

## **2016 ANNUAL REPORT**

For the year ending December 31, 2016



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## Message from the Mayor



It is with great pleasure that I provide this update regarding municipal services and operation in the Village of Salmo for 2016.

We are beginning to reap the rewards of the hard work and dedication of staff and Council. The Village staff won a prestigious award for organizational excellence at the Union of B.C. Municipalities Convention in Vancouver.

We have once again met our statutory reporting requirements and received an unqualified "clean" audit of the finances of the Village.

Our work to improve the profile of our Village has been successful with the introduction of a new website, our Official Salmo Dinner Jacket and significant interest from local, national and international media outlets.

A decade old dream of having Erie Creek spanned with a pedestrian bridge is now a reality. This bridge involved the collaboration, sponsorship and volunteerism of dozens of businesses and individuals and is genuinely "community built".

In addition to the award-winning work and recognition the Village has received for our efforts, our Chief Administrative Officer has brought in record grants in the millions of dollars to achieve our strategic goals.

Our continued collaboration with the Regional District of Central Kootenay (RDCK) has paid off in services beyond the scope of a small municipality, including access to sophisticated mapping software and support, regional emergency management expertise and coordination and lobbying efforts for more public transportation.

Salmo is a great place to live and with Council and Staff's continuing work, the future is bright for a sustainable and vibrant community.

Sincerely,

Stephen B. White, Mayor

## **Report from the Chief Administrative Officer**



This report provides a summary of the activities, projects, services and financial statements to date and displays the goals and objectives set by Mayor and Council through the strategic planning process.

This progress is regularly charted and reported to Council in public meetings and an updated checklist is maintained on our Village website (www.salmo.ca) with this annual report providing a solid overview.

Our motivated and dedicated team of public servants continue to perform and deliver at remarkable levels. What we have been able to accomplish during this

year is far beyond what would be expected of a team our size in the municipal sector. This has been recognized by the Union of BC Municipalities through a prestigious award for staff as well as by the many kind residents that take time to say thank you and express their appreciation for our efforts.

These accomplishments include: the planning, fundraising and construction of the 6<sup>th</sup> Street pedestrian covered bridge; the installation of bear-resistant covers to all of Salmo's municipal garbage cans; installation of electric vehicle (EV) charging stations; achievement of over a dozen age-friendly initiatives (including new sidewalks, placement of almost 20 benches throughout the Village and the production of a new website just for seniors); improvements to the reliability of the water distribution system; notable park maintenance improvements in Knights of Pythias & Springboard Park; the launching of a new and easy to navigate Village website; preparation of numerous critical infrastructure planning and policy documents; and the successful launch of several community initiatives such as FireSmart Salmo, BearSmart Salmo, WaterSmart Salmo, and Age-Friendly Salmo.

This was also the year that we undertook a sustained community asset mapping and public consultation process towards the development of an official community plan called Sustainable Salmo. This process engaged people via survey, photo contest, video production and public workshops to have their say and express their vision for Salmo's future. The 3 minute video called "Where All Roads Lead" went viral online with over 40,000 views in a few short months.

We are proud to be part of Salmo's bright future - one that includes accessible, sustainable and quality service delivery to all, by the world's best municipal employees.

Sincerely,

Diane Kalen-Sukra

Chief Administrative Officer



## **Village of Salmo Council**

## **Elected Representatives:**

Mayor Stephen B. White Councillors Dan Danforth

Dan Danforth
Steve Dimock
Jonathan Heatlie
Diana Lockwood

Regular Council Meetings are held in the Council Chambers at the Village Office at 423 Davies Avenue (unless otherwise notified).

## **Appointed Officials:**

Chief Administrative Officer/Corporate Officer (CAO)

Diane Kalen-Sukra
Chief Financial Officer (CFO)

Colin McClure

Auditors Grant Thornton

Bank Kootenay Savings Credit Union

## **Declaration and Identification of Disqualified Council Members**

During the year 2016 the Village has not made, nor is the Village aware of electors of the Village of Salmo having made, an application to court for a declaration of disqualification of a person elected or appointed to office on the Council of the Village of Salmo.



## **Statement of Permissive Tax Exemptions**

In accordance with Section 98(2)(b) of the *Community Charter*, the following properties in the Village of Salmo were provided permissive property tax exemptions by Council in 2016.

Legal Description	Civic Address	Organization	Value of Permissive Exemption
Lot 24 and Lot 25, Block 22, Plan 622A, DL206A, Kootenay Land District	402 Baker Ave	Roman Catholic Bishop of Nelson	\$106
Lot 1 and Lot 2, Block 23, Plan 622A, DL206A, Kootenay Land District	304 Main Street	Salmo Community Memorial Church Assoc.	\$134
Lot 1 and Lot 2, Block 2, Plan 2599, DL206A, Kootenay Land District	12-4 <sup>th</sup> Street	Pentecostal Assemblies of Canada	\$137
Lot 3, Plan 15447, DL206, Kootenay Land District	430 Cady Road	Salmo Baptist Church	\$236
Lot 1, Plan 8548, DL206A, Kootenay Land District	117-4 <sup>th</sup> Street	Victory Church of Salmo	\$38
Lot 1, Plan 11031, District Lot 206, Kootenay Land District	1003 Glendale Ave	Salmo Valley Curling and Rink Association	\$2,814
Lot B, Plan EPP9579, District Lot 206 and 206A, Kootenay Land District	206-7 <sup>th</sup> Street	Salmo Valley Youth and Community Centre	\$21,203
Parcel D (Being a Consolidation of Lots 1-3, See LB472515) Block 5, Plan 622, DL 206A, Kootenay Lake District	104-4 <sup>th</sup> Street	Salmo Square Society	\$1,713
Lot 2, Plan NEP 71801, DL 206 and DL 206A, Kootenay Land District	730 Railway Ave	Salmo & Area Supportive Housing Society	\$6,004
Lot 11, Block 21, Plan NEP622A, District Lot 206A, Kootenay Land District, Lot 12, Block 21, Plan NEP622A, District Lot 206A, Kootenay Land District, Lot 9, Block 21, Plan NEP622A, District	303-4 <sup>th</sup> Street	Salmo Royal Canadian Legion	\$751

## **2016 Municipal Services and Operations**

#### Part I – Revenues

The Village collected \$491,739 in taxes; \$75,153 in the sale of services; \$102,986 in other revenue from own sources; \$405,880 in unconditional grants and \$416,854 in conditional grants. Water and sewer user fees totalled \$309,752.

The Village used the Small Community Funding Grant to reduce the tax burden on the business and residential properties. Without the unconditional grant of \$405,880, the Village would have needed to increase property taxes by approximately 100% to continue providing Village services at their current levels.

The total revenue collected was **\$1,911,793**. This does not include taxes collected for other agencies, such as school, regional district or hospital taxes, etc.

## Part II - Expenses

### **General Government**

### \$537,962 - 30.6% of expenditures in 2016

\$477,966 – 29.2% of expenditures in 2015

General government includes the cost of the administration, including Council operations, legal and auditing services, training, liability insurance and other general overhead expenditures.

### **Protective Services**

#### \$84,166 - 4.8% of expenditures in 2016

\$78,547 – 4.8 % of expenditures in 2015

Protective services include the operation of the fire department, bylaw enforcement, dog control, and emergency measures such as flood control.

#### **Transportation Services**

## \$256,293 - 14.5% of expenditures in 2016

\$228,318 – 13.9% of expenditures in 2015

Transportation services include the cost of the civic works shop, all the Village's equipment, winter and summer road maintenance, sidewalks and streetlights.

### **Environmental Health Services**

#### \$91,554 - 5.2% of expenditures in 2015

\$80,045 – 5.0% of expenditures in 2015

Environmental health services includes the cost of garbage collection and Spring and Fall clean-up.

## **Public Health and Welfare services**

#### \$14,312 - 0.8% of expenditures in 2016

\$13,919 - 0.9% of expenditures in 2015

Public health and welfare services include the operation and maintenance of the Wellness Centre and the cemetery.

### Parks, recreation and cultural services

## \$76,764 - 4.4% of expenditures in 2016

\$38,623 – 2.3% of expenditures in 2015

Parks, recreation and cultural services include the operation and maintenance of KP Park, Lion's Park, Springboard Park, and the Esso lots.

## Interest and other debt charges

## \$64,575 - 3.7% of expenditures in 2016

\$63,182 – 3.8% of expenditures in 2015

Interest and other debt interest and fiscal services includes the interest on borrowing and bank service charges.

## Water utility operations

## \$126,653 - 7.2% of expenditures in 2016

\$136,262 – 8.3% of expenditures in 2015

Water utility includes water supply and distribution.

## Sewer utility operations

## \$221,760 - 12.6% of expenditures in 2016

\$240,117 – 14.7% of expenditures in 2015

Sewer utility operations includes sewage collection and treatment.

## **Amortization**

## \$284,949 - 16.2% of expenditures in 2016

\$278,919 - 17.1% of expenditures in 2015

This is the amount of depreciation of the Village assets.



## **2016 Building Activities Summary**

The Regional District of Central Kootenay provides building inspection services for the Village of Salmo. The assigned Building Official is responsible for the administration and enforcement of the Building Code and scrutinizes all building plans to ensure that the structural integrity, fire safety and plumbing are all in compliance with the Building Code and municipal bylaws.



	Total Construction Value	# Permits	Permit Fees/Renewals	Village Fees Collected
Residential - New	\$158,000.00	1	\$1,785.00	\$183.50
Residential – Additions/Renovations/Accessory	\$109,185.00	7	\$1,817.25	\$181.75
Additions/ Renovations/ Accessory				
Mobile Homes	0	0	0	NIL
Commercial	0	0	0	NIL
Commercial – Additions/Renos	\$40,000.00	1	\$522.50	\$52.25
	•	•		
Industrial (new and additional)	0	0	0	NIL
Institutional (new and additional)	\$4,500.00	1	\$92.00	\$9.20
institutional (new and additional)	\$4,300.00	1	Ş32.00	<i>33.20</i>
Permit Renewals		1	\$100.00	\$100.00
	OTE	: NI		<b>7</b> 200.00
Other (temporary structure, etc.)		1	\$200.00	\$200.00
Total	\$311,685.00	12	\$4,516.75	\$726.70

This represents a 56% increase in the number of permits and total construction value over 2015 building activity. The Village also collected almost three and a half times as many fees in 2016.

## **Progress Report for 2016**

The *Community Charter* requires a progress report respecting the previous year in relation to the objectives and measures established for that year. This chart represents objectives set in 2015 and a column describing how these objectives were further advanced in 2016.

Services	Objective	Strategies	Progress Measures	2016 Progress
Admin & Planning	Implement open government practices.	Review information from in camera as soon as possible.  Make routinely disclosed information readily available.	Consistent review of in camera minutes for items to be released.  Front desk preparedness for requests.	Complete.  Renovations complete in Village office to improve service efficiency and confidentiality.
	Clean financial audits.	Compliance with all requirements including proper records management and timely regulatory filings.	Unqualified 2016 auditor's report.	Complete. Unqualified auditor's report.
	Ensure the public record is properly stored and easily accessible in the central filing system.	Move to modern Local Government Management Association classification system.	New central filing room with populated files in durable grade files and electronically generated filing tabs.	Complete. Creation of 1,500 new files.  All property files digitized.  UBCM Award for
	Electronic records storage.	All documents assigned a file number.  Begin scanning documents for electronic storage.	Growth of electronic central filing system.	Excellence in Organizational Development & Improvements.



Start update	Apply for Gas Tax	Successful \$75K	Sustainable Salmo
Official Community	Strategic Priorities Fund	grant.	Technical Working
Plan(OCP)	grant.	Public consultation.	Group formed.
/Integrated		rubiic consultation.	Accet manning
Community	Launch consultation on	Preparation for	Asset mapping
Sustainability Plan (ICSP).	Canada Day 2016.	OCP adoption.	(survey, photo, workshops, etc.).

	Written contracts for all work.	Ensure written contracts are in place for all services, leases, agreements, sponsorships, etc.	Database of contracts, leases, and agreements populated with new and updated contracts.	Ongoing.
	Initiate process of asset management in key areas.	Grant application for asset management of Village machinery and equipment.  Begin work on asset management policy.	Asset management plan of Village machinery and equipment.  Progress in integrating finance, administration and operations with mapping.	Vehicle capital class asset management plan complete & grant application for asset condition assessment of all linear infrastructure.  Village chosen for provincial pilot project on performance measures for sustainable service delivery.
	Pursue grants.	Exploration of a wide range of grant opportunities.	Successful grant applications.	Ongoing record number of grants, more than municipal tax revenue.
Green Initiatives	Community involvement in carbon emissions & GHGs reduction.	Adopt community plan for energy emission reduction.  Implement community plan for energy emissions reduction.	Implemented measures and chart reduction.  Policy to set aside Climate Action Revenue Incentive Plan (CARIP) funds for green	Adopted Strategic Community Energy & Emission Plan and began implementation. Adopted CARIP fund policy.
	LED Street Light Conversion	Phased plan for conversion.	initiatives.  Conversion of streetlights to LED.	Sponsored Green Dream public event.  Converted. Also secured Fortis BC rebate.
Parks & Cemetery	Upgrade of KP Park.	Grant application through Columbia Basin Trust.	Successful grant.	Installed playground in KP Park. All \$100K upgrades completed.

	Improve appearance of grass boulevards and park areas.	Development of parks maintenance plan.  Springboard Park tree assessment, maintenance, signage.	Improved condition of parks and cemetery.  Measure public response.	Public appreciation expressed in letters of thanks for improved boulevards and park maintenance.
	Improve Salmo Cemetery.	Improved maintenance.  Online mapping.	Noticeable difference for cemetery users.	Completed Salmo Cemetery mapping project. Lots of great public feedback.
Age- Friendly	Distribution of park benches throughout the Village.	Remove park benches from storage and begin placing them.	More park benches in public places.	Implementation of Age-Friendly Action Plan to place almost 20 benches throughout the Village.
Roads	Improve condition of roads through pavement repair, pothole patching, etc.	Capitalize on highways paving project to secure discounted repairs.	Numerous pot hole and pavement patches to improve roads.	Several pavement patching projects completed. 6 <sup>th</sup> Street (West) redone as per contractor warranty.
Fire Services	Set and fund appropriate fire service levels.	Review fire service enabling and related bylaws.  Council adoption and budgeting for fire service levels.	New fire service enabling and related bylaws. Fire services set by Village of Salmo.	Drafted but put on hold by revisions to the new <i>Fire Safety Act</i> .  Fire Service level set by Council Policy.
	Wildfire/Urban Interface Fire Risk Management.	Reduce fire risk.  Apply for grant for FireSmart funding.	Successful FireSmart grant.	FireSmart training and community awareness campaign launched.
Water Distri- bution System	Reduce water leakage in system.	Utilize WaterSmart funds to establish leakages in system and develop plan to reduce leakage.	Reduced % of system water loss.  Ability to measure system water loss.  Reduction in gross water consumption.	Installed SCADA data logging. Staff now trained and technologically able to do night flow analysis and measure water loss in the system.

				2016.
Waste- water Treatment Plant Upgrades	Improve the general operation and cost effectiveness of the sewage treatment plant.	Ensure ongoing staff training and proper operation of plant.  Seek funding for infrastructure grant to study how to improve cost effectiveness and operation of Salmo's Wastewater treatment plant.  Utilize results of study to seek infrastructure funding.	Enhanced staff training & ticket levels; successful grant application; steps to improve and invest in infrastructure.	Staff certified to operate system.  Infrastructure grant completed to study system efficiencies and determine proper asset management of the facility.  Submitted grant application for major WWTP infrastructure renewal and upgrading.
6 <sup>th</sup> Street Pedestrian Bridge	Installation of 6 <sup>th</sup> Street pedestrian bridge.	Plan for installation.	Appeal to donors and volunteers. Build Committee.	Bridge construction completed on time for Dec. 31, 2016 grant deadline with donors and volunteers.

FOOTE

Reduction in gross water consumption by 5% from 2015 to

## Municipal Objectives and Progress Measures for the Current (2017) and Next Year (2018)

Through the strategic planning process, Council advanced the following objectives for 2017. These objectives are regularly updated in the 2015-2019 Strategic Plan, found on the Village of Salmo website (www.salmo.ca), and updated regularly at Council meetings to reflect newly integrated objectives and completed projects.

Services	Objective	Strategies	Progress Measures
Admin & Planning	Adopt and update Official Community Plan (OCP) /Integrated Community Sustainability Plan (ICSP).	Conclude 5 month public input/open house process on draft.  Submit for Council readings.	Community engagement.  Incorporation of public input.  Adoption.
	Launching of Community Initiatives.	Secure funding.  Post to website.  Distribute through networks and engage.	Successful launch of community initiatives: Salmo Bloom, BearSmart Salmo, WaterSmart Salmo, etc.
	Advance Salmo as asset management leader.	Develop asset management policy.  Secure grant funding for condition assessment of linear infrastructure.	Asset management plan that includes natural & human assets.  Development & staff training in software that integrates finance, administration and operations with mapping.
Green Initiatives	Community involvement in reduction of carbon emissions & GHGs.	Ongoing community participation in energy reduction measures as outlined in Strategic Community Energy & Emissions plan (SCEEP).  LED Street Light Conversion — Phase 2.  Promote/lobby for enhanced public transport.	Adoption of GHG reduction targets in new draft OCP.  Improved carbon emission & GHG reduction measures as charted by Climate Action Incentive Revenue Program.  Second phase of LED street light conversion.  Installation of fast charging EV station.  Expansion in bus service.

Parks & Cemetery	Fundraising for new Concession Stand.	Apply for grants and seek donors.	Successful fundraising.
	Seek public input for parks planning.	Seek areas for greenspace/park development that meet resident needs.	Prepared plan to guide implementation of park public input suggestions.
	Village Art Garden	Expressions to maintain this park.	Park maintenance for public enjoyment and to attract business and visitors.
	Improve Salmo Cemetery.	Improved maintenance/new mower. Install iron gate.	Noticeable difference for cemetery users.
Roads & Sidewalks	Improve condition of roads and sidewalks.	Annual pothole patching and paving projects to repair roads.  Annual sidewalk repair to ensure public safety and mobility.	Improved driving experience and safer repaired sidewalks.
Fire Services	Fund appropriate fire service levels.	Review fire service enabling and related bylaws.  Council adoption and budgeting for fire service levels.	Update fire policies and bylaws to reflect new Fire Safety Act legislation.  Plan for regionally comparative remuneration for volunteer fire departments.
	Wildfire/Urban Interface Fire Risk Management.	Reduce fire risk through ongoing firesmart assessments.	Successful private property fire assessments, fuel management, firesmart actions.
Dike Maintenance	Flood protection & management.	Update Operations & maintenance manual.  Dike repair and expansion along 9 <sup>th</sup> Street/Erie Creek.	Successful completion of updated O&M manual and dike repair and expansion along 9 <sup>th</sup> Street/Erie Creek.
Water Distri- bution System	Water Conservation & Infrastructure renewal.	Measure water leakage in system through night flow analysis.	Reduced percentage of water loss in system.  Reduction in gross water consumption.

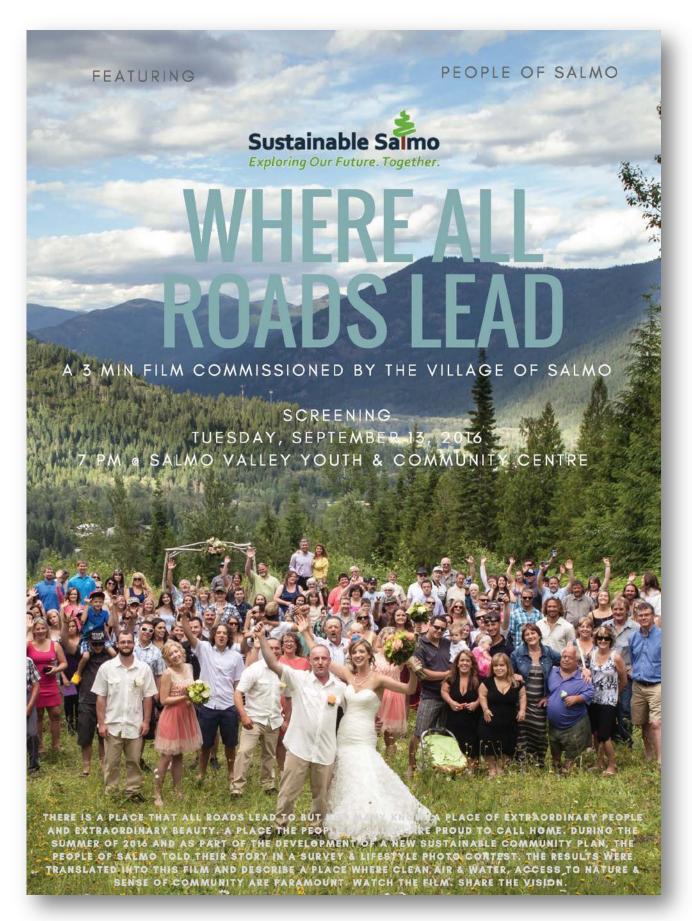
	Sustainable Service Delivery.	Plan for infrastructure renewal.  Promote xeriscaping.	Complete water system inventory & condition assessment.
Waste-water Treatment Plant Upgrades	Improve the general operation and cost effectiveness of the sewage treatment plant.	Secure major infrastructure grant. Initiate infrastructure renewal. Ensure energy efficient technologies sources and introduced.	Updated Operations & Maintenance Manual.  Implementation of \$2.1 million WWTP upgrades to March 2018.
Economic Development	6 <sup>th</sup> Street Pedestrian Bridge	Completed ancillary installation – bridge lighting, ramp development, staining, signage, etc.	Successful bridge opening and use.
	Expanded Salmo Valley trails network.	BC Rural Dividend grant application for expansion of trail network by 14 kms.	Successful grant application and installation of 14 km of new trails in the Salmo Valley.
			Positive news coverage and website updates on this new outdoor recreation attraction.
	Salmo Promotions	Promotions of Salmo Dinner Jacket (lumberjack promotions). Use of proceeds for further economic development.	Successful Salmo promotions – both in terms of sales and online presence.
	Heritage Hub Partnership – Village Art Windows & Garden	Promotions of new highway arts and cultural hub.  Development of Village Art Garden.  Promotion of Village Art Windows.	Successful development and use of arts and culture hub by residents, visitors and artists.
	Communities in Bloom	Launch community beautification program.	Community engagement in workshops, committee, volunteer efforts, etc.
	Raise the positive profile of Salmo.	Encourage positive news coverage of Salmo.	Positive news coverage.

## Next year (2018)

Priorities for 2018 include completion of large infrastructure projects related to the complete rehabilitation and upgrading of the Village's wastewater treatment system, development and passage an overall Village asset management policy and implementation steps, planning for an updated zoning bylaw, planning for grants to begin infrastructure renewal of water distribution system, roads, and ongoing economic development through land-use planning and strategic partnerships.

A commitment to sustainable service delivery forms the core of all municipal governance and expenditure decisions.





**DECEMBER 31, 2016** 

For the Year Ended December 31, 2016

## **Management Report**

## **Independent Auditors' Report**

## **Financial Statements**

Consolidated Statement of Financial Position

**Consolidated Statement of Operations** 

Consolidated Statement of Changes in Financial Assets (Debt)

Consolidated Statement of Cash Flows

Notes to the Consolidated Financial Statements

Schedule A - Consolidated Statement of Tangible Capital Assets

Schedule B - Schedule of Segmented Information

## THE CORPORATION OF THE VILLAGE OF SALMO MANAGEMENT REPORT

For the Year Ended December 31, 2016

## RESPONSIBILITY FOR FINANCIAL REPORTING

Management is responsible for the preparation of the accompanying consolidated financial statements. The financial statements have been prepared in accordance with the accounting principles disclosed in Note 1 to the consolidated financial statements and include amounts that are based on estimates and judgments. Management believes that the financial statements fairly present The Corporation of the Village of Salmo's consolidated financial position and results of operations. The integrity of the information presented in the financial statements, including estimates and judgments relating to matters not concluded by fiscal year-end, is the responsibility of management. The financial statements have been approved by Council.

Management has established and maintained appropriate systems of internal control including policies and procedures, which are designed to provide reasonable assurance that The Corporation of the Village of Salmo's assets are safeguarded and that reliable financial records are maintained to form a proper basis for preparation of the financial statements.

The independent external auditors, Grant Thornton LLP, Chartered Professional Accountants, have been appointed by Council to express an opinion as to whether the consolidated financial statements present fairly, in all material respects, The Corporation of the Village of Salmo's financial position, results of operations, and changes in financial position in conformity with the accounting principles disclosed in Note 1 to the consolidated financial statements. The report of Grant Thornton LLP, Chartered Professional Accountants, follows and outlines the scope of their examination and their opinion on the consolidated financial statements.

Colin McClure, CPA, CA Chief Financial Officer



## Independent auditors' report

Grant Thornton LLP 1440 Bay Avenue Trail, BC V1R 4B1

T (250) 368 6445 F (250) 368 8488 www.GrantThornton.ca

To the Mayor and Council of the Village of Salmo:

We have audited the accompanying consolidated financial statements of the Corporation of the Village of Salmo ("the Village"), which comprise the consolidated statement of financial position as at December 31, 2016, and the consolidated statements of operations, changes in net assets (debt) and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

## Management's responsibility for the financial statements

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

### Auditors' responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Village's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the Corporation of the Village of Salmo as at December 31, 2016, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Trail, Canada May 2, 2017

Chartered Professional Accountants

Grant Mornton LLP

## THE CORPORATION OF THE VILLAGE OF SALMO CONSOLIDATED STATEMENT OF FINANCIAL POSITION

As at December 31, 2016

Financial Assets	2016	2015
Cash and cash equivalents (Note 2)	\$ 1,164,733	\$ 1,138,278
Accounts receivable (Note 3) MFA deposits (Note 4)	221,922 20,654	180,945 20,092
	1,407,309	1,339,315
Financial Liabilities		
Accounts payable and accrued liabilities (Note 5)	125,791	151,263
Deferred revenue (Note 6)	66,597	70,931
Accrued future payroll benefits (Note 7)	16,452	21,651
Debt (Note 8)	1,025,253 1,234,093	
	1,231,075	1,501,750
Net Financial Assets (Debt)	173,216	(22,415)
Non-Financial Assets		
Tangible capital assets (Note 9)	6,886,974	6,932,037
Inventory	2,603	
Other assets (Note 10)	9,267	7,578
Prepaid expenses	13,092	15,147
	6,911,936	6,954,762
Accumulated Surplus (Note 11)	\$_7,085,152	\$ 6,932,347

Trust Funds (Note 12) Commitments and Contingencies (Note 16)

Stephen White Mayor

Colin McClure, CPA, CA Chief Financial Officer

## THE CORPORATION OF THE VILLAGE OF SALMO CONSOLIDATED STATEMENT OF OPERATIONS

	2016 Budget	2016	2015
Revenue	(Note 16)		
Taxes	\$ 487,007	\$ 491,739	\$ 483,334
Sale of services	76,910	75,153	79,015
Other revenue from own sources	131,731	102,986	101,339
Investment income	9,600	41,332	43,078
Grants - unconditional	394,000	405,880	416,603
Grants - conditional	413,948	416,854	302,138
Water user fees	122,888	121,971	119,911
Sewer user fees	189,180	187,781	185,218
Donated capital assets	· -	61,480	-
Gain on disposal of tangible capital assets		<u>6,617</u>	
	1,825,264	1,911,793	1,730,636
Expenses			
General government	553,200	537,962	477,966
Protective services	107,925	84,166	78,547
Transportation services	312,900	256,293	228,318
Environmental health services	84,312	91,554	80,045
Public health and welfare services	14,200	14,312	13,919
Parks, recreation and cultural services	41,350	76,764	38,623
Interest and other debt charges	64,502	64,575	63,182
Water utility operations	130,753	126,653	136,262
Sewer utility operations	200,101	221,760	240,117
Amortization	280,125	284,949	278,919
	1,789,368	1,758,988	1,635,898
Annual surplus	35,896	152,805	94,738
Accumulated surplus, beginning of the year	6,932,347	6,932,347	6,837,609
Accumulated surplus, end of the year	\$ <u>6,968,243</u>	\$ <u>7,085,152</u>	\$ <u>6,932,347</u>

## THE CORPORATION OF THE VILLAGE OF SALMO

## CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS (DEBT)

	_20	16 Budget		2016		2015
Annual surplus	\$	35,896	\$	152,805	\$	94,738
Acquisition of tangible capital assets		(214,371)		(239,886)		(609,631)
Amortization of capital assets		280,125		284,949		278,919
Proceeds on sale of tangible capital assets		-		6,617		-
Gain disposal of tangible capital assets	_		_	(6,617)		
		101,650		197,868		(235,974)
Consumption of prepaid expenses		-		2,055		3,101
Acquisition of supply inventory		-		(2,603)		. <b>-</b>
Acquisition of other assets		<u>-</u>		(1.689)		-
•		-		(2,237)		3,101
Increase (decrease) in net financial assets		101,650		195,631		(232,873)
Net financial assets (debt), beginning of year		(22,415)		(22,415)	_	210,458
Net financial assets (debt), end of the year	\$	79,235	\$	173,216	\$	(22,415)

## THE CORPORATION OF THE VILLAGE OF SALMO CONSOLIDATED STATEMENT OF CASH FLOWS

		<u>2016</u>		<u>2015</u>
Cash Provided by (Used In)				
Operating Activities				
Annual surplus	\$	152,805	\$	94,738
Items not involving cash:				
Amortization of tangible capital assets		284,949		278,919
Actuarial adjustments		(20,806)		(18,002)
Gain on disposal of tangible capital assets		(6,617)	_	<u> </u>
		410,331		355,655
Increase (decrease) in non-cash operating items:				
Accounts receivable		(40,977)		119,366
MFA deposits		(562)		(501)
Accounts payable and accrued liabilities		(25,472)		(116,315)
Deferred revenue		(4,334)		(5,475)
Accrued future payroll benefits		(5,199)		11,549
Inventory		(2,603)		-
Other assets		(1,689)		-
Prepaid expenses	_	2,055	_	3,101
	_	331,550		367,380
Financing Activities				
Proceeds from debt issues		_		119,840
Debt repayment		(71,826)	_	(48,544)
	_	(71,826)		71,296
Capital Activities				
Proceeds from disposal of tangible capital assets		6,617		_
Acquisition of tangible capital assets		(239,886)		(609,631)
		(233,269)	_	(609,631)
Net increase in cash and cash equivalents		26,455		(170,955)
Cash and cash equivalents, beginning of year	_	1,138,278	_	1,309,233
Cash and cash equivalents, end of year	\$_	1,164,733	\$_	1,138,278

December 31, 2016

## 1. Significant Accounting Policies

The Corporation of the Village of Salmo (the Village) is a local government in the Province of British Columbia. The consolidated financial statements have been prepared in accordance with Canadian public sector accounting standards.

The following is a summary of the Village's significant accounting policies:

## (a) Principles of Consolidation

These consolidated financial statements include the accounts of all the funds of the Village. Inter-fund transactions and balances have been eliminated in the consolidated statements.

## (b) Revenue Recognition

Sources of revenue are recorded on the accrual basis and include revenue in the period in which the transactions or events occurred that give rise to the revenues. Taxation revenues are recognized at the time of issuing the property tax notices for the fiscal year. Sale of services and user fee revenues are recognized when the service or product is rendered by the Village.

Grant revenues are recognized when the funding becomes receivable. Revenue unearned in the current period is recorded as deferred revenue.

## (c) Deferred Revenue

Deferred revenue represents funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes as well as licenses, permits, other fees and grants which have been collected, but for which the related services have not been performed and or projects have not been constructed. These amount will be recognized as revenues in the fiscal year in which it is used for the specified purpose, the services are performed and or the projects are constructed.

## (d) Government Transfers

Government transfers are recognized in the consolidated financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates can be made.

## (e) Financial Instruments

The Village's financial instruments consist of cash and cash equivalents, accounts receivable, accounts payable and accrued liabilities, accrued future payroll benefits and debt. It is management's opinion that the Village is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair values of these financial instruments approximate their carrying values.

## (f) Accrued Future Payroll Benefits

The Village records the cost of future payroll benefits over the employee's term of employment.

## (g) Interest and Actuarial Gains on Long Term Debt

The Village records interest expense on long-term debt on an accrual basis and actuarial gains when realized as a reduction of the principal balance.

December 31, 2016

## 1. **Significant Accounting Policies** (continued)

## (h) Tangible Capital Assets

Tangible capital assets, comprised of capital assets and capital assets under construction, are recorded at cost and are classified according to their functional use. Amortization is recorded on a straight-line basis over the estimated useful life of the asset commencing the year the asset is put in to service. Donated tangible capital assets are reported at fair value at the time of donation. Estimated useful lives are as follows:

Land Improvements	15 to 20 years
Buildings	40 years
Fixtures, Furniture, Equipment and Vehicles	6 to 10 years
Roads and Paving	20 to 40 years
Bridges and Other Transportation Structures	40 to 50 years
Water Infrastructure	20 to 60 years
Sewer Infrastructure	20 to 60 years

## (i) 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.

## (j) Statutory Reserves

Statutory reserves are funds that have been restricted by council. Formal establishing bylaws have been adopted pursuant to the Community Charter, which define how these reserves are to be used.

## (k) Use of Estimates

The preparation of consolidated financial statements in accordance with with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported revenues and expenses during the reporting period. Significant areas requiring estimates include the useful lives of tangible capital assets for amortization, future employee benefits, allowance for doubtful accounts and provision for contingencies. Actual results could differ from management's best estimates as additional information becomes available in the future.

## (1) Budget

Budget data presented in these consolidated financial statements is based on the Village's Five Year Financial Plan for the years 2016-2020, adopted by Council on May 13, 2016.

December 31, 2016

## 2. Cash and Cash Equivalents

Cash and cash equivalents in the statement of financial position are comprised of:

	 2016		2015
Cash	\$ 1,033,389	\$	1,007,969
MFA bond and money market funds	 131,344	_	130,309
	\$ 1,164,733	\$_	1,138,278

Municipal Finance Authority (MFA) pooled investment funds are considered equivalent to cash because of their liquidity.

## 3. Accounts Receivable

	2016			2015
Property taxes	\$	103,456	\$	105,561
Utility billings		34,108		33,857
Other governments		69,890		30,417
Trade and other receivables		14,468	_	11,110
	\$	221,922	\$	180,945

## 4. Municipal Finance Authority Debt Reserve Fund

The Municipal Finance Authority of British Columbia (MFA) provides capital financing for regional districts and their member municipalities. The MFA is required to establish a Debt Reserve Fund. The MFA must then use this fund if at any time there are insufficient funds to meet payments on its obligations. If this occurs the regional districts may be called upon to restore the fund.

Each regional district, through its member municipalities who share in the proceeds of a debt issue, is required to pay into the Debt Reserve Fund certain amounts set out in the financing agreements. The interest earned on the Debt Reserve Fund, less administrative expenses, becomes an obligation of the MFA to the regional districts.

Upon maturity of a debt issue, the unused portion of the Debt Reserve Fund established for that issue will be discharged to the Municipality. The proceeds from these discharges will be credited to income in the year they are received. As at December 31, 2016, the total of the Debt Reserve Fund was comprised of:

	2016		2016		2016		2015	
	Cash Deposit		Demand Note		Total		Total	
General fund Water utility	\$ \$	12,958 7,696 20,654	\$ 	22,711 19,305 42,016	\$ <u>\$</u>	35,669 27,001 62,670	\$ \$ <u></u>	35,316 26,792 62,108

December 31, 2016

5.	Accounts Payable and Accrued Liabilities				
			2016		2015
	Trades payable Accrued wages and benefits	\$ 	103,983 21,808 125,791	\$ 	140,510 10,753 151,263
6.	Deferred Revenue				
			2016		2015
	Taxes and utility rates Grants and other	\$ \$	3,619 62,978 66,597	\$  \$	10,931 60,000 70,931
7.	Accrued Future Payroll Benefits				
			2016		2015
	Holiday Pay	\$	13,523	\$	13,372
	Banked Overtime	_	2,929		8,279
	8	\$	16,452	\$	21,651

The Village accrues holiday pay and banked overtime as they are earned by the employee, however, it is expected that these substantially funded liabilities will be met on a continuous basis over the long-term. Payment of these amounts will be funded from revenues of the period in which they are settled.

December 31, 2016

8.	Debt

Deb Bylav		Interest rate %	Year of Maturity		Original Issue		2016 Balance	_	2015 Balance
Gene	eral Purposes:								
523	Fast attack rescue truck	2.25%	2020	\$	119,840	\$	96,558	\$	119,840
549	Wellness centre	4.13%	2039		885,000		760,368		780,334
610	Public works shop	4.20%	2026	_	150,000	_	109,425	_	118,189
				_	1,154,840	_	966,351	_	1,018,363
Wate	r Purposes:								
446	Water infrastructure	5.55%	2018		216,000		32,228		47,200
560	Waterworks upgrade	4.52%	2017	_	225,000		26,674	_	52,322
				_	441,000	_	58,902	_	99,522
Total	Debt					\$_	1,025,253	\$_	1,117,885

Principal payments and expected actuarial additions for the next 5 years and thereafter are as follows:

		General		Water		Total
2017	\$	53,230	\$	42,394	\$	95,624
2018		54,425		16,508		70,933
2019		55,668		-		55,668
2020		56,961		-		56,961
2021		34,954		-		34,954
Thereafter	_	711,113	_		_	711,113
	\$	966,351	\$_	58,902	\$	1,025,253

## 9. Tangible Capital Assets

	Cost		Accumulated Amortization		2016 Net Book Value			2015 Net Book Value
Land	\$	1,256,899	\$	_	\$	1,256,899	\$	1,256,899
Buildings		2,496,177		801,903		1,694,274		1,746,822
Vehicles, equipment & furniture		2,121,874		1,212,489		909,385		980,591
Transportation infrastructure		2,736,753		1,418,451		1,318,302		1,188,625
Water infrastructure		2,068,097		690,061		1,378,036		1,396,687
Sewer infrastructure	_	1,441,336	_	1,111,258	_	330,078		362,413
	\$_	12,121,136	\$_	5,234,162	\$_	6,886,974	\$_	6,932,037

See Schedule A - Consolidated statement of tangible capital assets for more information.

## 10. Other Assets

	 2016	2015
Property acquired for taxes	\$ 9,267	\$ 7,578

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## 11. Accumulated Surplus

		2016		2015
Reserves				
Ambulance service	\$	11,261	\$	11,065
Community works fund		554,241		451,830
Curling rink		16,563		14,906
Employee sick leave		10,000		10,000
Fire department equipment		27,491		32,002
Jaws of life		120,859		115,112
Machinery & equipment		89,326		68,359
Sewer infrastructure		65,577		69,121
Water infrastructure		286,434		273,155
Wellness centre	· _	73,419	_	62,490
		1,255,171		1,108,040
Operating surplus (deficit)		(31,741)		10,153
Capital surplus		-		-
Invested in capital assets	_	5,861,722	_	5,814,154
Total Accumulated Surplus	\$_	7,085,152	\$_	6,932,347

## 12. Trust Funds

The Cemetery Care Trust Fund is not reported in these financial statements. The following is a summary of Trust Fund transactions for the year:

		2016	2015
Balances, beginning of year	\$	20,513	\$ 19,749
Contributions received		215	421
Interest earned	·	353	 343
	<del>- :-</del>	21,081	 20,513
Expenses, transfers		-	 
Balances, end of year	\$	21,081	\$ 20,513

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#### 13. Taxes Levied For Other Paid Authorities

In addition to taxes levied for municipal purposes, the Village is legally obligated to collect and remit taxes levied for the following authorities. These collections and remittances are not recorded as revenue and expenses.

		2016	 2015
Provincial Government - School taxes	\$	280,788	\$ 293,201
Provincial Government - Police taxes		46,537	46,509
Regional District of Central Kootenay		212,381	203,752
West Kootenay Boundary Hospital District		33,153	28,028
British Columbia Assessment Authority		6,871	7,471
Municipal Finance Authority	<u></u>	22	 22
	\$	579,642	\$ 578,983

## 14. **Pension Plan**

The Village of Salmo and its employees contribute to the Municipal Pension Plan (a jointly trusteed pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2015, the plan has about 189,000 active members and approximately 85,000 retired members. Active members include approximately 37,000 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 entryage 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 is then adjusted to the extent there is amortization of any funding deficit.

The most recent valuation of the Municipal Pension Plans at December 31, 2015, indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis.

The next valuation will be as at December 31, 2018 with results available in 2019.

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 with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the Plan.

The Village of Salmo paid \$30,465 (2015 - \$26,191) for employer contributions to the plan in fiscal 2016.

## 15. Commitments and Contingencies

## **Regional District Debt**

Regional District debt is under the provisions of the Community Charter of BC a direct, joint and several liability of the District and each member municipality within the District including the Village of Salmo.

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## 15. Commitments and Contingencies (continued)

## Claims for Damages

In the normal course of a year the Village is faced with lawsuits and claims for damages of a diverse nature. The outcome of these claims cannot be reasonably determined at this time.

## **Reciprocal Insurance Exchange Agreement**

The Village is a subscribed member of the Municipal Insurance Association of British Columbia (The "Exchange") as provided by Section 3.02 of the Insurance Act of British Columbia. The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any subscriber. Under the Reciprocal Insurance Exchange agreement, the Municipality is assessed a premium and specific deductible based on population and claims experience. The obligation of the Municipality with respect to the Exchange and/or contracts and obligations entered into by the Exchange on behalf of its subscribers in connection with the Exchange are in every case several and not joint and several. The Village irrevocably and unconditionally undertakes and agrees to indemnify and save harmless the other subscribers against liability losses and costs which the other Subscriber may suffer.

## 16. Budget Data

The reconciliation of the approved budget for the current year to the budget figures reported in these consolidated financial statement is as follows:

		<u>2016</u>
Budget surplus per Consolidated Statement of Operations	. \$	35,896
Less: Capital expenditures Debt principal repayments Budgeted transfers to surplus and reserves		214,371 71,936 96,079
Add: Budgeted transfers from reserves Amortization Net annual budget	\$ <u></u>	66,365 280,125

## 17. Current and Future Accounting Changes:

## **PS 2200 Related Party Transactions**

This section establishes the definition of a related party, the criteria for identifying related parties of the Village, the circumstances in which disclosures of the transaction with the related party would be required, and the required content of those disclosures, if necessary. This section applies to fiscal years beginning on or after April 1, 2017, with early adoption permitted.

## 18. Comparative Figures

Certain comparative figures from the prior year have been reclassified to conform with the presentation format adopted for the current year.

SCHEDULE A - CONSOLIDATED STATEMENT OF TANGIBLE CAPITAL ASSETS THE CORPORATION OF THE VILLAGE OF SALMO

Net Carrying Amount End of year	ı	\$ 1,256,899	1,694,274	909,385	1,318,302	1,378,036	330,078	\$ 6,886,974
Accumulated Amortization Closing Balance			801,903	1,212,489	1,418,451	690,061	1,111,258	5,234,162
Reduction on Disposals		•	•	(47,340)	1	1		(47,340)
- 1	l I	\$	_	4	_	∞		93
Amortization Expense			60,991	90,23	61,09	40,298	32,33	284,949
`		↔						↔.
Accumulated Amortization Opening balance			740,912	1,169,595	1,357,360	649,763	1,078,923	4,996,553
A	 	€9						<del></del>
Closing Balance		1,256,899	2,496,177	2,121,874	2,736,753	2,068,097	1,441,336	12,121,136
70	! 	<del>69</del>		<u>0</u>			1	<u>\$</u>
Disposals		•	•	(47,340)		1		(47,340
	 	8					1	↔
Additions & reallocation of assets under Construction		ı	8,443	19,028	190,768	21,647	1	239,886
Ac & re of as Con		S					l	↔
Opening Balance		1,256,899 \$	2,487,734	2,150,186	2,545,985	2,046,450	1,441,336	\$ 11,928,590 \$ 239,886
		€9					١	<del>∾</del>
	Tangible Capital Assets	Land	Buildings	Vehicles, equipment & furniture	Transportation infrastructure	Water infrastructure	Sewer infrastructure	Total

THE CORPORATION OF THE VILLAGE OF SALMO SCHEDULE B - SCHEDULE OF SEGMENTED INFORMATION

	General Government	Protective Services	Transportation Services	Environmental Health Services	Public Health Services	Parks & Recreation	Water Utility	Sewer Utility	2016 Total
Revenues									
Taxes	\$ 398,688	, &	· ·		' <b>∽</b>	ı ↔	\$ 74,649	\$ 18,402	\$ 491,739
Sales of Service	` '	1	ı	72,202	1,405	ı	1,546	•	75,153
Other revenue from own services	25,410	16,043	5,675		50,124	5,734			102,986
Investment income	25,776	ı			1	ı	15,556		41,332
Grants - unconditional	405,880	ı	,	1			•	.1	405,880
Grants - conditional	206,245	79,509	370	1	10,000	106,730	4,000	10,000	416,854
Water user fees	1	ı	,	ı		,	121,971	•	121,971
Sewer user fees	ı	,	ı	1		1	1	187,781	187,781
Donated assets	,	1		1	ı	61,480	1	1	61,480
Gain on sale of assets	•	6,617	1	-	1		1		6,617
	1,061,999	102,169	6,045	72,202	61,529	173,944	217,722	216,183	1,911,793
Expenditures									
Wages and benefits	221,845	18,427	127,351	5,093	2,666	14,404	80,179	117,984	590,949
Supplies and services	316,116	65,738	128,942	86,461	8,646	62,361	46,474	103,777	818,515
Interest and other debt charges	ı	1,511	6,300		36,550		20,214		64,575
Amortization	96:396	54,538	89,381	2,189	40,740	19,072	40,298	32,335	284,949
	544,357	140,214	351,974	93,743	91,602	95,837	187,165	254,096	1,758,988
Annual Surplus (Deficit)	517,642	(38,045)	(345,929)	(21,541)	(30,073)	78,107	30,557	(37,913)	152,805