

2020 Annual Report

CASTLEGAR

WORKING TOGETHER APART





Mission

To provide open and responsive government and well-planned and delivered services to the citizens of Castlegar.

Community Vision

Castlegar is a small city with a big heart and big Ideas. It's a place where opportunity meets lifestyle. Our community is shaped through innovation: innovation in sustainability, regional servicing, and technology.

We are a community with a sense of place, created by people with purpose and passion. Surrounded by trees, mountains, and water, we have a consistently high quality landscape and local airshed.

Excellence in energy action and conservation showcases our leadership in environmental stewardship. Our economic environment is adaptable to fluctuating market conditions and attracts creative entrepreneurship.

Living is affordable, housing forms are diverse, neighbourhoods are complete and inclusive and the community is well serviced. We are a connection point that unites the region - a hub from which to explore life's adventure. Nature and technology are our enablers.

CASTLEGAR

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Together, we achieved great things in 2020.

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Inside the City



We are a service centre within British Columbia's West Kootenay Region



Two great rivers meet at a unique place in the Southern Interior of British Columbia where people have lived for millennia, and others have brought traditions from around the world.

This is a place that values creativity, individuality, innovation, and education. It is a place of multi-generational family and love. From the converging energy of these two rivers springs the creativity and unique culture that makes the City of Castlegar an idyllic place to live, work, and grow. *Creativity leads us here.*

We are a population of 13,700 City and area and a trade area of 70,000. The economy is diversified and growing, focused on forestry (Mercer-Celgar Mill, Interfor), energy (Columbia Power, FortisBC and BC Hydro), mining (Teck), and commercial services in the City. Quality of life features backcountry adventure and an increasingly dynamic urban culture, including the very popular Millennium Park & Ponds and the annual Sculpture Walk event.

The City's desirability as an affordable business and lifestyle choice will continue to grow with anticipated investments in commercial development, housing, and technology and broadband service.

Castlegar in a Snapshot

HOUSING



Single-family residential property value

323,000
median assessed value

Number of single-family dwellings units

2,716



TOURISM



Total visitors at Visitor Centre

↓49.5%
due to COVID restrictions

EDUCATION



Students enrolled in K-12

3,987
3,947 in 2019

COMMUNITY

Population with library card

32%



LOCATION

City's elevation

450m



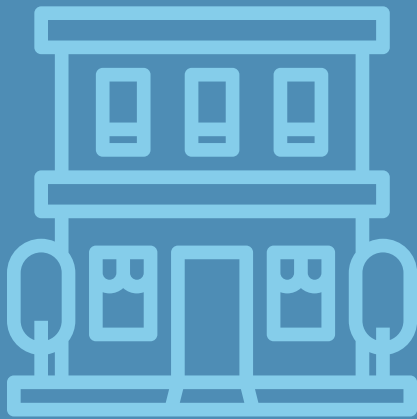
DEMOGRAPHICS

Estimated population

8,600



DEVELOPMENT

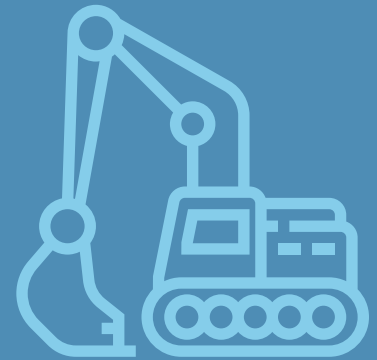


253 building permits issued, an increase of

↑36% from 2019

684 business licenses issued, a decrease of

↓2.84% from 2019



DEVELOPMENT

Value of Construction Increased



\$16,297,846

2020

\$6,995,242 2019



DEVELOPMENT



Business incorporations

32

26 in 2019

REFERENCES



Columbia Basin Rural Development Institute. (2021). 2020 Community profile report: Castlegar. <https://stateofthebasin.ca/reports-resources/community-profiles>

Strategic Plan



This 2019–2023 Strategic Plan was developed by Council and staff following a two-day workshop. Strategic planning is an important step for the City of Castlegar to set priorities, allocate scarce resources, measure success, guide the work of staff and communicate to citizens.

It outlines the priorities of the City of Castlegar and guides both short and long-term decisions. The strategic plan provides direction, so that the organization can focus on the most important initiatives and manage its resources to their greatest potential.

Strategic planning is a long-term ongoing process; it is more than a few days of workshops. It will take time and effort for the Council and staff to continue to develop the organization's strategic plan, to ensure it is a living and working document and an essential road map for the organization. The following pages provide an update on the City's progress toward delivering on its Strategic Plan.



Engaged and Informed Citizens and Strong Civic Organization

OBJECTIVES	DESIRED OUTCOME	PROGRESS
Expanded Communications	Expanded communications will provide resources and guidance for the City to continue to build relationships with our community through strategic and relevant communications.	<p>Conducted a statistically valid citizen survey to determine how the community is currently getting information and what improvements can be made</p> <p>Expanded communication, including regular and timely Council Highlights, monthly and quarterly newsletters, and increased social media presence.</p> <p>Created a consistent brand and image for the City.</p>
Evaluate Staffing Levels to Meet Service Demand	Continue to evaluate service levels of Castlegar and ensure that the union and staff levels are appropriate to accomplish the Community's expectations.	Due to COVID-19, progressing this objective was paused and staffing levels were actually reduced as a result of the financial impacts of the pandemic.
Develop and Finalize Taxation Policy	The lifeblood of a growing and evolving City is its financial system. Long-term financial planning and policies that support the Community's vision shape responsible use of scarce resources today and tomorrow.	<p>A new Grants in Aid Policy was drafted and will be presented to Council in 2021.</p> <p>Adopted a Reserves and Surplus Fund Policy.</p>
Records Management	Information and records are key strategic assets of an organization. These assets need to be actively managed to maintain and improve value. Policy and software upgrades will support an effective and modern records management system.	<p>The priority of this objective was lowered due to the City's cross departmental response to COVID-19.</p> <p>However, the filing numbering system was updated and significant progress was made in destroying old paper records.</p>
Increase City Services Online	The future City will interact more and more with its citizens online and through apps and devices. As a priority, the City will consider opportunities to modernize its online services.	<p>To support this and in response to the COVID-19 pandemic, the City quickly transitioned a number of services previously only available in person online, including business license and development permit applications, a credit card payment option for property taxes, utility bills, and pet and business licenses.</p> <p>Council and staff leveraged Zoom for meetings to improve interaction with the community.</p>



Thriving and Resilient Business and Industry

OBJECTIVES

DESIRED OUTCOME

PROGRESS

Complete Airport Master Plan & Implementation

Expand the Airport's importance as an economic driver for the Community and guide the growth of WKRA over the next 25 years.

For the first time in many years, the Airport welcomed a new carrier, Central Mountain Air, in October. The City continued to pursue reliability improvements.

Keep Advocating for Increased Reliability at WKRA

Year round airport reliability remains a top priority of Council.

The City continued to pursue reliability improvements that will provide long-term benefits.

Complete and Implement Planning for the Airport Lands

The Airport Lands represent the largest flat developable, serviced section of lands in the West Kootenays.

Orchard Avenue Phase 1 was completed and the Fedex site was constructed.

Redevelop Strategic Plan

A 5-year Strategic Plan developed in partnership with the Castlegar and District Economic Development Committee. Implementation of the Plan begins in 2021.

With input from the local business community, industry and political partners, the Castlegar and District Economic Development Strategic Plan was completed and presented to the steering committee for implementation in 2021.



Wellbeing Hub and Safe Community

OBJECTIVES

DESIRED OUTCOME

PROGRESS

Continue to Advocate for Expanded Health Care Services

Demographics and Health Care are changing in BC and Castlegar. The City will continue to pursue all options to increase ambulatory and primary care services.

The City continued working with local family physicians and Interior Health Authority to determine the best model of primary-care for Castlegar and District and how the City can support.

Continue to Advocate for Affordable Housing and Ensure City's Regulations Support the Development of Such

Complete the Housing Needs assessment and develop next steps to address affordable and all other identified housing needs. Strategically work with community, provincial and federal partners to improve housing in the City.

The City's Housing Strategy was launched in 2020 and will inform the upcoming Official Community Plan review and will shape revisions to the City's Zoning Bylaw.

Update Community Wildfire Protection Plan

The Community Wildfire Protection Plan, which identifies the wildfire risks within and surrounding a community, and describes the consequences if a wildfire was to impact the community and to examine ways to reduce the wildfire risk, is complete. Implementation of the Plan begins in 2021.

The Community Wildfire Protection Plan was completed and adopted in 2020. The City will seek grant funding and partnerships for implementation.



Solid and Sustainable Civic Infrastructure

OBJECTIVES	DESIRED OUTCOME	PROGRESS
Columbia Avenue Phase 2 – Infrastructure Renewal Project	Complete the second Phase of the Columbia Avenue corridor, including improvements to underground and surface infrastructure.	Based on lessons learned during Phase 1, the City completed all design and tendered the project in 2020. Land sales and electrical pre-work were complete in 2020 to ensure a smooth project start in 2021.
Columbia Avenue Phase 3 Design – Infrastructure Renewal Project	Complete the design work and cost estimating for the third Phase of the Columbia Avenue corridor, including improvements to underground and surface infrastructure.	Applied to the Rural and Northern Communities Infrastructure Grant Program for the design costs of Phase 3.
Columbia Avenue Phase 3 Construction – Infrastructure Renewal Project	Complete the second Phase of the Columbia Avenue corridor, including improvements to underground and surface infrastructure.	The City applied to the Rural and Northern Communities Infrastructure Grant Program or the design costs of Phase 3.



Creating Special Places and Recreation for Everyone

OBJECTIVES	DESIRED OUTCOME	PROGRESS
Continue to Support Recreation Upgrades With the Recreation Commission	Continue to pursue upgrades at the Castlegar Community Complex and alternative sources of funding.	The City worked with regional partners to apply to the Provincial Community, Culture, and Recreation Grant Program for necessary repairs and improvements to the Castlegar & District Recreation Complex fitness centre and arena change rooms.
Millennium Park Playground Upgrades	An upgrade of the current undersized and underutilized play structure to one that is fitting for the regional park that Millennium Park has become.	Applied to the Community, Culture and Recreation Infrastructure Grant Program for a new playground, including natural pathways and interpretative signage.

Faces of the City

Council Highlight:

Work and meetings didn't stop,
we just found new ways to
make them happen.



Dan Rye



Chris Barlow



Florio Vassilakakis



Maria McFaddin



Bergen Price



Sue Heaton-Sherstobitoff



Cherryl Macleod



Bruno Tassone



From the Mayor



As the new Mayor, it gives me great pleasure to reflect on the successes and financial outcomes the City achieved in 2020.

Although I was not in my role during the Annual Report's reporting period, I am proud of the hard work and dedication of all City staff in, what was, a truly extraordinary year. The City was challenged to do things it never imagined necessary and took them all in stride. Staff and Council focused on reducing the financial burden on taxpayers, maintaining services, minimizing disruptions, and keeping our community safe and free from outbreaks during a global pandemic. This was all done while continuing to work diligently on a wide range of projects, objectives, and priorities from the City's Strategic Plan. I would like to thank our staff, Council, and community for staying safe, holding strong, and working hard in 2020. Bring on 2021...

Regards,

Kirk Duff
Current Mayor



Bruno Tassone
Former Mayor
2014–2021

Mayor Tassone resigned January 8, 2021.

Meet the Councillors



2011

Sue Heaton-Sherstobitoff has lived in Castlegar since 1988. Sue and her husband Curtis have two daughters. Councillor Heaton-Sherstobitoff has an extensive history of volunteering within the community from Chairing the Selkirk College Foundation Board, to President of Selkirk Challengers Gymnastics Club to currently fundraising for Juvenile Diabetes Research Foundation.



2011

Dan Rye and his wife Randi moved to Castlegar 13 years ago from Vancouver Island. Before moving to Castlegar, he spent eight years on Municipal Council in Gold River, BC. Dan previously managed Kootenay Market in Castlegar and has been actively involved with the Rotary Club (President 2005-2006), the Chamber of Commerce (President 2009-2011), the United Way, the Castlegar Curling Club and the Castlegar Golf Club. Councillor Rye is the alternate director for the RDCK Board.



2013

Florio Vassilakakis came to Castlegar from the Okanagan in 2004 to build a business and invest in the downtown core. While he earned his Bachelor of Science degree from UBC, his passion continued to lie in business and real estate development. Florio has served on many boards including the Castlegar and District Chamber of Commerce and the Castlegar Golf Club. Florio, along with his wife Rebecca, are proud to be raising their three young children in the Castlegar area.



2018

Bergen Price moved to Castlegar when he was 10 years old. His main interests growing up were sports – organized hockey, golf, basketball, volleyball and baseball. In the summer months he enjoyed wakeboarding, slalom skiing and wakesurfing. Post high school he received a hockey and golf scholarship to the US and graduated with a Business Degree. He was a Financial Consultant for Krueckl Financial, then Chamber of Commerce CEO in Prince Albert, Saskatchewan and is now a Senior Purchaser at Mercer Celgar. His favourite things to do include taking his dog Dimer for a walk at Millennium Park with his beautiful wife Sara and their little girl, Lola, and playing hockey and golf.



2018

Maria McFaddin was born and raised in Castlegar. She went away to pursue her education and start a family, but the joy of mountain living called her home. She has since been active in the community as a business owner, working with vulnerable young adults, and serving as a pastor. Life in Castlegar has afforded her many opportunities to reach out and reach in as she has developed leadership teams, trained for critical incident management, and passionately parented her children. Maria and her husband, James, are thankful to be a part of such an incredible, growing community.



2018

Cheryl MacLeod and her husband, Murray, have four grown children, who along with their spouses and their five amazing grandchildren are truly the light of her life. Community is very important to Cheryl and she has been volunteering in this community since moving here in 1975. She started with coaching T-Ball, girls softball, soccer and joined Parent Advisory Council, Castlegar and District Community Justice Program and is continuing with others including the Kootenay Festival. When she is not volunteering she loves to spend time in her gardens or baking with her grandchildren. Cheryl is a Child and Youth Care Worker who has worked in the Castlegar school system for 27 years.

Committees & Senior Staff

The City of Castlegar has seven Standing Committees of Council that serve as advisory bodies to Council, pursuant to the Community Charter. Members of Council are appointed annually by the Mayor and serve as liaisons to various community groups, organizations and societies.

Cultural and Civic Pride

Chair, Councillor Price

Deputy Chair, Councillor Vassilakakis

Finance and Corporate Services

Chair, Councillor McFaddin

Deputy Chair, Councillor
Heaton-Sherstobitoff

Transportation and Civic Works

Chair, Councillor Heaton-Sherstobitoff

Deputy Chair, Mayor Tassone

Community Wellness and Social Services

Chair, Councillor Rye

Deputy Chair, Councillor MacLeod

Green and Technology

Chair, Councillor Vassilakakis

Deputy Chair, Councillor Rye

Stage IV Labour/ Management Committee

Chair, Mayor Tassone

Member, Councillor MacLeod

Member, Councillor McFaddin

Planning and Development

Chair, Councillor MacLeod

Deputy Chair, Councillor McFaddin

Public Safety

Chair, Mayor Tassone

Deputy Chair, Councillor Price

Below: City Hall guest service area. Clear plexiglass screens were installed to protect staff and visitors. Citizens were encouraged to do City business online.



Senior Staff

Chief Administrative Officer

Chris Barlow

Director of Corporate Services

Tracey Butler

Director of Finance & Chief Financial Officer

Ola Oladele

Director of Protective Services & Fire Chief

Sam Lattanzio

Information Technology Manager

David Bristow

Communications Manager

Bree Seabrook

**Committees were updated January 1, 2021. Find information on current Committee membership at castlegar.ca*

The Highlights

Meet Rescue 1, the newest apparatus at the Fire Department

This beauty is capable of responding to all types of emergency situations. It will be the work horse of the fleet with specialized equipment for all types of fires – structure, vehicle, aircraft and wildland; medical calls; rural rope road rescue; and jaws of life auto extrication.



Message from the Chief Administrative Officer



2020 was a year like no other and we, along with the world, were challenged with facing the unexpected. I am so proud of the way we responded. Many workplaces were able to shut their doors and have their staff work from home. We also worked from home but we re-opened City Hall as soon as possible and made sure we could support our residents and businesses through the pandemic.

Chris Barlow, A S C T
Chief Administrative Officer

Our Civic Works crews made countless adjustments to their schedules and workplaces and kept our essential services like water, sewer and snow clearing operating. Our Fire Department continued to provide exceptional service with volunteers putting themselves on the front lines.

Too often COVID-19 was used as an excuse for a reduction in customer service; we took the opportunity to see how we could do more, differently. We did crazy things like delivering compost throughout the City so people could grow amazing gardens and focus on improving their yards. In response to our retail and service sectors, we quickly initiated an Open Streets Pilot Project that created outdoor store space and restaurant patios in areas normally used for parking or driving.

We adjusted our budgets in the face of uncertainty and made some tough decisions. I urge you to read the message from our Chief Financial Officer which highlights all the financial adjustments.

Even in the face of a global pandemic, and as we responded to demands changing daily, our staff and Council worked hard to ensure we never lost sight of what we set out to do long before anyone knew what COVID-19 was or what impact it would have on our day-to-day lives.

Our 2020 priorities stemmed from five strategic priority pillars envisioned to spur growth and propagate the deep community values that make Castlegar a desirable place to call home. This was a productive and exciting year for the City so I cannot possibly include everything we accomplished, but I would like to share a few highlights.

We applied for 15 grants, totaling more than \$11.7 million and we secured a \$2.18 million COVID-19 Safe Restart Grant.

We completed an Airside Electrical System & Lighting Rehabilitation and an Asphalt Rehabilitation Project at the West Kootenay Regional Airport and also applied for grant funding to install runway edge lighting.

We enhanced our communications with the community about all of our activities, but we really focused early in the pandemic to provide as much timely information as possible in ways people like to receive it, such as video.

We completed the Community Wildfire Protection plan which will provide us with years of guidance for wildfire mitigation strategies and work.

The completion of a facilities condition assessment was the next step in Council's commitment to planning for our assets and making sure we maintain what we have and spend tax dollars wisely.

COVID-19 gave people an opportunity to pause and consider where they live. We saw increased interest and movement to the West Kootenays. Being the centre of this beautiful region, we took the opportunity to prepare for growth and development. We streamlined our development review process, implemented the BC Energy Step Code, shifted building inspection schedules and offered building permit forms and payments online to save contractors time and money.

Growth is exciting, but we want to do it right. We took huge steps in long-term planning by initiating an Economic Development Strategic Plan, Downtown Area Plan, developing a 100% Renewable Energy by 2050 Plan. Housing in Castlegar is a big topic as it is across all of BC. Building on the 2018 Housing Needs Assessment, Council quickly reacted by creating a new Housing Standing Committee to bring together community housing providers, sector professionals and funders to explore the needs in Castlegar and how connections can be made in the community to solve our housing shortfalls. This work will culminate in 2021 with our first-ever Housing Strategy.

We continued other important work like working with stakeholders to understand what role we can take on to ensure we have the best primary health care for our residents, advocating for upgrades to the Castlegar & District Recreation Complex, and supporting our industrial businesses as they navigated through these unprecedented times.

In a year when we could have paused, we didn't. We are very proud of our accomplishments this year and look forward to serving our community in 2021.

Regards,

Chris Barlow

Chief Administrative Officer

The Chief Administrative Officer (CAO) is the link between Council and staff. The primary role of the CAO is to provide policy recommendations to Mayor and Council and to ensure that their priorities and policies are implemented.

In addition, the CAO provides overall leadership and direction for the administration of the City and acts as the City's liaison for collaboration with outside agencies and community partners.

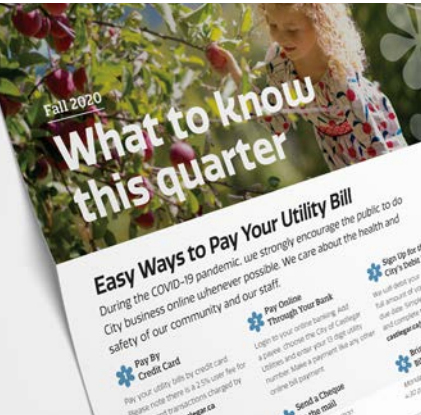
2020 Accomplishments

- Worked with Council and staff to adjust the workplace, City services and Council meetings to meet the impacts of COVID-19.
- Created a Strategic Land Acquisition Policy and Fund that was adopted by Council. This policy was used to guide the purchase of a historic downtown building.
- Supported the development of the Castlegar & District Economic Development Strategic Plan.
- Supported the Castlegar & District Recreation Commission in defining the first phase of a project and applying for grant funding for upgrades and improvements.
- Negotiated sales and lease agreements for lands near the West Kootenay Regional Airport.

2021 Priorities

- Implement Castlegar & District Economic Development Strategic Plan.
- Position the West Kootenay Regional Airport to recover and prosper post COVID-19.
- Complete the next phase of development on Orchard Avenue.

Communications



Above: New brand platform templates and applications. Samples shown are the utility bill and staff business cards.

In Communications, we focus on getting residents the information they need – when and how they want it – and engaging with residents so they can inform the City's decision making.

In addition, we work closely with all other departments throughout the City to deliver public awareness, advertising, and education campaigns that support Council initiatives and City of Castlegar services, programs, projects and events.

Key Facts & Stats

New Facebook page likes

↑30% 
3856 total likes

Messenger contacts

298 
on Facebook

News stories released

85 

2020 Accomplishments

- Conducted a statistically valid citizen survey to determine how the community is currently getting information and what improvements can be made to get residents the information they want – when and how they want it.
- Expanded awareness of Council decisions and City services with increased communication, including Council Highlights, monthly and quarterly newsletters, and increased social media presence.
- Created a consistent brand and image for the City. This included creating templates that also increase efficiency.
- Increased the public's participation and engagement in the City's decision making for projects such as Downtown Area Plan, Housing Strategy, and the City's 75th Anniversary celebration.
- Enhanced internal communications and engagement with staff at City Hall and Civic Works.

2021 Priorities

- Redevelop the City's website to replace the existing site which is coming to its end of life and make improvements to usability, online services, and security.
- Launch of faces of the City campaign to highlight and showcase staff and the work they do on behalf of the community in the City's marketing and promotions.
- Create a quarterly newsletter to be included with utility bills.
- Develop an annual "year-in-review" newsletter to be distributed to all homes and businesses in the City.
- Continue to expand internal communications and engagement with staff at City Hall and Civic Works.



Development Services

Above: Development Services team

Planning and Development Services is responsible for ensuring that the community grows in a manner that meets the basic needs of all residents by ensuring our community is resilient, connected, inclusive and accessible to everyone.

The department is responsible for sustainability initiatives, community planning and land use regulation, building inspection, business licensing and mapping. This work is guided by the vision and objectives for the community as stated in the Official Community Plan and achieved through facilitation and collaboration with other departments, agencies, community groups and residents.

Key Facts & Stats

Development approvals

19

↑2 from 2019



Applications recived

1 Subdivisions
↓3 from 2019

2 Lots
↓102 from 2019

Average home value

↑9%
\$349,000



2019 Accomplishments

- Hosted several focus groups with additional stakeholders (arts and cultural, residential property owners and students) in the development of the City's Downtown Area Plan.
- Launched a Housing Strategy and appointed a Housing Advisory Committee, representing broad interests to assist in this initiative.
- Adopted the West Kootenay 100% Renewable Energy Plan in collaboration with the West Kootenay Eco-society and other participating West Kootenay local governments.
- Extended and expanded the Open Streets Pilot Project to fall 2021 in continued support of our local businesses as they adapt to the pandemic realities.
- Adopted a new building bylaw, business licensing bylaw and planning procedures and fees bylaw while improving our application processes and communications.

2020 Priorities

- Complete the Downtown Area Plan which will help guide the form and character and revitalization of the City's downtown core.
- Complete community engagement, including a community survey, phone line, targeting interviews and several focus groups, and the development of the Housing Strategy.
- Modernize the City's Zoning Bylaw to align it with the City's strategic objectives as identified during the engagement for the Housing Strategy and Downtown Area Plan.
- Investigate options for integrating the objectives of the Open Streets Pilot Project into City regulations over the long-term to make our outdoor spaces more vibrant in the winter and summer months.
- Continue to make efforts toward user-friendly application forms, easy-to-read development approval checklists, and enhanced community participation in the development approval process through notice of development signs and improved communications.



Municipal Services

Above: Fleet of construction and maintenance vehicles.

Next Page: City crews clearing snow.

Municipal Services develops and maintains the City's infrastructure and municipal facilities. Operational areas include roads, sewers, waterlines and parks.

Through the technical expertise and skill of twenty-nine individuals, this team implements the City's public works policies, directions and bylaws. The Department plans, designs, constructs and maintains all City-owned assets with effective coordination to enhance and maintain service delivery to the community in a cost-effective manner.

In addition, the Department provides professional services and advice to Council, the public, and the development/building industry on a broad range of items related to planning, building, capital construction, maintenance and operations, policy and strategic advice.

Key Facts & Stats

Snow removal & street sweeping

90km
of roads 

Water meters read monthly

3,117 

City trash cans maintained

137 

Hanging flower baskets installed

68
annually 

Flood mitigation monitoring at

38
locations 



2020 Accomplishments

- Replaced the 33rd Street Pressure Reducing Valve which is part of a long-term plan to eliminate all underground confined spaces to improve staff safety.
- Maintained all City services during the COVID-19 pandemic.
- Completed detailed design and tendered the Columbia Avenue Redevelopment Project – Phase 2. In addition, land sales and electrical pre-work were complete to ensure a smooth project start in 2021.
- Designed and started construction on the Millennium Park Washroom upgrades in order to provide all-season washrooms including accessible and family spaces, change-rooms and three outdoor showers.
- Applied for grants for the following:
 - Millennium Park Washroom
 - Septage Receiving Facility Study
 - Water Treatment Plant Consolidation Study
 - South Sewage Treatment Plant Biosolids Project
 - Fleet Replacement Plan
 - Columbia Avenue Phase 3
 - Installation of wayfinding signs
- Completed the construction of Orchard Avenue Phase 1 to provide servicing and access to the Airport Lands.
- Installed two new frost free water fountains with bottle refill and dog drinking stations.
- Installed two new columbariums at Cemetery.

2021 Priorities

- Continue planning for the Airport Lands
- Complete Phase 2 of the Columbia Avenue Redevelopment Project which renews the life of underground water and storm utilities and improves transportation facilities for both pedestrians and highway users.
- Complete the Millennium Park & Ponds washroom upgrades.
- Plan for the Millennium Park & Ponds playground.
- Assist new developments with reviews and servicing support.
- Determine long-term septage treatment option, including reviewing the option of consolidating to one treatment facility.

Information Technology

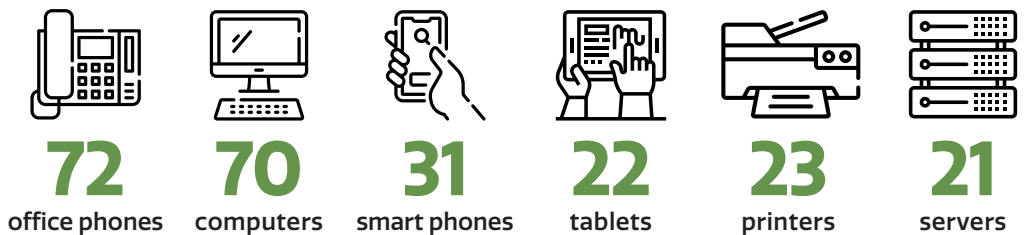


Above: Information Technology tag team.

The Information Technology (IT) Department builds and maintains technology systems consisting of equipment, software, internet connectivity, and security that delivers the tools needed to facilitate communication within the organization and to the public.

Key Facts & Stats

IT maintains equipment spread over five buildings, including network communication, security, data storage and



Critical data is copied to out-of-province servers at **150 miles/second**

This ensures that the City can operate in the event of a regional disaster

How do toilets use information technology?

To monitor water and sewer systems



2020 Accomplishments

- Upgraded and expanded coverage of wireless internet connectivity within City buildings.
- Migrated all City computer systems to higher performance equipment.
- Implemented off-site (cloud) backups of critical data.
- With the announcement of COVID-19 restrictions, IT had all staff working remotely within 48 hours.

2021 Priorities

- Upgrade the server used for financial transactions and reporting.
- Move City emails to the Microsoft Canada Cloud.
- Implement 365 Office applications for staff.
- Move staff local, H drives to OneDrive to the Microsoft Canada cloud.
- Setup an asset renewal plan and vendor contract for staff laptops and other endpoint devices.

The Highlights

Delivered free compost throughout the City

The City helped residents maintain thriving backyard gardens thanks to a partnership with Selkirk Paving Ltd. We delivered free, high-quality compost made from local yard waste to all residents that wanted it. The compost consists of leaves, branches, and lawn clippings which are ground, windrow composted and then screened into a rich black soil that is excellent for plants.





Above: Various members of the City's Protective Services Team.

Our Castlegar Fire Department operates out of a centrally located fire station built in 1999 at 2161 6th Avenue and a satellite station located at the West Kootenay Regional Airport.

The department consists of a Fire Chief, two Deputy Fire Chiefs and 31 Paid-On-Call Officers and Firefighters. This group of dedicated personnel represent the diversity of the community and work every day of the year to ensure the service provides high-quality fire protection and life safety to meet the needs of the community. Our values are diversity, respect, trust, equality and teamwork. Our team members are our most valuable assets, and we strive for excellence.

2020 Accomplishments

- Completed the City of Castlegar Community Wildfire Protection Plan.
- Completed the Emergency Operations Centre technology upgrades project.
- Replaced the outdated 1994 Volvo fire Engine 2 with a 2020 Rosenbauer Pumper/Rescue.
- Replaced the 2003 Dodge Durango Command 3 vehicle with a 2020 Ford SUV Explorer Hybrid model.
- Continue to train department members to National Fire Protection Association standards Level 1 and 2.
- Completed Emergency Operations Centre training and tabletop exercise.

2021 Priorities

- Complete and finalize the Emergency Operations Centre Furniture upgrade project.
- Continue to train department members to National Fire Protection Association (NFPA) standards 1001 Level 1 and 2. Anticipate that an additional 6 members will successfully achieve this standard by the end of 2021, giving the Department a total of 25 current serving members with an additional 6 members working towards that goal.
- Complete the Emergency Support Services Modernization Project.
- Complete the Fire Dispatching Services contract agreement extension for the period commencing July 1st, 2021 to June 30th, 2026.
- Complete the breathing air compressor replacement project.
- Prepare the specifications documentation for to replace of the 2008 Dodge Ram 2500 Command Unit #2.
- Complete the Fire Chiefs of British Columbia Association Rural Road Rescue grant award (\$10,000) for Vehicle stabilization equipment.



Key Facts & Stats

Fire inspections reduced due to COVID-19

107

↓225 from 2019



Hours for callouts

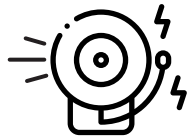
2,931



Call responses

625

↓827 from 2019



Hours spent

1,989

For training (196 for standby)

5,244

Total Hours from on-call fire fighters

Response Type Breakdown

2020 2019

Fire Response	76	57
Emergency Management BC Responses	30	27
Rescue	72	107
Motor Vehicle Accidents	37	58
Hazardous Materials Response Calls	14	17
First Responder Medical Calls	21	45
False Alarms	35	47
Standby	123	161
Public Service Responses	44	118
Complaints	45	38
Other	128	152

West Kootenay Regional Airport



Above: Entrance Sign of the West Kootenay Regional Airport.

The West Kootenay Regional Airport is owned and operated by the City of Castlegar.

The Airport is used by a passenger air carrier, general aviators, medevac, and the Southeast Fire Centre, which is operated by the Ministry of Forests, Lands, Natural Resource Operations and Rural Development. It provides air travel services for residents throughout the entire West Kootenay region. The West Kootenay Regional Airport is the local gateway to the world and an economic generator for our region.

Key Facts & Stats

Days without passengers

183

due to COVID-19



Days serviced by Air Canada

91



Days serviced by CMA*

91



*Central Mountain Air

2020 Accomplishments

- Hired a full-time Airport Manager.
- Implemented COVID-19 safety measures to ensure traveler safety and restore confidence in air travel during the global pandemic.
- Completed the Airside Electrical System and Lighting Rehabilitation Project.
- Completed the Asphalt Rehabilitation Project.
- Submitted applications for grant funding from the Airport Capital Assistance and the British Columbia Air Access Programs for runway edge lighting.
- Coordinated and represented the business case to keep the NAV-CAN tower at full operations to support regional air traffic safety.
- For the first time in many years, the Airport welcomed a new carrier. Central Mountain Air started flying out of Castlegar in October.

2021 Priorities

- Continue implementation of the West Kootenay Regional Airport Master Plan, including expanding the Airport's importance as an economic driver for the community and guide the growth of the airport into the future.
- Advocate for increased year-round flight reliability.
- Maximize previous and future grants to support the capital plan as proposed in the Airport Master Plan.
- Support the continued development of Orchard Avenue commercial park.
- Support a return to pre-COVID-19 passenger levels to improve the Airport's financial position following significant and unexpected revenue losses in 2020.

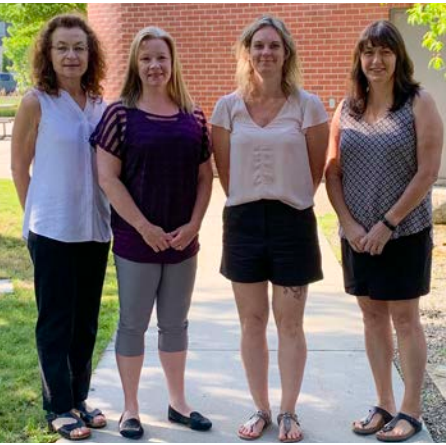
The Highlights

Central Mountain Air Safely Services West Kootenay Regional Airport during COVID-19 Pandemic

For the first time in many years, the Airport welcomed a new carrier. Central Mountain Air, a B.C. based business started flying out of Castlegar October 1 with flights to and from Vancouver's South Terminal.



Corporate Services



Above: Corporate Services team

In Corporate Services, we ensure the effective and efficient overall management of the administrative operations of the City, including protocol, legal matters, records management, the publication of official notices and requests under the Freedom of Information and Protection of Privacy legislation.

Corporate Services provides legislative services, and is responsible for the preparation and dissemination of Council agendas and minutes, maintenance and access to corporate records (including bylaws, policies and procedures and contract administration), provides support, advice and parliamentary responsibilities to Council and the CAO, and administers local government and school district elections.

It is also responsible for human resources, including recruitment & retention, occupational health, safety & wellness for over 50 employees, training & development, and administration of collective agreement and labour management. In 2019, Corporate Services took on Bylaw Enforcement which includes things like animal control, property maintenance and wildlife attractants.

Key Facts & Stats

Hours recording
& taking minutes

114

for Council
meetings



New by-laws
adopted

21



Jobs posted for
interview

20



2020 Accomplishments

- Introduced a new Records Information Management System, including a new bylaw and supporting policies.
- Made significant progress on the destruction of old archived files.

2021 Priorities

- Continue with the Records Information Management System implementation and training.
- Begin the destruction of old archived electronic files and assist with the migration of electronic files to Microsoft 360.
- Increase City services online by shifting to fillable PDFs where possible.
- Review and update job descriptions and City policies.



Financial Services

Above: The City's Finance team.

The Finance Department provides financial expertise, risk management, and guidance to support all City operations.

In addition to leading process improvements, it sets and maintains best financial practices, policies and standards. This department's core services include: accounting services, budgeting, long-range financial planning, revenue services, and procurement and risk management

Key Facts & Stats

Utility bills issued
13,345



Accounts payable invoices
298 processed



1,420 electronic & **439** payments processed to suppliers



2020 Accomplishments

- Launched online credit card payment options for property taxes, utilities, pet and business licenses.
- Adopted the City's Reserves & Surplus Policy.
- Completed four short-term financing agreements with the Municipal Finance Authority for fleet replacement.
- Significant budget amendments made mid-year in response to COVID-19.

2021 Priorities

- Update the City's Cemetery Bylaw.
- Centralize the City's procurement and contracts administration programs and processes.
- Develop a clear and consistent budget process.
- Update the City's Procurement Policy.
- Continue evaluating financial services that could be transitioned online for residents.

Message from the Chief Financial Officer



It is my pleasure to present the 2020 Annual Report for the City of Castlegar. This Report provides an update on City services, projects, and results of the Consolidated Financial Statements, Auditor's Report, pursuant to Sections 98 and 167 of the Community Charter.

Ola Oladele, CPA CGA
Chief Financial Officer

The audited financial statements in this report have been prepared in the compliance with Section 167 of the Community Charter, and in accordance with Canadian public section accounting standards. Preparation of the Consolidated Financial Statements is the responsibility of Council and management. Management is also responsible for implementing and maintaining a system of internal controls for the safeguarding of assets and to provide reasonable assurance that reliable information is produced for sound decision-making.

The Financial Statements were audited by Grant Thornton LLP who conducted an independent examination in accordance with the Canadian auditing standards. In their opinion, the Consolidated Financial Statements present fairly, in all material respects, the consolidated financial

position of the City of Castlegar as at December 31, 2020, representing a clean audit opinion.

The City's net financial position continued to grow in 2020, indicating the City's capacity to meet its financial obligations, in the short and long term. The City's net financial assets increased by over \$1.4 million, bringing its net financial assets to \$6.6 million. This resulted in an overall improvement of its accumulated surplus by 4.4%, with a current total of \$86.6 million.

The accumulated surplus grew as a result of the City's investment in capital assets and reserves balances, primarily from the COVID-19 Safe Restart Grant received from the Province of B.C. Equity in capital assets, such as roads, underground infrastructure, land, and buildings makes up a significant portion of the accumulated surplus balance (\$73.2 million), followed by reserve balances (\$13.6 million). The growth in the reserve balance, combined with prudent debt management, are further indicators of Council and Staff's commitment to strengthening the City's financial sustainability and flexibility.

Consolidated revenues for 2019 were \$2.5 million or 13% higher than 2019. The increase was as a result of the COVID-19 Safe Restart Fund, gain on disposal of City-owned land, and increased revenue from building and development permits.

The ongoing COVID-19 pandemic that began in 2020, created complex challenges for families, businesses, community groups in our community, including the operations of the City.

For the City, some of these challenges included the unknown ability of residents and businesses being able to pay their property taxes and anticipated revenue shortfalls due to public health order restrictions. The most significant revenue impact was felt at the West Kootenay Regional Airport, with a revenue loss of over \$1.2 million.

Council took decisive and immediate action to preserve the City finances while also recognizing the impact of the pandemic on our residents.

As part of the City's response, Council:

- * Deferred property tax due date from July 2 to October 1;
- * Waived late payment penalties October to December 2019 and January to June 2020 utility bill payment deadlines;
- * Increased base residential water consumption from 30 cubic meters to 40 cubic meters during summer months;
- * Amended the approved 2020 budget by \$364,000 with a commitment to reduce 2021 property taxes with any unused portion of the grant;
- * Created a \$10,000 grant program for community groups that provided COVID-19 related support services to residents; and
- * Contributed \$10,000 towards the Chamber of Commerce's business recovery task force.

In late 2020, the City received \$2.184 million in emergency financial assistance through the Government of Canada and the Province of B.C.'s Safe Restart Grant. The City was able to use this grant to offset revenue losses at the airport and other general City operations.

The results of the 2020 financial audit shows the City continues to be in a strong position to keep supporting the community and responding to the challenges of the COVID-19 pandemic.

As such, the City will continue to assess its priorities to ensure it remains fiscally prudent to keep addressing aging infrastructure needs and providing quality essential services to our residents.

Regards,

Ola Oladele

Chief Financial Officer

Below: Rebirth, by Peter Vogelaar at City Hall. 2021 Sculpture Walk



Financial Statements





Independent Auditor's Report

Grant Thornton LLP
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To the Mayor and Council of the
City of Castlegar

Opinion

We have audited the financial statements of the City of Castlegar (“the City”), which comprise the statement of financial position as at December 31, 2020, and the statements of operation, change in net financial assets and cash flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the City of Castlegar as at December 31, 2020, and its results of operations, its changes in its net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

In preparing the financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

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

Independent Auditor's Report (continued)

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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

The logo for Grant Thornton LLP, featuring the company name in a stylized, cursive script font.

Chartered Professional Accountants

Castlegar, Canada
May 3, 2021

Audited Financial Statements

Statement of Financial Position

AS OF DECEMBER 31, 2020	2020	2019
Financial Assets		
Cash and investment deposits, note 1	16,515,693	12,655,178
Taxes and accounts receivable, note 2	2,809,769	2,884,418
Deposit – municipal finance authority, note 3	110,902	110,902
	\$ 19,436,364	\$ 15,650,498
Liabilities		
Accounts payable and accrued liabilities, note 5	2,943,114	3,293,655
Deferred revenue, note 6	2,740,262	2,177,570
Holdbacks, refundable, and other deposits	440,820	447,005
Equipment financing loans, note 7	415,656	400,067
Reserve – municipal finance authority, note 3	110,902	110,902
Long term debt, none 7	6,103,513	3,984,180
	12,754,267	10,413,379
Net Financial Assets	\$ 6,682,097	\$ 5,237,119
Non Financial Assets		
Tangible capital assets, note 13	77,798,408	75,569,040
Work in progress, note 14	1,988,820	1,938,034
Inventory of supplies	124,073	124,073
Properties acquired for taxes	–	66,957
Prepaid expenses	102,192	46,686
	\$ 80,013,493	\$ 77,744,790
Accumulated Surplus – note 9	\$ 86,695,590	\$ 82,981,909
Contingencies, note 4		
Commitments, note 17		
Segmented Information, note 18		
COVID-19 Impact on City Operations, note 20		
Contractual Rights, note 22		

The accompanying summary of significant accounting policies and notes are an integral part to these financial statements

Statement of Operations

FOR THE YEAR ENDED DECEMBER 31, 2020	Budget 2020, note 19	Actual 2020	Actual 2019
Revenues			
Taxation, note 10	10,251,502	10,312,286	9,703,719
Government transfers, note 16	7,702,690	4,635,600	2,207,220
Fees and service charges, note 10	5,377,950	4,678,636	5,138,637
Community works funding, note 16	394,000	393,663	793,993
Other revenue	899,900	831,335	1,097,046
Gain on sale of tangible capital assets	–	677,729	–
Interest and other investment income	79,500	129,891	214,773
	\$ 24,705,542	\$ 21,659,141	\$ 19,155,388
Expenses, note 15			
General government	2,538,198	2,815,364	2,428,353
Environmental development	606,800	429,882	607,668
Transportation and civic works	2,930,468	2,586,693	2,342,539
Waste disposal and recycling	546,100	605,661	555,564
Protection	3,208,290	2,895,038	3,192,275
Public health and culture	226,450	139,586	185,380
Recreation and culture	1,481,010	1,305,047	1,397,811
Water system	1,029,950	1,001,946	1,032,255
Sewer system	879,800	931,461	889,484
Storm system	138,100	39,427	56,278
Airport	1,093,870	1,221,693	1,150,519
Interest on long term debt and agreements payable	3,000	134,112	104,873
Amortization	3,818,000	3,839,550	3,546,118
	\$ 18,500,036	\$ 17,945,460	\$ 17,489,117
Annual surplus (deficit)	6,205,506	3,713,681	1,666,271
Annual surplus, beginning of year	\$ 82,981,909	\$ 82,981,909	\$ 81,315,638
Accumulated surplus, end of year – note 9	\$ 89,187,415	\$ 86,695,590	\$ 82,981,909

The accompanying summary of significant accounting policies and notes are an integral part to these financial statements

Statement of Change in Net Financial Assets

FOR THE YEAR ENDED DECEMBER 31, 2020	Budget 2020, note 19	Actual 2020	Actual 2019
Annual surplus (deficit)	6,205,506	3,713,681	1,666,271
Acquisition of tangible capital assets	(7,323,079)	(6,099,689)	(2,485,810)
Work in progress, construction of tangible capital assets	(5,306,000)	(50,786)	(1,647,310)
Amortization of tangible capital assets	3,818,000	3,839,550	3,546,118
Proceeds on sale of tangible capital assets	–	708,500	16,999
Loss (gain) on disposition of tangible capital assets	–	(677,729)	–
Change in inventory of supplies	–	–	30,204
Change in prepaid expense	–	(55,506)	(13,475)
Change in property acquired for taxes	–	66,957	(772)
Increase (Decrease) in Net Financial Assets	\$(2,605,573)	\$1,444,978	\$1,112,225
Net Financial Assets, beginning of year	\$5,237,119	\$5,237,119	\$4,124,894
Net Financial Assets, end of year	\$2,631,546	\$6,682,097	\$5,237,119

The accompanying summary of significant accounting policies and notes are an integral part to these financial statements

Statement of Cash Flows

AS OF DECEMBER 31, 2020	2020	2019
Cash provided by (used for):		
Operating Activities		
Annual surplus (deficit)	3,713,681	1,666,271
Change in non cash items:		
Amortization	3,839,550	3,546,118
Loss (gain) on disposition of tangible capital assets	(677,729)	–
Decrease (increase) in pre-paid expenses	(55,506)	(13,475)
Decrease (increase) in inventory of supplies	–	30,204
Change in financial assets and liabilities:		
Decrease (increase) in taxes and accounts receivable	74,649	1,425,025
Increase (decrease) in accounts payable and accrued liabilities	(350,541)	(627,618)
Increase (decrease) in deferred revenue	562,692	74,233
Increase (decrease) in holdbacks, refundable and other deposits	(6,185)	(368,449)
	7,100,611	5,732,309
Investing Activities		
Acquisition of tangible capital assets and work in progress	(6,150,475)	(4,133,120)
Proceeds from sale of tangible capital assets	708,500	16,999
Proceeds from sale of property acquired for taxes	66,957	–
Property acquired for taxes	–	(772)
	(5,375,018)	(4,116,893)
Financing Activities		
Proceeds from long term borrowing	2,231,718	3,118,668
Repayment of long term borrowing	(112,386)	(27,460)
Proceeds from equipment financing	154,741	–
Repayment of equipment financing obligations	(139,151)	(194,084)
	\$ 2,134,922	\$ 2,897,124
Increase (decrease) in cash	3,860,515	4,512,540
Cash and investment deposits, beginning of year	\$ 12,655,178	\$ 8,142,638
Cash and investment deposits, end of year	\$ 16,515,693	\$ 12,655,178

The accompanying summary of significant accounting policies and notes are an integral part to these financial statements

Notes to the Financial Statements

Significant Accounting Policies

The Corporation of the City of Castlegar (the "City") is incorporated by Letters Patent under the laws of British Columbia and its principal activities include the provision of local government services to residents of the incorporated area. These include administrative, protective, infrastructure, environmental, planning, building, recreational, waterworks, sanitary sewer and storm services.

The following is a summary of significant accounting policies of the City:

a. Basis of Presentation

The financial statements of the City of Castlegar are the responsibility of, and prepared by, management in accordance with Canadian Public Sector Accounting Standards (PSAS). The financial statements include the result of operations for all functions.

b. Investment Deposits are Recorded at Cost.

c. Inventories are Recorded at the Lower of Cost, Determined on a First in, First out Basis, or Replacement Cost.

d. Tangible Capital Assets

Purchased or constructed tangible capital assets are recorded at cost in the period they are put into use. The cost of a tangible capital asset includes the purchase price and other acquisition costs such as installation costs, design and engineering fees, legal fees, survey costs, site preparation costs, freight charges, transportation, insurance costs, and duties. Contributed tangible capital assets are recorded at fair value at the date of the contribution. Amortization is provided on a straight-line basis over their estimated useful lives, as follows:

Asset	Rate
Buildings	10-70 years
Roads & road features	15-40 years
Water	10-60 years
Storm Sewers	40-50 years
Parks & recreation	5-25 years
Traffic control & lightning including Airport Hazard Beacons	15 years
Vehicles and equipment	6-25 years
Sanitary Sewers	5-50 years
Fibre Optics cable	20 years
Furniture & office equipment	10 years
Technology & computer equipment	5-10 years
Other	5-40 years

Repairs and maintenance costs are charged to expense. Betterments which extend the estimated life of an asset and enhance the service potential of capital assets are capitalized.

When a tangible capital asset no longer contributes to the City's ability to provide services, its carrying amount is written down to its residual value with no reversals of such write downs in subsequent periods.

The City holds and maintains a collection of seventeen sculptures as works of art. Works of art, artifacts, cultural and historical assets are not recorded as assets in the financial statements.

e. Use of Estimates

The preparation of financial statements in accordance with Canadian Generally Accepted Accounting Principles requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, revenue and expenses as well as disclosure of contingent assets and liabilities in the financial statements. Actual results may differ from these estimated amounts. Significant areas requiring the use of management estimates include the determination of the estimated useful life of tangible capital assets and accrued liabilities included in accounts payable and accrued liabilities.

f. Financial Instruments

The City carries several financial instruments. The fair value of these assets and liabilities approximate their carrying values. Unless otherwise noted, it is management's opinion that the City is not exposed to significant interest, currency or credit risk arising from these financial instruments.

g. Expenses

Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the creation of a legal obligation to pay.

h. Budget Figures

The budget figures are from the Annual Five Year Financial Plan Bylaw adopted by May 15 of each year. Subsequent amendments to the Five Year Financial Plan may have been made by Council to reflect budgetary changes as required by Council.

i. Basis of Accounting

The financial statements are prepared using the accrual basis of accounting.

j. Revenue Recognition

Unrestricted grants and contributions are recognized as revenue in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted grants or contributions received under funding agreements which relate to a subsequent period are recognized as revenue in the period in which the resources are used for the purpose or purposes specified. Funding received before this criterion has been met, is reported as deferred revenue on the statement of financial position until the period in which the specified purpose or related expense is incurred.

Taxation revenue is recognized as revenue in the year it is levied. Fees and service charges and other revenue are recognized when the services are rendered.

Community works funding is recognized when received or receivable.

Interest and other investment income is recorded on the accrual basis and recognized when earned.

k. Government Transfers

Government transfers, which include legislative grants, are recognized in the financial statements in the period in which events given rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amount can be made.

l. Contaminated Sites

Accrued liabilities for the costs to remediate a contaminated site are recognized when an environmental standard exists, contamination exceeds the standard, the City has responsibility for remediation, future economic benefits will be given up and a reasonable estimate can be made.

Management has assessed its potential liabilities including, sites that are no longer in productive use and sites which the City accepts responsibility. There are no such sites that had contamination in excess of an environmental standard which required remediation at this time, therefore no liability was recognized as at December 31, 2020.

1 Cash and Investment Deposits

Cash and investment deposits are held in Canadian Chartered Bank current bank accounts earning interest at a rate of prime minus 1.75% and in a short-term Municipal Finance Authority (MFA) money market fund. Included in cash and investment deposits is \$3,722,647 (2019 - \$2,957,260) held for statutory reserves.

The Canada Deposit Insurance Corporation (CDIC) insures each of the Canadian Chartered Bank current accounts up to \$100,000. The aggregate funds held in one account may exceed the CDIC insured limit from time to time and funds held by the institution may not be covered by CDIC insurance. The MFA money market funds are not insured. Management does not anticipate any material effect on the financial position of the City as a result of this concentration.

2 Taxes and Accounts Receivable

	2020	2019
Taxes, current	279,078	314,080
Taxes, arrears	162,369	183,531
Province of British Columbia	(287)	(294)
Federal Government	134,354	182,749
Other Receivables	2,234,255	2,204,352
	\$2,809,769	\$2,884,418

3 Deposit and Reserve – Municipal Finance Authority

The City issues its debt instruments through the MFA. As a condition of these borrowings, a portion of the debenture proceeds are withheld by the MFA as a debt reserve fund. The City also executes demand notes in connection with each debenture whereby the City may be required to loan certain amounts to the MFA. The details of the cash deposits and demand notes at year end are as follows:

	2020	2019
Demand notes	69,387	69,387
Cash deposits	41,515	41,515
	\$ 110,902	\$ 110,902

4 Contingencies

Regional District of Central Kootenay Debt

Regional District debt is, under the provisions of the *Local Government Act* and the Community Charter, a direct joint and severable liability of the District and each City within the District, including the City of Castlegar.

Claims for Damages

Certain claims, suits, and complaints arising in the ordinary course of operations have been filed or are pending against the City of Castlegar. The City cannot predict, with any certainty, the outcome of such litigation. Management is of the opinion, based upon information presently available, that it is unlikely that any liability, to the extent not provided through insurance or otherwise, would be material in relation to the City's financial position.

5 Accounts Payable and Accrued Liabilities

	2020	2019
Province of British Columbia	5,847	14,572
Regional and other levels of government	7,541	5,637
Other payables	1,958,148	2,416,011
Wages, vacation, sick and banked liabilities	971,579	857,435
	\$ 2,943,114	\$ 3,293,655

6 Deferred Revenue

	2020	2019
Development cost charges, note 11	1,414,760	1,305,725
Prepaid taxes	887,526	805,862
Prepaid utility rates	31,982	33,678
Other	405,994	32,305
	2,740,262	2,177,570

7 Equipment Financing Loans, Long-Term Debt and Temporary Borrowing

a. Equipment Financing Loans

Equipment financing loans are demand loans payable to the MFA in monthly installments with an interest rate based on the Canadian Dealer Offered Rate, which at December 31, 2020 was 1.24%. They are repayable in blended monthly principal and interest payments and are approved under section 175 of the Community Charter. The following equipment loans are outstanding:

	2020	2019
Monthly installments of \$3,532, maturing in 2021	41,750	82,982
Monthly installments of \$1,569, maturing in 2022	21,557	39,819
Monthly installments of \$1,735, maturing in 2022	23,814	44,014
Monthly installments of \$4,281, maturing in 2023	131,744	180,884
Monthly installments of \$929, maturing in 2024	42,051	52,368
Monthly installments of \$1,264, maturing in 2025	73,544	–
Monthly installments of \$1,396, maturing in 2025	81,196	–
	\$415,656	\$400,067

b. b) Long-Term Debt and Temporary Borrowing

The City issues debt instruments through the MFA, pursuant to loan security issuing bylaws under the authority of section 179 of the Local Government Act, to finance certain capital expenditures. Debenture debt principal is disclosed net of sinking fund balances managed by the MFA.

The City has temporary borrowing through the MFA. Temporary borrowing financing agreements provide cash flow for ongoing projects, with a maximum term of five years during which the regular principal payments are not required. These loans must either be repaid or converted to long-term borrowing through a debenture issue at maturity, with interest at a variable rate calculated daily and payable monthly.

c. Future Payments

Debenture Debt	2020	2019
Debenture debt repayable to the MFA, through semi annual payments of \$40,267 in April (principal & interest) and \$13,608 in October (interest only). The existing debenture matures in the year 2042 and annual interest payable is \$27,216	889,597	917,880
Debenture debt repayable to the MFA, through semi annual payments of \$124,884 in April (principal & interest) and \$40,782 in October (interest only). The existing debenture matures in the year 2044 and annual interest payable is \$81,564	2,982,198	3,066,300
Temporary borrowing repayable to MFA, matures in the year 2025.	2,231,718	–
	\$6,103,513	\$3,984,180

Future minimum principal payments and actuarial additions on the equipment financing loans, long-term debt and temporary borrowing for the next five years and thereafter, including actuarial adjustments, are due as follows:

	Principal
2021	288,170
2022	217,670
2023	196,553
2024	167,549
2025	2,392,548
Thereafter and actuarial	3,257,225
	\$6,519,714

8 Reserve Funds

	2020	2019
Statutory reserves, note 9		
Cemetery Maintenance Fund	357,455	352,162
Cemetery Replacement Fund	248	41,655
Development Reserve Fund	1,512,576	1,436,140
Equipment Replacement	661,728	577,382
Land Sales	1,185,103	544,437
Civic Improvement Fund	12	12
Property Tax Sale	5,525	5,472
	\$3,722,647	\$2,957,260
Operating reserves, note 9		
General fund	4,556,218	1,942,917
Water fund	2,912,242	2,256,268
Sewer fund	1,510,896	1,320,564
Storm fund	820,383	397,519
Airport fund	79,192	329,286
	\$9,878,931	\$6,246,554
	\$13,601,578	\$9,203,814

Statutory reserves funds represent amounts that are restricted by the Community Charter and associated Municipal Bylaws. The funds are set aside for the specific purpose stipulated and can only be used for this purpose.

Operating reserves represent amounts that are set aside for anticipated future expenditures. The funds are not governed by bylaw and are not restricted.

9 Accumulated Surplus

	2020	2019
Equity in tangible capital assets	73,268,059	73,122,827
Statutory reserve funds, note 8	3,722,647	2,957,260
Operating reserve funds, note 8	9,878,931	6,246,554
Current funds	(174,047)	655,268
	\$86,695,590	\$82,981,909

Equity in tangible capital assets represents the net book value of total tangible capital assets, plus work in progress, less long term debt obligations assumed to acquire tangible capital assets.

10 Taxation and Fees and Services Revenues

Taxation and fees and services revenues comprise the following amounts raised:

	2020		2019	
Collection for City purposes:				
General	8,944,932	40%	8,376,500	37%
Parcel Tax	543,300	2%	538,350	2%
Grants in lieu of taxes	824,054	4%	788,869	4%
	\$10,312,286	46%	\$9,703,719	43%
Waste disposal fees	313,598	1%	287,812	1%
Other fees and service charges	576,028	3%	594,573	3%
Water utility fees	1,903,311	9%	1,833,807	8%
Sewer utility fees	1,499,218	7%	1,468,716	7%
Airport fees	386,480	2%	953,729	4%
	\$4,678,635	21%	\$5,138,637	23%
Total for City purposes	\$14,990,921	67%	\$14,842,356	66%

The City is required to collect taxes on behalf of and transfer to the following government agencies:

	2020		2019	
Province of BC – School taxes				
Residential	2,417,402	11%	2,290,506	10%
Non-residential	1,498,461	7%	2,028,863	9%
	\$3,915,863	18%	\$4,319,369	19%
Regional District of Central Kootenay	2,845,584	13%	2,768,114	12%
Regional Hospital Districts	505,578	2%	509,551	2%
B.C. Assessment Authority	139,731	1%	132,619	1%
Municipal Finance Authority	410	0%	394	0%
	3,491,303	16%	3,410,678	15%
Total for Other Governments	7,407,166	33%	7,730,047	34%
Total Taxation	\$22,398,087	100%	\$22,572,403	100%

11 Development Cost Charges

The City collects development cost charges in accordance with the Local Government Act and the City's Development Cost Charge Bylaw. These funds must be used for specific purposes as stipulated by the Local Government Act and the Municipal Development Cost Charges Bylaw.

	Total	Road	Water	Sewer	Drainage	Open Space
Balance, beginning of year	1,305,725	662,688	188,801	387,376	52,250	14,610
Interest earned	11,400	5,857	1,695	3,276	455	117
Contributions	97,635	30,159	18,926	46,663	418	1,469
Transfers to Capital						
General	–	–	–	–	–	–
Water	–	–	–	–	–	–
Sewer	–	–	–	–	–	–
Balance, end of year	\$1,414,760	\$698,704	\$209,422	\$437,315	\$53,123	\$16,196

12 Pension Liability

The City of Castlegar and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 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 any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The City of Castlegar paid \$424,179 for employer contributions 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.

13 Schedule of Tangible Capital Assets – As at December 31, 2019

	Land	Buildings	Equipment/ Furniture/ Vehicles	Engineering Structures				Other Tangible Capital Assets	2020 Total
				Water	Sewer	Roads	Drainage		
Cost									
Opening Balance	14,047,938	15,786,745	13,048,313	30,337,876	26,517,054	36,775,536	8,830,699	6,206,733	\$151,550,892
Add: Additions	65,365	1,231,305	1,473,432	147,476	96,661	3,057,698	-	27,753	6,099,689
Less: Disposals	30,771	-	-	-	-	-	-	-	30,771
Less: Write-downs	-	-	-	-	-	-	-	-	-
Closing Balance	14,082,532	17,018,050	14,521,745	30,485,352	26,613,715	39,833,235	8,830,700	6,234,486	157,619,812
Accumulated Amortization									
Opening Balance	-	9,291,685	9,152,889	15,082,638	14,393,036	19,509,996	5,509,521	3,042,088	75,981,852
Add: Amortization	-	421,090	713,507	804,082	666,483	718,446	82,972	432,972	3,839,552
Less: Acc. Amortization on Disposals	-	-	-	-	-	-	-	-	-
Closing Balance	-	9,712,775	9,866,396	15,886,720	15,059,519	20,228,442	5,592,493	3,475,060	79,821,404
Net Book Value for year ended December 31, 2020	\$14,082,532	\$7,305,275	\$4,655,349	\$14,598,632	\$11,554,196	\$19,604,793	\$3,238,207	\$2,759,426	\$77,798,408
Net Book Value for year ended December 31, 2019	14,047,938	6,495,061	3,895,424	15,255,238	12,124,018	17,265,540	3,321,178	3,164,645	75,569,040

13 Schedule of Tangible Capital Assets – As at December 31, 2019

	Land	Buildings	Equipment/ Furniture/ Vehicles	Engineering Structures				Other Tangible Capital Assets	2019 Total
				Water	Sewer	Roads	Drainage		
Cost									
Opening Balance	14,044,645	15,692,345	12,773,924	30,260,432	26,227,256	35,395,070	8,527,568	6,160,841	\$149,082,081
Add: Additions	20,293	94,400	274,389	77,444	289,798	1,380,465	303,130	45,892	2,485,810
Less: Disposals	17,000	-	-	-	-	-	-	-	17,000
Less: Write-downs	-	-	-	-	-	-	-	-	-
Closing Balance	14,047,938	15,786,745	13,048,313	30,337,876	26,517,054	36,775,536	8,830,699	6,206,733	151,550,892
Accumulated Amortization									
Opening Balance	-	8,914,100	8,637,513	14,287,346	13,729,611	18,850,638	5,406,474	2,610,052	72,435,734
Add: Amortization	-	377,584	515,376	795,292	663,425	659,358	103,047	432,036	3,546,118
Less: Acc. Amortization on Disposals	-	-	-	-	-	-	-	-	-
Closing Balance	-	9,291,684	9,152,889	15,082,638	14,393,036	19,509,996	5,509,521	3,042,088	75,981,852
Net Book Value for year ended December 31, 2019	\$14,047,938	\$6,495,061	\$3,895,424	\$15,255,238	\$12,124,018	\$17,265,540	\$3,321,178	\$3,164,645	\$75,569,040
Net Book Value for year ended December 31, 2018	14,044,645	6,778,245	4,136,411	15,973,086	12,497,645	16,544,432	3,121,093	3,550,789	76,646,347

13 Schedule of Tangible Capital Assets – As at December 31, 2020

14 Work in progress

Work in progress are tangible capital assets that are not being amortized because they are under construction. Work in progress will be included in the tangible capital asset inventory and amortized when the project is complete and operating at full capacity. The book values of work in progress and their expected in-service dates are as follows:

	2020	2019	Expected in-service date
Columbia Ave Phase II	821,294	294,478	2021
Millennium Park & Ponds Upgrade	447,902	–	2021
Pressure Reducing Valves/Confined Space Elimination	186,281	–	2021
City Wide Signage	165,814	165,814	2021
Castlegar River Estates Subdivision	140,962	–	2021
Columbia Ave Detailed Design	64,692	64,692	2021
Cemetery Columbarium	45,372	–	2021
North Sewer Lagoon Safety Fence	33,760	–	2021
2nd and 5th Avenue Storm Sewer	24,603	6,748	2021
2nd Ave Wall and Road Upgrade	19,200	19,200	2021
Firehall Basement Renovation	16,142	–	2021
Airport Land Plan	10,007	10,007	2021
Schulte Crescent Storm Project	9,011	9,011	2021
South Sewage Treatment Plant Cover All Building	3,780	–	2021
Airfield Lighting & Electrical System	–	980,432	–
Airport Intersection	–	105,388	–
Airport Master Plan	–	83,268	–
Fire Truck	–	80,071	–
Water Treatment Plant TLC Program	–	50,000	–
Downtown Area Plan	–	20,817	–
Mains Upgrade	–	14,669	–
CCTV Camera Inspection/Upgrades	–	11,330	–
35th Street Lift Station Electrical Improvements	–	10,000	–
Airport Taxiway B Paving	–	8,364	–
ACAP Electrical & Light System	–	3,746	–
	\$1,988,820	\$1,938,034	

15 Expenses by Object

	2020	2019
Salary, wages and taxable employee benefits	5,822,946	5,636,204
Materials, goods, utilities, services, contracts	8,148,852	8,201,922
Amortization	3,839,550	3,546,118
Interest on long term debt and agreements payable	134,112	104,873
Total Expenses	\$17,945,460	\$17,489,117

16 Government Transfers

In 2020, the City received and recorded as revenue the following transfers:

	2020	2019
Provincial Unconditional Transfers		
Traffic Fine Revenue Sharing Grant	72,112	72,646
Small Community Grant	462,934	456,242
Climate Action Revenue Incentive Program	21,186	21,186
COVID-19 Safe Restart Grant, note 21	2,184,000	–
	\$2,740,232	\$550,074
Provincial Unconditional Transfers		
Other Conditional Transfers	–	12,799
	–	\$12,799
Federal Conditional Transfers		
Airports Capital Assistance Program	1,181,835	903,876
Other Conditional Transfers	–	240,418
	1,181,835	1,144,294
Regional and Other External Conditional Transfers		
Other Conditional Transfers	713,533	500,053
	\$713,533	\$500,053
Total Government Transfers	\$4,635,600	\$2,207,220

17 Contracts and Commitments

a. West Kootenay Regional Airport

In June 2015, the City of Castlegar and Sentinel Airport Logistics Ltd. entered into a five year agreement to operate and maintain the West Kootenay Regional Airport. The agreement was extended by one year, expiring in June 2021.

The terms of the contract require that Sentinel Airport Logistics Ltd. provide all labour, materials, superintendence and other services necessary to provide operations and maintenance services at the Airport.

Minimum payments required under the contract with Sentinel Airport Logistics Ltd. are as follows:

Year	Amount
2021	313,385

b. Capital Projects

In 2020, the City signed contractual obligations with multiple vendors for constructions projects to be completed over the next year totaling \$9,600,000.

18 Segmented Information

The City of Castlegar is a diversified municipal government institution that provides a wide range of services to its citizens such as police, fire, water, sewer and roads maintenance. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

General Government Services:

This item is related to the revenues and expenses that relate to the operations of the Municipality itself and cannot be directly attributed to specific segments.

Protection Services:

Protection Services is comprised of police services, fire protection, municipal emergency programming, building inspection and animal control. The police services department is responsible for ensuring the safety of the lives and property of citizens, preserving the peace and good order, preventing crimes from occurring, detecting offenders, and enforcing the law. Police services are contracted, under a Municipal Police Service Agreement with the Province of British Columbia, to the Royal Canadian Mounted Police. The Fire Department is responsible for providing fire suppression services, fire prevention programs, training and education. The members of the fire department

consist of a Fire Chief, a Deputy Fire Chief and a number of volunteer fire fighters. Building inspection ensures an acceptable quality of building construction and maintenance of properties through enforcement of construction codes, building standards, and by-laws for the protection of occupants.

Transportation and Civic Works:

The Department of Transportation and Civic Works is responsible for the delivery of municipal public works services relating to the development and maintenance of roadway systems, the maintenance and development of parks and open space, street lighting, and storm sewer systems.

Waste Disposal and Recycling:

Waste disposal and recycling consists of providing waste disposal services to citizens.

Public Health and Welfare:

Public Health and Welfare consists of the operation, maintenance, and development of a public cemetery.

Environmental Development Services:

The Environmental Development Services Department provides a diverse bundle of services such as city planning, urban development for business interests, environmental concerns, and downtown planning. It facilitates economic development by providing services for the approval of all land development plans, and the application and enforcement of zoning by-laws. It processes building permits and business licenses, develops the City's geographic information systems and provides by-law enforcement services.

Recreation and Cultural Services:

The municipality owns facilities which house The Castlegar and District Heritage Museum, The Kootenay Gallery of Arts, The Doukhobor Discovery Centre and The Castlegar and District Public Library. The City also provides funding to these organizations. The Recreation and Cultural Services also provides maintenance of City parks.

Water, Sewer and Storm:

The Water Service provides the City's drinking water. The Sewer Service processes and cleans sewage. The Storm Services provides storm water drainage.

Airport:

The City owns and operates the West Kootenay Regional Airport. Operation and maintenance of the Airport is contracted to a third party (note 17).

18 Schedule of Segment Disclosure – For the Year Ended December 31, 2020

	General Government Services	Protection Services	Transportation and Civic Works	Waste Disposal and Recycling	Public Health and Welfare	Environmental Development Services	Recreation and Cultural Services	Water, Sewer and Storm	Airport	2019 Total
Taxation	2,397,484	2,388,827	3,757,212	-	115,300	228,637	1,424,826	-	-	10,312,286
Government Grants	2,477,531	537,046	24,429	-	48	53,346	361,366	-	1,181,835	4,635,600
Community works funding	393,663	-	-	-	-	-	-	-	-	393,663
Fees and charges	232,316	32,169	7,631	445,373	24,238	147,899	-	3,402,530	386,480	4,678,636
Other revenue	1,412,045	61,736	-	-	-	-	1	-	-	1,473,782
Interest, actuarial, other income	85,737	-	-	-	-	-	-	41,076	3,078	129,891
	6,998,776	3,019,778	3,789,272	445,373	139,586	429,882	1,786,193	3,443,607	1,571,393	21,623,858
Salaries and benefits	1,798,895	1,227,562	1,118,690	54,272	63,554	210,127	459,159	824,912	65,774	5,822,946
Goods and services	1,016,469	1,667,476	1,468,003	551,389	76,032	219,755	845,888	1,147,922	1,155,919	8,148,852
Interest and Other Charges	134,796	-	-	-	-	-	-	-	(684)	134,112
Amortization	372,945	124,740	1,202,579	-	-	-	481,146	1,553,537	104,604	3,839,550
	3,323,104	3,019,778	3,789,272	605,661	139,586	429,882	1,786,193	3,526,371	1,325,613	17,945,460
Annual Surplus	\$ 3,675,671	-	-	\$(160,288)	-	-	-	\$(82,764)	\$ 245,780	\$ 3,678,398

19 Budget

The Financial Plan (Budget) By-Law adopted by Council on May 19, 2020 was not prepared on a basis consistent with that used to report actual results (Public Sector Accounting Standards). The budget was prepared on a modified accrual basis while Public Sector Accounting Standards now require a full accrual basis. The budget figures anticipated use of surpluses accumulated in previous years to reduce current year expenditures in excess of current year revenues to \$nil. In addition, the budget expensed all tangible capital expenditures rather than including amortization expense. As a result the budget figures presented in the statements of operations and change in net financial assets (debt) represent the Financial Plan adopted by Council on May 19, 2020 with adjustments as follows:

	2020
Financial Plan (budget) Bylaw surplus for the year	–
Budgeted Transfers	(683,823)
Amortization	(3,818,000)
Debt Proceeds	(1,288,750)
Capital expenditures	12,629,079
Internal Recharges	(633,000)
Budgeted surplus per statement of operations	\$ 6,205,506

20 COVID-19 Impact on City Operations

Since December 31, 2019, the spread of COVID-19 has severely impacted many local economies around the globe. In many countries, including Canada, businesses are being forced to cease or limit operations for long or indefinite periods of time. Measures taken to contain the spread of the virus, including travel bans, quarantines, social distancing, and closures of non-essential services have triggered significant disruptions to businesses worldwide, resulting in an economic slowdown.

As one of the few municipalities in Canada with an Airport, the City experienced significant revenue losses as a result of the pandemic. The Airport's main sources of revenues from passenger fees, concession and commissions were all impacted resulting in revenue losses.

21 COVID-19 Safe Restart Grant

The City received a \$2,184,000 COVID-19 Safe Restart Grant from the province as part of its response to the COVID-19 pandemic. The purpose of this grant is to support local governments as they deal with increased operating costs and lower revenue due to COVID-19. It will also ensure local governments can continue to deliver the services people depend on in their communities throughout the pandemic and the post-COVID recovery period. Eligible costs are response costs related to COVID-19 and include, but are not limited to the following:

- Facility reopening and operating costs
- Emergency planning and response costs
- Protective services and bylaw enforcement costs
- Programs that support vulnerable populations
- Computer and other electronic technology costs
- Budgeted revenues that have not been collected

22 Contractual Rights

The City has leased multiple properties to third parties with the following terms:

Lease Expiry Date	Minimum Annual Lease Payment
December 31, 2029	40,872
February 28, 2025	39,440
April 1, 2024	38,244
July 31, 2025	12,968

Unaudited Financial Statements

1 Reserve Fund Balance Sheets – As at December 31, 2020

	Development		Equipment Replacement		Land Sales		Civic Improvement	
	2020	2019	2020	2019	2020	2019	2020	2019
Assets								
Cash and deposits	1,512,577	1,446,286	661,727	622,996	1,185,102	544,476	12	12
Due from other funds	–	–	–	–	–	–	–	–
	\$ 1,512,577	\$ 1,436,141	\$ 661,727	\$ 577,382	\$ 1,185,102	\$ 544,437	\$ 12	\$ 12
Liabilities and fund balances								
Liabilities								
Due to other funds	–	(10,146)	–	(45,614)	–	(39)	–	–
Fund Balances								
Balance, beginning of year	1,436,140	1,209,669	577,382	795,370	544,437	956,024	12	11
Contributions	443,663	1,095,993	378,392	–	798,500	–	–	–
Interest on investments	15,103	24,930	6,146	18,506	5,158	17,364	–	–
Sale of Assets	–	–	–	–	–	–	–	–
Transfers to operating funds	–	–	–	–	–	–	–	–
Transfers to capital funds	(382,330)	(894,452)	(300,192)	(236,494)	(162,992)	(428,950)	–	–
Balance, end of year	1,512,576	1,436,140	661,728	577,382	1,185,103	544,437	12	12
	\$ 1,512,576	\$ 1,436,140	\$ 661,728	\$ 577,382	\$ 1,185,103	\$ 544,437	\$ 12	\$ 12

Property Tax Sale		Cemetery Maintenance		Cemetery Replacement		Total	
2020	2019	2020	2019	2020	2019	2020	2019
5,525	5,471	357,276	352,001	166	41,594	3,722,386	3,012,836
-	-	178	160	83	60	260	220
\$ 5,525	\$ 5,471	\$ 357,454	\$ 352,161	\$ 248	\$ 41,654	\$ 3,722,646	\$ 3,013,056
-	-	-	-	-	-	-	(55,798)
5,472	5,367	352,162	340,490	41,655	37,177	2,957,260	3,344,109
-	-	-	-	-	-	1,620,555	1,095,993
53	104	3,421	6,602	403	860	30,283	68,366
-	-	1,873	5,070	564	3,618	2,436	8,688
-	-	-	-	-	-	-	-
-	-	-	-	(42,373)	-	(887,887)	(1,559,896)
5,525	5,472	357,455	352,162	248	41,655	3,722,647	2,957,259
\$ 5,525	\$ 5,472	\$ 357,455	\$ 352,162	\$ 248	\$ 41,655	\$ 3,722,647	\$ 2,901,461

2 Schedule of Government Grants

FOR THE YEAR ENDED DECEMBER 31, 2020		Budget 2020	Actual 2020	Actual 2019
Operating Funds				
General Fund				
Small Communities Protection	Provincial	440,000	462,934	456,242
Age Friendly Grant	UBCM	–	10,500	6,600
Climate Action Program	Provincial	18,000	21,186	21,186
Traffic	Provincial	70,000	72,112	72,646
COVID-19 Safe Restart Grant	Provincial	–	2,184,000	1
Community Works Funding	Federal	394,000	393,663	793,993
Regional Parks Cost Sharing	RDCK	275,000	350,000	350,000
Dr Recruitment	RDCK	25,000	48	37,791
Emergency Social Services Partner R218841	RDCK	–	21,929	–
Housing Needs		–	–	1,000
CWPP	UBCM	–	21,660	–
Pollinator Grant	BC Hydro	–	4,500	–
Communities Grants	ICBC	–	2,500	–
Canada Day			1,250	2,000
80% of BC Energy Step Code	Fortis	25,000	10,116	–
UBCM _ Wild fire	UBCM		2,000	12,413
		\$1,247,000	\$3,558,398	\$1,754,121
Capital Funds				
General Fund				
Columbia Ave Phase II	Federal	4,352,940	–	240,418
Solar	Federal	–	–	90,000
Millennium Park & Ponds Upgrade	CBT	–	289,031	–
		\$4,352,940	\$289,031	\$330,418
Water Fund				
Columbia Ave Phase II	Federal	4,352,940	–	240,418
		\$4,352,940	\$289,031	\$330,418
Airport				
Airport	Federal	1,649,750	1,181,835	903,876
		\$1,649,750	\$1,181,835	\$903,876
		\$8,096,690	\$5,029,263	\$3,001,214



CASTLEGAR
COVID-19 SAFETY

**FACE COVERING
REQUIRED**

All persons must wear
a face covering in
Castlegar City Hall



Exceptions include children under two years of age,
or persons with an underlying medical condition or disability
which inhibits their ability to wear a face covering.

castlegar.ca/covid19

3 Current Fund Departmental Expenditures

FOR THE YEAR ENDED DECEMBER 31, 2020	Budget 2020	Actual 2020	Actual 2019
General Fund			
General Government Services			
Legislative	348,950	283,594	312,462
Administrative	827,350	1,043,972	717,052
Treasury Management	848,650	931,610	913,490
Other General Administration	619,340	360,239	335,640
Other General Government	134,008	195,949	149,709
	\$2,778,298	\$2,815,364	\$2,428,353
Transportation and Civic Works			
Common Services	1,280,368	1,476,155	1,353,173
Road Transport	9,180,797	1,110,539	989,367
	\$10,463,365	\$2,586,693	\$2,342,539
Environmental Health Services			
Garbage and Waste Collection	301,800	366,355	321,773
MMBC Recycling	125,900	129,332	127,765
Yard Waste Program	99,900	99,386	97,727
Bear Aware	7,500	10,588	8,300
	\$535,100	\$605,661	\$555,564
Protection Services			
Police Protection	2,174,600	1,581,919	2,151,353
Fire Protection	1,519,269	822,964	793,980
Emergency Measures	19,300	222,625	56,487
Building Inspector	168,200	266,333	185,668
Animal and Pest Control	22,550	1,196	4,788
	\$3,903,919	\$2,895,038	\$3,192,275
Public Health and Welfare			
Cemetery	182,450	76,041	118,203
Health Care Initiatives	70,000	63,546	67,177
	\$252,450	\$139,586	\$185,380
Environmental Development Services			
Planning, Zoning and Development	836,976	429,882	607,668
Land Survey	517,900	-	-
	\$1,354,876	\$429,882	\$607,668
Environmental Health Services			
Community Facilities	83,000	86,984	149,213
Community Enhancement Project	1,391,000	7,899	-
Parks	673,600	621,544	639,816
Heritage	265,200	246,873	264,754
Library Expenses	27,010	17,190	25,564
Library Grant	326,000	324,558	318,464
	\$2,765,810	\$1,305,047	\$1,397,811
Total General Fund	\$22,053,818	\$10,777,271	\$10,709,591

3 Current Fund Departmental Expenditures

FOR THE YEAR ENDED DECEMBER 31, 2020	Budget 2020	Actual 2020	Actual 2019
Water Fund			
Administration	255,200	276,849	250,016
Purification and Treatment	84,300	152,175	130,657
Service of Supply	2,250,764	84,707	85,063
Transmission and Distribution	285,500	263,503	339,948
Pumping	244,350	224,713	226,570
	\$ 3,120,114	\$ 1,001,946	\$ 1,032,255
Sewer Fund			
Administration	160,300	119,740	102,919
Collection Systems	127,300	95,303	120,446
Lift Stations	60,600	68,529	47,797
Treatment And Disposal	2,661,064	647,889	618,321
Lab Improvements	–	–	–
	\$ 3,009,264	\$ 931,461	\$ 889,484
Storm Fund			
Administration	29,500	17,778	30,026
Storm Master Plan/Asset Management	–	–	–
Main Upgrades, Storm	772,550	21,649	26,252
Bloomer Creek	–	–	–
	\$ 802,050	\$ 39,427	\$ 56,278
Airport			
Administration	3,985,724	1,221,693	1,150,519
	\$ 3,985,724	\$ 1,221,693	\$ 1,150,519
Total Current Expenditures	\$ 32,970,970	\$ 13,971,798	\$ 13,838,126

4 Current Fund Revenues

FOR THE YEAR ENDED DECEMBER 31, 2020	Budget 2020	Actual 2020	Actual 2019
General Fund			
Fees and Service Charges			
Building Permits	64,570	138,548	64,725
Business Licences	79,000	82,704	84,411
Commercial Vehicles	–	2,021	3
Criminal Documentation Service	6,000	9,196	9,758
Dog Licences	8,500	5,185	7,335
Dog Pound Fines	1,000	1	266
Environmental Health – Garbage Collection	309,300	313,598	287,812
Yard Waste Levy	110,900	109,923	98,883
Mmbc Recycling Fees	135,000	131,775	145,128
Protection Services – Fire Fighting Agreements	50,000	32,169	58,369
Public Health – Cemetery	34,000	24,238	42,512
Services Rendered	3,000	7,631	8,122
Sub-Division And Development Permits	6,000	9,351	28,341
Traffic Fines	500	2,550	1,660
Transit Administration Fee	1,000	583	1,420
Keepers Of Prisoners	20,000	18,564	33,104
Miscellaneous	–	1,590	10,535
	\$ 828,770	\$ 889,626	\$ 882,385

4 Current Fund Revenues

FOR THE YEAR ENDED DECEMBER 31, 2020	Budget 2020	Actual 2020	Actual 2019
Water Fund			
Legislative	1,737,298	1,870,911	1,795,857
Administrative	20,000	25,739	18,848
Treasury Management	68,200	–	–
Other General Government	10,000	6,577	18,931
	1,835,498	1,903,226	1,833,637
Sewer Fund			
Legislative	1,426,832	1,489,678	1,444,284
Administrative	1,000	4,425	8,717
Other General Government	(6,000)	5,115	15,716
	\$1,421,832	\$1,499,218	\$1,468,716
Storm Fund			
Other General Government	–	85	170
	–	\$85	\$170
Airport			
Legislative	272,000	90,283	260,887
Administrative	230,000	31,746	181,320
	525,000	59,409	264,411
Treasury Management	126,500	149,355	94,317
Other General Government	138,350	55,687	152,793
	\$1,291,850	\$386,480	\$953,728
Total Fees and Service Charges	\$5,377,950	\$4,678,636	\$5,138,637

5 Current Fund Other Revenues

FOR THE YEAR ENDED DECEMBER 31, 2020	Budget 2020	Actual 2020	Actual 2019
General Fund			
Other Revenues			
911 Call Answer Levy	25,000	43,529	55,909
Building Rentals	53,000	136,626	132,757
Franchise Agreements	125,000	100,423	538,824
Host Financial System Agreement	470,000	(9,940)	130,896
Accommodation Tax	122,000	688,720	–
Gain On Sale Of Land	–	55,244	110,757
Penalties And Interest On Taxes	80,000	–	–
Developer Contribution	–	3,350	3,700
Citizen Contribution	–	214,413	700
Donations	–	5,917	6,454
School Tax Administration	6,000	–	2,694
Fire Hydrant Permits	–	–	17,436
ESS	–	2,436	8,688
Cemetery To Reserves	–	214,856	64,974
Sundry Revenue	18,900	583	1,420
	\$ 899,900	\$ 1,473,781	\$ 1,097,046
Total Other Revenues	\$ 899,900	\$ 1,473,781	\$ 1,097,046

5 Return on Investments – Interest Earnings

FOR THE YEAR ENDED DECEMBER 31, 2020	Budget 2020	Actual 2020	Actual 2019
General Fund	50,000	53,536	92,029
Water Fund	7,500	34,075	24,006
Sewer Fund	8,000	7,002	14,923
Storm Fund		1,917	5,087
Airport Fund	14,000	3,078	10,361
Reserve Fund	–	30,283	68,366
Total Fees and Service Charges	79,500	129,891	214,773

6 COVID-19 Safe Restart Grant

FOR THE YEAR ENDED DECEMBER 31, 2020	Actual 2020
Opening Balance	2,184,000
General Fund Revenue Shortfall	(434,143)
Airport revenue Shortfall	(659,948)
Closing Balance	1,089,909
Balance Carried Forward	1,089,909

Permissive Tax Exemptions Granted for 2020

Total tax levy for Castlegar and other authorities (unaudited)

ORGANIZATION	2020 Taxes
Places of Public Worship	
Synod of the Diocese of Kootenay	783
Pentecostal Assemblies of Canada	949
St. Peter Lutheran Church of Castlegar	660
Trustee's of the Congregation of Castlegar - Kinnaird Pastoral Charge	1,035
Trustees of the Congregation of Kinnaird Church of God	762
Living Waters Faith Fellowship	791
Trustees for the Castlegar South Congregation of Jehovah's Witnesses	700
Castlegar Baptist Church	653
Roman Catholic Bishop of Nelson	920
Calvary Baptist Church in Castlegar	2,295
Calvary Baptist Church in Castlegar	9,548
	\$ 17,893
Community Housing Organizations	
Castlegar Villa Society	15,809
Kootenay Family Place	2,675
Kootenay Family Place	5,154
	\$ 23,638
Regional Health Board	
Interior Health Authority	8,999
	\$ 8,999

ORGANIZATION	2020 Taxes
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Community Service Organizations

Kootenay Society for Community Living	6,090
Kootenay Society for Community Living	3,584
Kootenay Society for Community Living	2,354
Castlegar & District Community Services Society	4,838
British Columbia Society for the Prevention of Cruelty to Animals	18,661
Castlegar & District Hospital Auxiliary	6,473
Circle of Indigenous Nations Society	3,181
Blueberry Creek Community School Council	21,332
	\$ 66,513

Recreation and Not for Profit

Air Cadet League of Canada	1,949
Portuguese Social Centre Society	612
Royal Canadian Legion	999
Association of West Kootenay Rock Climbers	503
Fortis BC Energy Inc. – Terasen BTW Park	8,405
CTN Labour Holdings Ltd	12,468
	17,761

Cultural Organizations

Castlegar and District Heritage Society	5,680
Castlegar and District Heritage Society	1,905
Kootenay Doukhobor Historical Society (Doukhobor Village)	16,161
Kootenay Gallery of Art, History and Science Society	4,977
Castlegar and District Chamber of Commerce	8,352
	\$ 37,075

City Water Supply/Partnership Agreement

Zellstoff Celgar Ltd.	4,824
	\$ 4,824

Total Permissive Tax Exemptions for 2020	\$ 163,065
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CASTLEGAR

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