,247
Fire Protection Service Agreements	42,500	45,210	37,689
Lakeside Multiplex	216,651	129,987	223,046
Water	439,000	471,079	352,526
Sewer	438,580	454,143	349,740
Other	14,100	2,560	6,825
	\$ 1,319,215	\$ 1,278,386	\$ 1,162,765

See notes to the financial statements

THE CORPORATION OF THE VILLAGE OF BURNS LAKE

REVENUES (continued)

For the year ended December 31, 2020

	2020	2019
	<u>Budget</u>	<u>Actual</u>
	(Note 17)	<u>Actual</u>
GOVERNMENT TRANSFER		
Government of Canada		
Canada Summer Jobs Program	\$ -	\$ -
Province of BC		
Northern Capital and Planning Grant	514,920	1,267,000
Investing in Canada Infrastructure Program	-	1,997,057
Clean Water and Wastewater Fund	2,976,199	-
Small Community Grant	-	513,099
Victim Services	50,472	51,294
BC Rural Dividend Fund	-	35,960
Sidewalks	486,000	435,000
Economic Development	140,133	-
Climate Action Revenue Incentive Program	-	10,220
Regional District		
Arena	200,000	200,137
Fire Protection	103,454	113,683
Visitor Information Centre	37,639	42,548
Economic Development	106,084	67,139
Emergency Services	-	-
Victim Services	15,675	15,675
Union of BC Municipalities		
Gas Tax Community Works Fund	130,008	130,042
Asset Management Planning Program	45,313	(3,207)
Strategic Wildfire Prevention	29,459	2,840
Community Resiliency Investment Program	-	1,941
Community Emergency Preparedness Fund	-	25,000
Other		
Miscellaneous recreation grants	10,000	21,705
Nechako Kitimat Development Fund	-	-
Northern Development Initiative Trust	50,000	108,449
Fire protection	5,000	5,000
Lake Babine Nation	-	411,022
Sewer life stations	106,500	97,591
Water treatment	541,219	215,790
Economic Development	47,000	-
Sidewalk capital	-	73,713
Legislative	2,500	-
Fire equipment	20,000	20,000
Canadian Parks and Recreation Green Jobs Initiative	-	3,950
	\$ 5,617,575	\$ 5,835,707
		\$ 5,545,996

See notes to the financial statements

THE CORPORATION OF THE VILLAGE OF BURNS LAKE

REVENUES (continued)

For the year ended December 31, 2020

	2020	2019
	<u>Budget</u>	<u>Actual</u>
	(Note 17)	<u>Actual</u>
INVESTMENT INCOME		
Interest	\$ 164,379	\$ 200,395
OTHER INCOME		
Contribution from Comfor	\$ -	\$ 577,005
Rental Income	44,580	41,588
Donations	51,000	244,335
Other	500	10,967
Gain on disposal of assets	-	283,647
Actuarial adjustment on long term debt	-	15,231
	\$ 96,080	\$ 1,172,773
WILDFIRE RESPONSE		
BC Wildfire Service	\$ -	\$ -
COMFOR INCOME		
Income from investment on Comfor (note 5)	\$ -	\$ 169,598

See notes to the financial statements

THE CORPORATION OF THE VILLAGE OF BURNS LAKE
STATEMENT OF FINANCIAL POSITION - BY FUND
For the year ended December 31, 2020

	General Operating Fund	Water Operating Fund	Sewer Operating Fund	General Capital Fund	Water Capital Fund	Sewer Capital Fund	Reserve Funds	Comfor	2020	2019
FINANCIAL ASSETS										
Cash	\$ 1,913,471	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 359,801	\$ -	\$ 2,273,272	\$ 2,410,430
Investments	6,220,087	-	-	-	-	-	-	-	6,220,087	6,070,706
Accounts receivable	1,434,148	12,008	-	427,713	208,859	-	-	-	2,082,528	1,373,845
Investment In Comfor (Note 5)	-	-	-	-	-	-	-	8,319,660	8,319,660	9,084,042
Due from (to) other funds	(4,223,519)	79,172	183,626	(158,488)	531,101	728,870	2,859,238	-	-	-
	5,344,187	91,178	183,626	269,225	739,780	728,870	3,219,039	8,319,660	18,895,545	18,839,123
LIABILITIES										
Accounts payable and accrued liabilities	686,602	-	-	-	-	-	-	-	686,602	478,950
Deferred revenue	913,334	-	-	-	-	-	-	-	913,334	149,584
Short term borrowing	-	-	-	109,522	404,425	-	-	-	513,947	278,582
	1,599,936	-	-	109,522	404,425	-	-	-	2,113,883	808,128
NET FINANCIAL ASSETS	3,744,251	91,178	183,626	159,703	335,355	728,870	3,219,039	8,319,660	16,781,662	18,030,997
NON-FINANCIAL ASSETS										
Prepaid expenses	40,780	-	-	-	-	-	-	-	40,780	18,715
Inventories of supplies	51,021	-	-	-	-	-	-	-	51,021	58,582
Tangible capital assets	-	-	-	15,681,941	8,402,842	1,822,357	-	-	25,907,140	20,522,587
	91,801	-	-	15,681,941	8,402,842	1,822,357	-	-	25,998,951	20,585,874
ACCUMULATED SURPLUS	\$ 3,836,052	\$ 91,178	\$ 183,626	\$ 15,841,644	\$ 8,738,177	\$ 2,551,227	\$ 3,219,039	\$ 8,319,660	\$ 42,780,613	\$ 38,626,871
Represented by:										
Surplus	\$ 1,138,591	\$ 91,178	\$ 183,626	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,413,395	\$ 778,733
Reserve accounts	2,697,471	-	-	269,225	739,780	728,870	-	-	4,435,326	5,063,532
Reserve funds	-	-	-	-	-	-	3,219,039	-	3,219,039	3,459,559
Equity in Comfor	-	-	-	-	-	-	-	8,319,660	8,319,660	9,084,042
Equity in tangible capital assets	-	-	-	15,572,419	7,998,417	1,822,357	-	-	25,393,193	20,240,005
	\$ 3,836,052	\$ 91,178	\$ 183,626	\$ 15,841,644	\$ 8,738,177	\$ 2,551,227	\$ 3,219,039	\$ 8,319,660	\$ 42,780,613	\$ 38,626,871

See notes to the financial statements.

THE CORPORATION OF THE VILLAGE OF BURNS LAKE
STATEMENT OF OPERATIONS - BY FUND
For the year ended December 31, 2020

	General Operating Fund	Water Operating Fund	Sewer Operating Fund	General Capital Fund	Water Capital Fund	Sewer Capital Fund	Reserve Funds	Comfor	2020	2019
Revenue										
Taxation	\$ 1,707,838	\$ 139,605	\$ 97,943	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,945,386	\$ 1,808,895
Fees, rates and service charges	353,164	471,079	454,143	-	-	-	-	-	1,278,386	1,162,785
Government transfers	1,318,535	-	-	528,713	2,523,869	97,590	1,267,000	-	5,635,707	5,545,896
Investment income	95,892	10,885	10,203	-	-	-	51,116	-	168,096	200,395
Other	408,242	-	-	58,680	-	-	-	-	467,922	1,172,773
Wildfire response	-	-	-	-	-	-	-	-	-	-
Income from investment in Comfor (note 5)	-	-	-	-	-	-	-	(522,288)	(522,288)	169,598
	3,885,471	621,369	562,289	587,403	2,523,869	97,590	1,318,116	(522,288)	9,173,839	10,158,413
Expenditures										
General government	608,052	-	-	42,613	-	-	-	-	650,665	608,291
Protective services	383,312	-	-	90,443	-	-	-	-	473,755	488,325
Wildfire response	-	-	-	-	-	-	-	-	-	-
Transportation	974,929	-	-	319,899	-	-	-	-	1,294,828	1,238,215
Solid waste	55,446	-	-	26,835	-	-	-	-	82,282	125,908
Planning and development	327,913	-	-	-	-	-	-	-	327,913	218,529
Parks, recreation and culture	889,641	-	-	211,159	-	-	-	-	1,100,800	1,020,471
Cemeteries	16,686	-	-	-	-	-	-	-	16,686	16,941
Water utility	24,834	400,161	-	-	61,839	-	-	-	486,834	464,004
Sewer utility	-	-	280,284	-	-	51,125	-	-	341,420	474,201
	3,280,813	400,161	280,284	690,950	61,839	51,125	-	-	4,774,983	4,744,855
	604,658	221,208	271,895	(103,547)	2,562,230	46,464	1,318,116	(522,288)	4,398,856	5,413,528
Transfers:										
Transfer (to) from other funds	(455,449)	(169,075)	(151,757)	1,718,703	760,061	(144,847)	(1,558,636)	-	-	-
Change in Surplus Balance	149,209	53,133	120,238	1,615,156	3,322,291	(98,383)	(240,520)	(522,288)	4,398,856	5,413,528
Other comprehensive income from Comfor (Note 5)	-	-	-	-	-	-	-	(242,114)	(242,114)	(7,088)
Surplus, beginning of year	3,686,853	38,045	83,389	14,228,488	5,415,886	2,849,610	3,459,559	9,084,042	38,623,871	33,217,431
	\$ 3,836,062	\$ 91,178	\$ 183,626	\$ 15,841,644	\$ 8,738,177	\$ 2,551,227	\$ 3,218,039	\$ 8,319,660	\$ 42,780,613	\$ 38,623,871

See notes to the financial statements.

**THE CORPORATION OF THE VILLAGE OF BURNS LAKE
SEGMENTED DISCLOSURE**

For the year ended December 31, 2020

	General Government	Protective Services	Transportation	Solid Waste	Planning & Development	Parks, Rec and Culture	Cemeteries	Water	Bewer	2020	2019
REVENUE											
Taxation	\$ 1,707,838	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 139,605	\$ 97,843	\$ 1,945,366	\$ 1,906,886
Fees, rates and service charges	34,912	45,210	60	119,411	43,884	97,576	12,111	471,079	454,143	1,279,366	1,162,765
Government transfers	2,352,153	169,977	61,213	-	269,097	241,807	-	2,923,868	97,591	5,636,707	5,545,986
Investment income	147,808	-	-	-	-	-	-	10,885	10,203	166,898	208,385
Gain on disposal of assets	-	-	-	-	-	-	-	-	-	-	283,047
Other	362,072	2,893	-	-	-	102,867	-	-	-	467,932	689,126
Wildfire response	-	-	-	-	-	-	-	-	-	-	-
Comfor Income	(522,268)	-	-	-	-	-	-	-	-	(522,268)	169,595
	4,082,515	218,180	61,273	119,411	312,981	442,250	12,111	3,245,238	659,880	8,173,839	10,168,413
EXPENSES											
Wages and benefits	391,089	163,328	609,823	51,898	83,425	447,760	8,029	193,229	105,879	2,081,387	1,939,707
Utilities	26,398	10,887	94,289	-	-	111,310	-	38,547	35,260	316,899	324,110
Insurance	40,449	12,933	24,102	-	-	3,724	-	-	-	80,906	82,728
Goods and services	150,118	198,464	249,705	3,460	244,488	326,827	8,657	193,046	148,356	1,622,121	1,355,116
Loss on disposal of assets	-	-	-	-	-	-	-	-	-	-	82,485
Amortization of capital assets	42,513	80,443	319,899	28,836	-	211,159	-	61,812	51,126	803,899	840,730
	650,665	473,755	1,294,828	82,262	327,913	1,100,800	16,686	485,634	341,420	4,774,983	4,744,885
NET REVENUE(EXPENSES)	\$ 3,431,850	\$ (255,575)	\$ (1,213,555)	\$ 37,129	\$ (14,932)	\$ (658,550)	\$ (4,575)	\$ 2,759,604	\$ 318,460	\$ 4,398,856	\$ 5,413,528

See notes to the financial statements.

APPENDIX 2

Corporation of the Village of Burns Lake

Financial Information Regulation, Schedule 1

Checklist – Statement of Financial Information (SOFI)

December 31, 2020

Financial Information Regulation, Schedule 1

Checklist – Statement of Financial Information (SOFI)

For the Corporation:

Corporate Name: VILLAGE OF BURNS LAKE Contact Name: SHERYL WORTHING, CAO
 Fiscal Year End: DECEMBER 31, 2020 Phone Number: 250-6927-7587
 Date Submitted: NOVEMBER 1, 2021 E-mail: sworthing@burnslake.ca

For the Ministry:

Ministry Name: _____ Reviewer: _____
 Date Received: _____ Deficiencies: Yes ☐ No ☐
 Date Reviewed: _____ Deficiencies Addressed: Yes ☐ No ☐
 Approved (SFO): _____ Further Action Taken: _____

Distribution: Legislative Library ☐ Ministry Retention ☐

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
General					
1 (1) (a)	Statement of assets and liabilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	see Audited Financial Statements - Appendix 1 Stmt of Financial Position
1 (1) (b)	Operational statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	see Audited Financial Statements - Appendix 1 Stmt of Operations
1 (1) (c)	Schedule of debts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	see Audited Financial Statements - Appendix 1 Note 9
1 (1) (d)	Schedule of guarantee and indemnity agreements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	see SOFI Page 4
1 (1) (e)	Schedule of employee remuneration and expenses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	see SOFI Page 5
1 (1) (f)	Schedule of suppliers of goods and services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	see SOFI Page 7-8
1 (3)	Statements prepared on a consolidated basis or for each fund, as appropriate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	see Audited Financial Statements - Appendix 1
1 (4) 1 (5)	Notes to the financial statements for the statements and schedules listed above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	see Audited Financial Statements - Appendix 1

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
Statement of Assets & Liabilities					
2	<ul style="list-style-type: none"> A balance sheet prepared in accordance with GAAP or stated accounting principles / policies, and Show changes in equity and surplus or deficit due to operations 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	see Audited Financial Statements- Appendix 1 Stmt of Financial Position Statement of Changes in Net Financial Assets and Note 11 - Accumulated Surplus
Operational Statement					
3 (1)	Prepared in accordance with GAAP or stated accounting principles / policies and consists of: <ul style="list-style-type: none"> a Statement of Income or Statement of Revenue and Expenditures, and a Statement of Changes in Financial Position 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	see Audited Financial Statements- Appendix 1 Stmt of Operations and Schedule 3 - Stmt of Operations by Fund Statement of Changes in Net Financial Assets
3 (2) 3 (3)	<ul style="list-style-type: none"> The Statement of Changes in Financial Position may be omitted if it provides no additional information The omission must be explained in the notes 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3 (4)	Community colleges, school districts, and municipalities must prepare a Statement of Changes in Financial Position for the Capital Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	see Audited Financial Statements- Appendix 1 Schedule 2 - Stmt of Financial Position by Fund
Schedule of Debts					
4 (1) (a) 4 (2)	List each long-term debt (secured by debentures, mortgages, bonds, etc.), stating the amount outstanding, the interest rate, and the maturity date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	see Audited Financial Statements- Appendix 1 - only Short Term Borrowing (Note 9)
4 (1) (b)	Identify debts covered by sinking funds or reserves and amounts in these accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None
4 (3) 4 (4)	<ul style="list-style-type: none"> The schedule may be omitted if addressed under section 2 or 5 and it provides no additional information The omission must be explained in a note to the schedule 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
Schedule of Guarantee and Indemnity Agreements					
5 (1)	List financial agreements that required government approval prior to being given (see Guarantees and Indemnities Regulation in FIA Guidance Package)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None - see SOFI page 4
5 (2)	State the entities involved, and the specific amount involved if known	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5 (3) 5 (4)	<ul style="list-style-type: none"> The schedule may be omitted if addressed under section 2 or 4 and it provides no additional information The omission must be explained in a note to the schedule 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Schedule of Remuneration and Expenses (See Guidance Package for suggested format)					
6 (2) (a)	List separately, by name and position, the total remuneration and the total expenses for each elected official, member of the board of directors, and employee appointed by Cabinet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	see SOFI - Page 5
6 (2) (b)	List alphabetically each employee whose total remuneration exceeds \$75,000 and the total expenses for each [excluding the persons listed under 6 (2) (a)]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	see SOFI - Page 5
6 (2) (c)	Include a consolidated total for employees whose remuneration is \$75,000 or less [excluding the persons listed under 6 (2) (a)]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	see SOFI - Page 5
6 (2) (d)	Reconcile or explain any difference between total remuneration in this schedule and related information in the operational statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	see SOFI - Page 5
6 (3)	Exclude personal information other than name, position, function or remuneration and expenses of employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	see SOFI - Page 5

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
Schedule of Remuneration and Expenses (See Guidance Package for suggested format)					
6 (6)	Report the employer portion of EI and CPP as a supplier payment to the Receiver General for Canada rather than as employee remuneration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 (7) (a) 6 (7) (b)	Include a statement of severance agreements providing: <ul style="list-style-type: none"> the number of severance agreements under which payment commenced in the fiscal year being reported on for non-union employees, and the range of equivalent months' compensation for them (see Guidance Package for suggested format)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None - see SOFI - page 6
6 (8)	Provide the reason for omitting a statement of severance agreements in a note to the schedule of remuneration and expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Schedule of Suppliers of Goods or Services (See Guidance Package for suggested format)					
7 (1) (a)	List in alphabetical order all suppliers of goods and services who received aggregate payments exceeding \$25,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	see SOFI - Page 7-8
7 (1) (b)	Include a consolidated total of all payments to suppliers who received \$25,000 or less	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	see SOFI - Page 8
7 (1) (c)	Reconcile or explain any difference between the consolidated total and related figures in the operational statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	see SOFI - Page 8
7 (2) (b)	Include a statement of payments for the purposes of grants or contributions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	none SOFI - Page 8

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
Inactive Corporations					
8 (1)	The ministry reports for the corporation if the corporation is not operating to the extent required to produce a SOFI	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8 (2) (a)	The ministry's report contains the statements and schedules required under section 1 (1), to the extent possible	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8 (2) (b)	The ministry's report contains a statement of the operational status of the corporation (see Guidance Package regarding what to include)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Approval of Financial Information					
9 (1)	Corporations other than municipalities – the SOFI is signed as approved by the board of directors or the governing body (see Guidance Package for example)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9 (2)	Municipalities – the SOFI is approved by its council and by the officer assigned responsibility for financial administration (see Guidance Package for example)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	see SOFI - Page 9
9 (3)	A management report is included, signed by the head and chief financial officer, or by the municipal officer assigned responsibility for financial administration (see examples in annual report at http://www.gov.bc.ca/cas/popt/)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	see SOFI - Page 3
9 (4)	The management report explains the roles and responsibilities of the board of directors or governing body, audit committee, management, and the auditors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	see SOFI - Page 3
9 (5)	Signature approvals required in section 9 are for each of the statements and schedules of financial information, not just the financial statements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	see SOFI - Page 9